

# Thomas Worthington High School

2011-2012

## Introduction

### *Administration*

<b>James Gaskill</b> .....	Principal
<b>Rebecca Chattman</b> .....	Assistant Principal
<b>Julie King</b> .....	Assistant Principal
<b>Geno Smith</b> .....	Assistant Principal
<b>Dan Girard</b> .....	Athletic Director
<b>Kim Hanlin</b> .....	Teacher/Student Activities Director
<b>Peter Bluvol</b> .....	Dean of Students
<b>Scott Gordon</b> .....	Dean of Students

### **ALMA MATER**

O come, let's sing our Alma Mater, To our dear old Worthington  
Hail, oh Hail, we'll sing her praises, Break of day to setting sun.  
Though the day be dark and dreary Our love for her shall never die.  
Worthington, we'll always love you As the years go drifting by.  
Oh, Worthington!

\*Words and Music by Henry Shuster - 1955

### **Building Belief**

- Respect: For oneself, others our building and our community
  - Responsibility: Following through on commitments
- Relationship Building: Among one another, with staff and throughout life.

### **Mission Statement**

The mission of Thomas Worthington High School, in partnership with the Worthington community, is to provide a comprehensive program in a learning environment that ensures each individual the opportunity to discover and develop talents and capabilities to assume a responsible role in our global society.

### **Vision Statement**

Thomas Worthington High School is a dynamic environment, which recognizes the importance of the development of a positive personal vision in students, teachers, staff, parents, administrators, and community members. To this end, Thomas Worthington High School provides students time, resources, and the opportunities to develop a personal vision and to reinforce its attainment. Thomas Worthington High School establishes a foundation for the students to experience continued personal growth through academic competence using synthesis and application of knowledge while embracing the joy of life-long learning. Thomas Worthington High School recognizes that it is essential for students to be able to solve problems, have personal integrity, and demonstrate respect for themselves and others. Thomas Worthington High School provides a forum where students access opportunities to demonstrate global citizenship resulting in mutually beneficial interactions.

The TWHS Student Handbook is available in its entirety on the TWHS website:

[www.worthington.k12.oh.us/schools/TWHS/index.html](http://www.worthington.k12.oh.us/schools/TWHS/index.html)

The handbook is under the “Student” drop down menu. Students and parents are responsible for understanding and complying with the contents of the Student Handbook.

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## Our Cardinal Creed

We, the staff and students here at Thomas Worthington High School, believe and promote the following core character traits:

### RESPONSIBILITY

- Taking pride in yourself, your clothing and appearance
- Stand firm for what you know is right
- Clean up after yourself
- Take control of your own behavior and actions
- Be on time to class
- Be true to your core values

### RESPECT

- Know one another's names
- Respect culture and differences
- Treat others the way you want to be treated
- Say "thank you"
- Start class on time and be in class on time
- Allow personal space in the halls
- Give your best at all times
- Going to school here is a huge opportunity

### RELATIONSHIPS

- Greet one another, eye contact and name
- Smile at others
- Care about the people you come into contact with
- Build relationships that promote school spirit, success, pride and an overall positive climate
- Take the time to truly get to know one another
- Be positive with one another and focus on strengths

## Section 1 General Information

### Availability of Board of Education Policies

The Board of Education has established policies and procedures that pertain to students, staff, and school operations. Copies of these policies and procedures are kept at the office of the Treasurer of the Board of Education, 200 E Wilson Bridge Road, Worthington, Ohio 43085 and in the main offices at TWHS, Linworth and WKHS.

### Emergency Procedures

*See Emergency Procedures in each room or office.*

#### Fire Evacuation Procedures

When the fire alarm sounds, all persons are to leave the building as prescribed by the drill regulations, which follow:

- Proceed with students quickly and quietly from the room following the route posted in the classroom.
- In the event that the assigned exit route is blocked, students, under verbal direction of the teachers should proceed to the next closest exit. **QUIET IS NECESSARY IN THIS EVENTUALITY.**
- Teachers should leave the room with students and help them get to the check point area, taking attendance and reporting this to the designated flag person.
- All lounges, restrooms, locker rooms and offices must be cleared.
- The last person out of each exit assumes the responsibility for closing the outside doors.
- All persons should move to their designated check point at least thirty yards from the building, keeping roadways and parking areas clear for emergency vehicles.
- In an actual **EMERGENCY**, remain outside and radios will be used to confirm student and staff attendance.
- Radios will be used to provide additional instructions to staff and students.
- In the event of a fire during lunch periods, students will be directed to the nearest exit and will follow instructions posted on signs by that exit.
- Even if the alarm sounds before or after school, teams, coaches, activity groups, advisors, adult classes, staff members, etc., must exit the building and wait for the "all clear" to sound before re-entering the building.
- When the "all clear" sounds, classes will quietly re-enter the building.

### **Level 1 Alert: Monitor (Code yellow)**

A level 1 lockdown is an advisory to staff that a situation has occurred which is not an immediate emergency and which can probably be handled by increased vigilance on the part of the staff. School will continue as usual, but staff members are to be present in the halls during class changes and alert to the environment. Communication will be made to staff via email from building administration. Guest Instructors will receive information from Administrative Services.

- Classroom doors can remain unlocked, however, exterior doors will be secured.
- Teachers will continue with their class as normal.
- Teachers may need to process what is happening with students.
- Lunch will proceed as normal. Senior lunch may be cancelled

### **Level 2 Lockdown: Standby (Code Orange)**

A Level 2 lockdown indicates that a person or group may be in or near the building. A Level 2 lockdown will start with the principal's announcement informing staff and students at TWHS will be entering a Level 2 lockdown and the facts surrounding the decision will be sent via email to staff.

- During a lockdown exterior doors are locked. No one is to allow the doors to be propped open.
- Class changes will occur by instruction from the office.
- Class changes will be silent to allow for emergency communication.
- Police will be contacted and consulted regarding appropriate action.
- Teachers should lock doors to rooms and/or offices immediately.
- Students are to remain in classrooms. **NO HALL PASSES** will be issued for the duration of the lockdown situation.
- Teachers should continue with their classes as normal.
- Lunch will proceed as normal but will be restricted to the commons.
- Senior Lunch will be cancelled.

### **Level 3 Lockdown: Emergency Crisis Response (Code Red)**

A Level 3 lockdown requires an immediate emergency response. In the event an intruder is in the building with the intent to do harm to occupants, or if someone should receive word that the possibility of an intruder in the building is imminent, the building administration will make an announcement to start a Level 3 lockdown. Anyone receiving word of a possible or actual intruder should contact the Principal's Office at extension "00" or contact Student Services via the emergency "Student Services" button on the telephone. The Student Services office or the receptionist should immediately contact the Principal or administrator in charge and phone 911. All exterior doors will be locked. At the time of the announcement:

- Staff members will help clear the hallways immediately, and bring any students into their classrooms and/or secured areas.
- Staff in the cafeteria/commons area should assist students into kitchen areas, Academic Assist areas, or room 171.
- Library staff will take students and go to a secure room within the library.
- Staff in the Teacher Center should pull in students in the immediate area and lock all doors and take cover in a side room.
- Those in the gym will take students to the locker rooms and storage areas.
- Office employees will check halls and pull in students in the immediate area and will lock office corridor doors and take cover in offices and storage areas.
- Staff will lock doors, turn off lights, shut blinds, and make the room appear unoccupied.
- Everyone should be out of the line of sight from doors and windows, and take cover under furniture if possible.
- There should be **NO TALKING** during a Level 3 Lockdown.
- Staff should help students to remain calm.
- Everyone is to remain in a secure locked space until an all-clear announcement is made by building administration.
- The Worthington Police Department will initiate and conduct a systematic search of the building.
- In the event that a fire alarm occurs while under a level 3 (code RED) lockdown, staff members should heed any directions from an announcement from an administrator. **SOMETIMES ALARMS ARE PULLED BY INTRUDERS AS A TACTIC TO GET PEOPLE OUT OF ROOMS AND INTO HALLWAYS AND LARGE PUBLIC SPACES.** If there is clearly a fire, the building will be evacuated following proper procedures as best possible given the situation and circumstances. If, on checking the hallway, staff members see evidence of other threats that could cause harm to the students in their charge, they should act on their own discretion in evacuating. If evacuation occurs during the lockdown situation **ALL OCCUPANTS OF THE BUILDING SHOULD EVACUATE WITH THEIR HANDS ON THEIR HEADS.** Once outside the building, staff members should continue to evaluate threat to their students and may consider leaving the campus with them. If there are emergency personnel present, staff and students should follow any directions given by these emergency services personnel. If leaving school grounds, refer to the evacuation process for evacuation directions and locations.

***Staff will cover these procedures with their students and give instructions on where to take cover in the event of a Level 3 lockdown. Drills to practice lockdowns will be held periodically.***

## Tornado Guidelines

In the event that a tornado threat becomes imminent, a tornado warning alarm will sound. The sound of the alarm indicates that a tornado is in the immediate area. Everyone must take cover in a designated place of safety in our building. Remain in that location and in the “safety position” until an “all clear” is sounded/announced.

### **Classroom Preparation Procedure** (if time permits):

- If possible, take a book to be placed over the neck and head. Follow assigned route to the pre-assigned area in a single line as quickly and quietly as possible.
- It is **not necessary** to open windows—time is better spent evacuating the room.
- Teachers should shut/lock classroom doors after everyone has exited the room.
- Sit on the floor facing the wall with your arms/hands covering the back of your head and neck, in rows two or three deep, if needed.
- Please be certain that a passageway is provided the length of each hall or at entrances to doorways.
- Do not leave the area until authorized to do so.

## Fees and Fines

Fees for student workbooks and other consumable supplies for the current school year are collected in October. Any student approved for the free meal program and whose parent has signed the waiver of confidentiality attached to the application will not pay a fee; those who are approved for the reduced-priced meal program will pay half of the fee. Student grade cards, diplomas, parking passes, permission for senior lunch, late arrival or early release and transcripts will not be released or granted to any student who fails to clear all fines and fees by the beginning of the each semester. **Students dropping a class after the third weeks of class will not be issued a refund of the fee paid for that class.**

## Free/Reduced Meal Applications

Free/Reduced Meal Applications are available at the Worthington Education Center, 200 E. Wilson Bridge Road, Worthington, OH, 43085, Food Services Department, (614) 883-3140.

## Guidance Office Policies/Procedures

### Procedure for Accessing Student Records

Student records are available to teachers, administrators and specialists upon request. All records must remain in the Guidance and Counseling office. Anyone needing to remove a record from the Counseling Center must sign the record out in the sign-out log maintained by the secretaries. Parents may access these records by making an appointment with the appropriate counselor who will review the records with the parent. Students have access to their records upon request. The student must make an appointment with his/her counselor who will review the records with the student. Persons other than staff members, parents or students can only access student records by written permission from the parents of the student if the student is under 18 years of age; if the student is 18 or older he/she must grant written permission. A log will be maintained recording each incident of record review by anyone other than a staff member, parent or student. The counseling secretaries have the responsibility of maintaining and monitoring student records. All students' records are housed in file cabinets, which are locked during non-regular school hours.

### Guidance Appointments

Counselors are available to see students from 7:30 a.m. to 3:15 p.m. daily. Working on an appointment system helps us to assist each student and family in a fair and efficient manner. Emergency situations are dealt with immediately. Students and parents are encouraged to become familiar with the information and the services provided in the Guidance and Counseling office. The counselors are available to help with college counseling, career counseling, and special counseling for personal issues.

The following shall apply with regards to students making guidance appointments and/or using guidance services:

- If a student needs to report to Guidance during class or study hall, the Guidance office will send for him/her from class or study hall.
- If a student has a **pre-scheduled** Guidance appointment, he/she should have a pass and present it to his/her classroom teacher/study hall monitor at the appointed time.
- If a student needs to make an appointment with Guidance, he/she is allowed to leave study hall with an appropriate pass and permission from the study hall monitor. Students can also make appointments between classes or on the way to/from lunch.
- With respect to study halls, if a study hall teacher/monitor allows a student to come to Guidance to look at college catalogues, use a computer, or use some other Guidance service, the study hall monitor **must write the pass**. Students are only permitted to go to Guidance from study hall with a pass. Study hall monitors should be sure to check the pass when the student returns. Either the student's guidance counselor or the guidance secretaries will indicate when the student left the Guidance Office.

- At no time should Guidance be a "hangout." Students who abuse the **occasional** privilege granted in bullet 4 above will not be permitted to continue to go to Guidance. It should not be necessary for a student to be in guidance daily over an extended period of time.
- None of the above precludes situations in which a teacher or study hall monitor may need to use their professional judgment in allowing a student to go to Guidance for emergency situations. The classroom teacher or study hall monitor must provide a pass to the student or make a call to the guidance secretaries to let them know that a student is on his/her way to Guidance.
- There are times when a student needs access to a guidance counselor in an emergency situation not covered by any of the above. In these cases the student's guidance counselor will provide a pass to the student to show to his/her teachers as soon as practicable after the emergency appointment. It is the student's responsibility to show this pass to his/her teachers within one (1) school day at the latest.

### **Health Office**

A full-time school nurse is available in the Health Office. Emergency illnesses or injuries should be reported to her immediately. Students who are feeling too ill to attend class should first report to their class for attendance and to receive a pass to the health office. Students may not leave campus because of illness without first being released by the school nurse. All students who are released by the school nurse must still check out at the Attendance Office, (in the Principal's Office area), prior to leaving school. See "Unexcused absence."

### **Guidelines for Prescription Medication**

All prescription medication to be administered to students in grades K-12 must be delivered to, stored in, and dispensed from the building health office by the school nurse or nurse's designee. Prior to dispensing any medication, the parent or guardian must complete the Worthington School District Form A-35-D (Request for Assistance in the Administration of Medication by School Personnel).

### **Immunization**

Proof of immunization must be on file in the nurse's office within *fourteen (14) days* of the student entering school. In addition to this requirement, students entering the district from a foreign country must also present evidence of a negative TB test or chest X-ray report within the last ninety (90) days, prior to entry to school.

### **Possession of Emergency Medication**

Students who have a medical need to maintain emergency medication on their person, as verified by a current signed physician's statement, may possess and self-administer such medication in accordance with the directions of the student's physician. Any such student shall first notify the building health office by presenting a copy of the signed physician's statement together with the prescribed medication. Examples of such medication may include, but are not limited to, medication for diabetes, inhalers, severe allergy reactions, and similar conditions.

### **Possession of Non-Prescription Medication**

High school students may, with parental permission, possess and use non-prescription medications at school. Non-prescription medications are those, which may be purchased without a physician's prescription. Non-prescription medication must be carried in the original container and limited in quantity to only the amount necessary for one day's dosage. In order for students to carry non-prescription medication, the Non-prescription Medication Request form must be completed and on file in the school health office with the school nurse.

### **Library/Media Center**

The TWHS library is entered from the main corridor on the first floor. Students are welcome to sign in from study hall or lunch one period a day, as well as before and after school. The library is open from 7:00 a.m. to 3:30 p.m. Students who wish to use the library instead of an assigned study hall or lunch may go directly to the library prior to the bell with their student ID and will stay the entire period. Students from a class must have a signed pass from a staff member. Students check out materials with an ID at the library's main desk. Books and magazines unless placed on reserve by a teacher, are due in two weeks with a renewal of two weeks. Reference materials and AV materials need to be used in the library. Fines are assessed for overdue materials. Students are responsible for all materials checked out to their name. All students using the library are expected to read, work constructively, or study quietly on an individual basis.

### **Linworth Alternative Program**

The Alternative Program, housed on the Linworth Campus, is a part of the Worthington City Schools, and is an option for students seeking the opportunity to become self-directed learners. The program provides students with a small school atmosphere in which a student may choose to learn in traditionally taught classes, or through learning contracts, in seminars, through independent study projects carried on outside the building, and/or through concurrent enrollment in a college or university. Courses not offered at the Linworth Campus may be taken at the student's home school.

The Linworth Program deals with interpersonal relations, use of time, self-image, problem solving, and independent learning. Basic curriculum goals are the same as those of the other two campuses. Students enrolled in the Linworth Programs must fulfill all requirements for graduation from Thomas Worthington High School.

The program is limited to 160 students. Each person desiring admission must complete an application, visit the school, and have parental permission. Enrollment periods are at the beginning of each semester. Persons interested in this program should contact the Director of the Linworth Program for additional information and for the special rules, which apply to that campus only.

### **Special Education Services:**

#### **Child Find**

Worthington Schools is responsible for locating any child birth to 21 with a suspected disability who resides within the Worthington School District. The school district provides special education services to any child who qualifies as disabled according to the Individuals with Disabilities Education Improvement Act (IDEIA) or Section 504 of the Rehabilitation Act ages 3 through 21 years of age. Suspected disabilities include: multiple disabilities, deaf-blind, hearing impairment, visual impairment, speech/language disability, orthopedic impairment, emotional disturbance, mental retardation, specific learning disability, autism, traumatic brain injury, other health impairment and developmental delay (preschool only). If you know of a child who is suspected to have a disability, please call the Director of Special Education at 883-3020 or contact your guidance counselor for more information.

#### **Parent Mentor**

Worthington Schools has a parent mentor to assist parents of students who are referred for a special education evaluation or who are eligible for special education services. The Parent Mentor can support parents as they move through the processes associated with special education or as a resource for information related to special education. If you would like more information regarding the services of the parent mentor, please call the parent mentor at 883-3020.

#### **R.I.S.E. (Resources, Information, Support, Education)**

Worthington Special Education Parent Support Group provides families with resources, information and support. Meeting topics are chosen by the parents at the beginning of each year. Activities at the meetings vary from speakers and other educational programs to discussion/support formats. Information regarding meeting dates and topics may be found on the district's website. Parents interested in receiving the support group newsletter may sign up on the district's website by clicking on special education. For more information call the district's parent mentor at 883-3000.

#### **Student ID's**

Students are provided with a student ID as a freshman, which must be carried for proper identification, library privileges, checking out textbooks, athletic passes, use of open lunch privilege (seniors only), all options and attendance procedures. It is an expectation that you will keep your Student ID card with you at all times. Replacements are \$5.00 and can be purchased in Student Services. Failure to display your student ID when requested may result in disciplinary actions, including loss of special privileges.

#### **Student Publications**

**School-Sponsored:** The following guidelines shall give direction to the preparation of school-sponsored publications:

- On-going publications prepared by members of the student body for distribution to other students and to faculty shall be under the supervision of one or more faculty members. The advisor will be appointed by the principal.
- The person, or persons, designated as editor or coeditors will bear full student responsibility for content.
- The editor or editorial staff will be responsible for the final review and preparation of the articles for the paper under the direction of the previously appointed member of the faculty.
- Articles that have been reviewed and rejected by the editor, editorial staff, advisor or principal will be returned to the author. The author may reconsider the content and amend the article, or avail himself/herself of the right of appeal.
- According to the Supreme Court Hazelwood decision, the school is the publisher and therefore has ultimate editorial rights.

**Non-School Sponsored:** The following guidelines shall give direction to the preparation and distribution of non-school sponsored publications. Such publications must be written completely by Thomas Worthington High School students.

- There shall be no solicitation of business and professional people or of any other community group for advertisements.
- Publication shall be printed outside the school. Neither school supplies nor equipment may be used in the printing of non-school sponsored literature.
- The manner of distribution in the school shall be in accordance with the following guidelines established by the principal and agreed to by the Board of Education:
  - Anyone wishing to distribute literature shall present a copy to the principal one (1) day in advance of its planned distribution for approval.
  - Non-school sponsored literature may be distributed only before 7:45 a.m. and after 3:10 p.m. in areas designated by the principal.
  - No charge may be made for the literature; however, donations may be accepted.

All persons contributing articles to such publication shall acknowledge authorship of said articles by signing them and shall refrain from libel, obscenity, and irresponsible personal attacks.

## Student Recognition Programs

### Academic Honors Awards

The Academic Honors Awards Program is a plan designed to stimulate students at Thomas Worthington High School to achieve scholastic excellence and to honor the students who attain this worthy goal. Scholastic achievement is the sole criterion for selecting the recipients of these awards.

*First Award:* A bronze key is awarded to students who have achieved a cumulative 3.5 point-hour ratio at the end of three full semesters.

*Second Award:* A silver key is awarded to students who have achieved a cumulative 3.5 point-hour ratio at the end of five full semesters.

*Third Award:* A gold key is awarded to students who have achieved a cumulative 3.5 point-hour ratio at the end of seven full semesters. **You must earn the prior key before moving to the next award.**

### Basis of Selection

A student must have a 3.5 cumulative point-hour ratio for all subjects, which carry one-half or more credits toward graduation and must have passed all other subjects undertaken, including non-academic subjects. The pass/fail subjects are **not** included in this point-hour computation. Point hours for selection of qualifying students are figured at the ends of the third, fifth, and seventh semesters. Students who are enrolled concurrently at Thomas Worthington High School and an institution of higher learning must satisfy all the selection criteria as stated above. Only courses taken through Thomas Worthington High School will count toward the four required. This is celebrated each year with a breakfast to honor these students.

### Honor Roll

This program recognizes students who have met and/or exceeded rigorous academic standards. The following breakdowns have been established regarding the honor roll: 3.0-3.499 will be the red merit roll; 3.50-3.99 blue honor roll, and 4.0 and above will be the roll of highest honors, Cardinal Honor Roll.

### Cardinal Stars

The Cardinal Stars program recognizes individuals who have excelled in a variety of ways. Students are nominated for this award by staff members and the criteria for this award are varied. Students might excel academically, as a good citizen, through achieving goals, which have been established for them, or in contributing their services to the school community. Students are recognized by having their pictures placed in the display case in the bus lobby area, receiving a certificate of recognition, and being invited with their parents/guardians to attend a quarterly breakfast at TWHS.

### Cards' Cards

This reward program is designed to recognize students for working hard, getting good grades, and acting responsibly. It recognizes both students with high GPA's as well as those who show improvement from semester to semester. It will also recognize students with perfect attendance. These cards provide students with various school and community discounts, including a discount at The Aviary, the school store at TWHS, discounts to school events and athletic contests. These discounts are listed on each card, and may only be valid for a particular number of events.

### Textbooks

Students are expected to pick up their textbooks during August registration and be ready for the first day of class. **The Book Room is open daily before school and 1<sup>st</sup> period** for students to pick up or return textbooks and/or resolve open book issues. **Students must show their Student I.D. card to check out textbooks** and are responsible for maintaining and returning all books and materials issued to them during the school year. Students are expected to promptly return textbooks at the completion of the class. Failure to return texts or pay for lost texts may result in loss of privileges such as senior lunch, late arrival, early release and parking.

**Students will be assessed a fine for the repair or replacement of any book that is damaged, lost or stolen** while assigned to them. The cost for repair or replacement will be determined by the issuing department. The Book Coordinator will notify the student and the financial secretary in the principal's office of charges assessed.

### Visitors

**The Ohio Revised Code mandates that a visitor must report to the Principal's Office to obtain a visitor's permit.**

Monthly tour days will be scheduled through our Guidance department for any families interested in visiting TWHS in order to determine future enrollment options.

### Visitor Sign-in Procedures

1. All visitors must sign in and out.
2. All visitors must wear the red visitor sticker.
3. Please ask the visitor if they have appointment. If a visitor is here to visit an administrator, dean, counselor or secretary, please call to verify the appointment and direct the visitor to the appropriate office.

4. If a visitor is here to meet with a teacher, please look at the master schedule to determine if the teacher is available before signing them in. If the visitor indicates that he/she is a guest speaker in the class, please call the teacher to let him or her know the guest has arrived and direct the visitor to the classroom.
5. If the teacher is not available, take a message and indicate that we will ask the teacher to call.
6. If the teacher is available, call the classroom or office of the teacher to let him or her know a visitor is here.
7. If agreeable, determine the point of contact and direct the visitor there.
8. If unable to reach the teacher, let the visitor know that they can leave a message or try back at a time when the teacher is available.
9. We do not allow siblings to visit with each other. If a sibling shows up to deliver something, please call for the student to come down to the office to pick it up.
10. Please do not let any visitor into our school without a purpose and a predetermined destination. If unsure, ask an administrator for assistance.

### **Former Students as Visitors**

We encourage students to come back and visit our school. However, we do need to follow a protocol that ensures our students (and staff) are safe. Former students are not permitted to visit current students or 'hang out' in our school (see #9 above). Former students who return to our campus while school is in session must visit with an adult only.

1. When a former student visits our school while school is in session, please ask the student who they would like to see. They must state a current staff member.
2. Please check the availability of the staff member by looking at the master schedule or by calling the classroom or office.
3. Once you have made contact with the staff member and that person is available for a visitor, have the student sign in and direct them to the staff member.
4. If the staff member is not available, please ask the student to email the teacher to set up an appointment time or come back later. Please do not allow them to go into the building.
5. Again, former students must have a legitimate purpose to visit our school. They are not permitted to visit current students.

## **Section 2**

### **Student Guidelines and Expectations**

#### **Absences**

##### **Attendance Intervention Process**

**Philosophy:** The No Child Left Behind Act of 2001 (P.L. 107-110) represents the most significant change in federal regulations for public schools in the 30-year history of the Elementary and Secondary Education Act. This law provides tough standards and requirements for testing and accountability, employment and hiring, school choices for parents, safety, home schools and pupil privacy. Assessment and accountability are the centerpieces of the legislation, which establishes a goal that all pupils will reach a proficient or advanced level of achievement by 2014.

##### **Excused Absences**

The statutes of the Ohio Revised Code governing school attendance are specific and leave little option for school authorities to excuse students from school except for:

- Personal illness.
- Death in the family.
- Illness in the family.
- Religious holidays.
- Field Trips.
- College Visit
- Family Emergency

*Absences for any other reasons are generally unexcused.*

The following guidelines **must** be adhered to by all students enrolled at TWHS regardless of age. Parents must excuse the absences of dependant 18-year old students. Parents are requested to call the high school between 6:45 a.m. and 9:00 a.m. if their child will be absent during the morning. When the parent does not call in when a student is absent for any part of the school day, the school will verify absences by phone or email the day the absence occurs. (This is required by Ohio Missing Child Regulations.) To report an absence for students:

- Call 883-2289 (Linworth 883-3700)
- Email [Twhsattend@worthington.k12.oh.us](mailto:Twhsattend@worthington.k12.oh.us)
- Please include the following:
  - The current date
  - The date(s) of absence
  - The reason for the absence

- Upon return to school, report to Attendance Office and pick up TWHS absence form
- TWHS Absence form must be shown to all of your teachers

Students leaving school early for appointments:

- Students must sign out at the Attendance Office upon leaving for any appointment that requires students to leave school during the school day. This is to ensure that the school is aware that your student is not on premises.
- Students must sign back in at the attendance office if they return from any appointment during the school day. This will provide students with the appropriate documentation so that they can make up any missed work from the duration of their absence from school and class IF the absence was excused.

Absences will remain unexcused until parents/guardians have contacted the Attendance Office with appropriate information to categorize the absence as excused. This should be done as soon as possible, so that students can be permitted to make up assignments missed.

### Family Emergencies

If a parent wishes to remove a student from school for a family emergency, the parent should contact the Attendance Office in advance. If this is not possible because of the nature of the emergency, contact should be made as soon as possible thereafter. The reason for these absences will be reviewed by the Attendance Office and will be deemed as excused or unexcused at that time. (See also: Family Vacations/Extended Absences)

### Pre-Excused Absences

**(Note: This policy does not cover family vacations/extended absences).** Absences for which students and parents have foreknowledge (e.g., doctor's appointments, college visits, take your child to work day, etc.) are to be pre-excused with the school prior to the absences. Consistent attendance is highly correlated to academic success and where possible these issues should be handled outside of normal school hours. However, this may not always be possible.

**To be pre-excused:**

- **Parent or Guardian must make contact at least 1 day in advance**
- **Student must get TWHS absence slip at least 1 day in advance**
- **Slip must be presented to teachers in advance to discuss make up work and impact on student learning**
- **Student must sign out before leaving**
- **Upon return, student must check in with attendance monitor**

### College Visits

Students occasionally request an excuse from school for the purpose of visiting and evaluating a college or university. *Up to (3) college visitation days per year* will be allowed for juniors and seniors.

- You must give 2 days of advance notice
- Must bring in note or have parent call
- Must be scheduled outside of exam week.

### College Rep Visits

Students should be pre-excused for these visits and *not* penalized for missing more than three (3) classes autumn semester.

### Medical Appointments

We strongly urge that doctor and dentist appointments be made outside school hours. If this cannot be arranged, then these absences must be pre-excused in the Student Services Office *at least one (1) full day prior to the time requested* (see Pre-Excused Absences below). It is advisable that students notify their teachers in advance of a pre excused absence to get their assignments. *Noncompliance with this procedure may result in the absence being unexcused. Appointments may be verified with the doctor's/dentist's office. All school work missed during the absence will be made up according to the guidelines established by the individual classroom teacher.* (See also: Pre-excused Absences)

### Family Vacations / Extended Absences

The school **strongly** discourages vacations or extended absences during days school is in session. However, if a parent or guardian wishes to take a child out of school for any period of time for reasons other than personal illness, death in the immediate family, religious observances (which may be verified) or family emergencies, the parent or guardian must contact the principal in Administrative Services (or his/her designee) in advance. Students should then come to the Attendance Office at least one (1) school week prior to the proposed absence to pick up the Family Vacation/Extended Absence Form. This form needs to be filled out (including teacher input) and returned to Student Services **no later than three (3) school days prior to the first day of the proposed vacation/extended absence. If the form is not returned within three (3) school days of the first day of the proposed visit, the absence will not be excused.**

Parents and students should keep the following factors in mind when making a decision to leave school for an extended period:

- What is the student's current academic standing and attendance record like?
- Is the vacation or extended absence excessively long (10 days or more)?
- What is the timing of the vacation or extended absence (i.e., proximity to exams, school vacation time, etc.)?
- Will the material missed in class jeopardize a student's grade?

Each teacher will sign the form and note due dates for all work. *All school work missed during the absence will be made up according to the guidelines established by the individual classroom teacher.*  
(See also: Family Emergencies)

### **Prolonged Physical Illness Under a Licensed Physician's Care (3 days or more)**

This must be verified on the physician's stationery with the *physician's* signature. If a student, because of extended illness or injury, will be absent for fifteen (15) or more consecutive school days, parents are encouraged to contact the school psychologist to explore the possibility of the student's receiving home tutoring.

### **Truancy/Unexcused Absence**

Truancy/unexcused absence is defined as the absence of a student from school or from his/her assigned area for other than an accepted valid reason, as defined by the Ohio Revised Code or the provisions of this handbook, for all or part of a day when school is in session. Even when the absence occurs with parental knowledge and consent, the principal (or his/her designee) need not accept as valid the reason given for the absence.

### **Habitual and Chronic Truancy**

Senate Bill 181 defines that a student will be considered habitually truant if s/he is absent without legitimate excuse for five (5) or more consecutive school days, seven (7) or more school days in one school month, or twelve (12) or more school days in a school year. A student will be considered chronically truant for purposes of this policy if s/he is absent without legitimate excuse for seven (7) or more consecutive school days, ten (10) or more school days in one school month, or fifteen (15) or more school days in a school year.

The district shall endeavor to address and ameliorate student truancy problems through a variety of prevention and intervention strategies. These measures may include, but are not limited to, the following:

- Taking disciplinary action against a student for truancy, in accordance with approved Board policy and regulations.
- Offering counseling to students with truancy problems.
- Sending an absence notification letter to a student's parent or guardian, requiring the parent or guardian to contact the school to discuss the student's absences.
- Giving a student and his/her parent or guardian written warning about the possible legal consequences of truancy.
- Requiring the student's parent or guardian to attend a parental education or training program to encourage parental involvement in compelling the student's attendance at school.
- Filing a complaint against the student and his or her parent or guardian in the Franklin County Common Pleas Court, Juvenile Branch.
- Providing a truancy prevention program.
- Notifying the registrar of motor vehicles of a student's truancy, as permitted under Ohio law, which can result in suspension of a student's driver's license or permit or a denial of the opportunity to obtain such a license or permit; consistent with the Board of Education adoption of this aspect of Ohio School law, the school has the responsibility to report a student of compulsory school age who is absent from school without legitimate excuse for more than ten (10) consecutive school days in a semester or a total of fifteen (15) school days during a semester; any such action may be challenged by the student and his/her parent, guardian or custodian by appearing in person at a scheduled date, time and place before the superintendent (or his/her designee).
- Referring the matter to Franklin County Court of Common Pleas, Juvenile Branch, for scheduling of an administrative hearing before a complaint is filed.
- Assigning a student to attend an alternative school, so long as this district has established such a school and admission is consistent with the provisions for such school.

### **Unexcused but Verified Absences**

This absence is unexcused by school officials, but is recognized as a request of the parent. The law does not excuse absence from school for such reasons as music lessons; dancing lessons; shopping trips; driver's permit tests or exams, oversleeping, car trouble, no ride, traffic; visits to other schools; movies; theatre parties; trips to the barber or beauty shop; or work for pay other than those excused by law or any other absence not considered part of a reasonable school program.

### **Class Cutting**

Class cutting is defined as not being in the assigned area such as classroom, study hall, commons or homeroom. *Class cuts will be treated as an unexcused absence. More than 25 minutes late to class is considered a "class cut", and not a tardy!*

### **Unauthorized Absence/Being in an Unassigned Area**

All students are expected to be in their assigned classroom/areas at all times of the day. Whenever a student leaves TWHS during the school day without permission from a school official, he or she will be unexcused. Regardless of who picks the student up, takes him home, etc., he/she *must* be excused in advance by an administrator, nurse or attendance monitor. This policy includes all school grounds outside of the building as well as all unauthorized or unassigned areas inside of the building. Seniors are permitted in the student parking lot when going to/from senior lunch only. *Students in grades 9-11 are not permitted to return to cars during the school day, nor are they permitted to be outside of the building unless they are under the supervision of a staff member.*

## **Make Up Work**

**Excused Absences:** It is the student's responsibility to secure assignments and to complete work on time. All work missed during a period of excused absence may be made up. Upon returning to school, a student shall have a period of school days equal to the number of school days absent in which to make up any class work. *Due dates for quizzes, tests, projects and papers must be reasonable and will be mutually agreed upon between teachers and students. Students must be absent for two consecutive days before work may be requested. Allow 24 hours from the time of request for work to be available for pick up. Please make this request through Student Services at 883-2284.*

**Unexcused Absences (Truancy/Cutting Class):** If a student is truant from class(es), he or she will not be able to receive credit for any work that is missed. This includes assignments/papers/projects that are due, in-class assignments, quizzes, or tests. The due dates for assignments given during an unexcused absence must be met. Even though credit cannot be earned, all students are encouraged to do the missed work so as not to fall behind. The Principal or his/her designee will have the discretion to enact provisions that allow exceptions on a case-by-case basis.

**Unexcused Absences (Suspension):** Students who are suspended, expelled or emergency removed from school **will not receive credit for missed assignments or class work.** However, he/she may receive credit for all tests, projects or major papers during that time period. *Due dates for tests, projects and major papers must be reasonable and will be mutually agreed upon between teachers and students.* The Principal or his/her designee will have the discretion to enact provisions that allow exceptions on a case-by-case basis.

## **Tardiness and Late Arrivals**

Tardiness is defined as entering a classroom after the bell rings to start school or a class. Tardiness to class or to school is not considered acceptable behavior for students who are of high school age. There will be escalating consequences for every two tardies to class. **Note: Classroom tardies 'reset' at the end of each quarter.**

**Students arriving to school after 7:45 a.m. (or 8:40 if scheduled for Late Arrival) must check in with the Attendance Office. Failure to do so may result in additional disciplinary consequences. Arrivals after 11:00AM will be charged a half-day absence.**

## **Assembly Expectations**

Assemblies and meetings are held throughout the school year for the benefit of the student body. Students attending any special program or meeting in the auditorium (or any other room of the school) will observe the following rules:

- Feet must be kept on the floor, not placed on the back of the seat in front of you.
- Courtesy and respect must be shown at all times to those on the stage. Audience members are expected to sit up, watch, and listen.
- Applause should be used to show appreciation. Whistling, shouting, and stomping feet are not appropriate.
- Paper or other objects cannot be thrown.
- Food or drink of any kind is never to be taken into the auditorium or gymnasium. Please help to maintain the seats and floor by disposing of gum in waste containers.
- Everyone is to remain seated until the end of any assembly program unless there is an emergency. It is rude to those on stage as well as to the rest of the audience to leave during a program.
- Inappropriate behavior during assemblies may result in disciplinary action.

## **Before and After School**

Prior to 7:30 a.m. students are expected to report to the cafeteria, Auxiliary Gym, or Library. Students may go to an office or a classroom to work with a staff member, but only if prior approval (hall pass) has been given. **All students in the building beyond the regular school day must be under the direct supervision of a staff member or coach.**

## **Cafeteria**

Breakfast will be served in the cafeteria before school until 7:35 a.m. Lunch and breakfast items are to be eaten in the cafeteria. The following common courtesies are expected of all persons using the cafeteria:

- Moving ahead of others in the lunch line is unacceptable.
- Loud or unusual noises, profanity and name-calling are not acceptable.
- Throwing food, paper or other items is prohibited.
- Students are to remove all material from tables *before* leaving the cafeteria. All disposable items are to be placed in waste cans provided throughout the cafeteria.
- Students are to treat the monitors supervising the cafeteria with appropriate courtesy and respect.
- No coats or jackets may be worn in the serving area.
- Book bags and/or gym bags are prohibited in the serving area.

## **Lunch Periods**

Seniors have the privilege of an open lunch period. This open lunch option can be taken away as a consequence for code of conduct violations and/or attendance issues. If seniors have a study hall scheduled either just before, or just after their scheduled lunch period, seniors can EARN the opportunity to have both periods for open lunch. This will be an earned opportunity, and can be taken away at any time by building administration. **For all other students, TWHS has closed lunch.** Students are not permitted to leave the building or school grounds during the lunch period. Students may occasionally go to

lunch with their parents during their assigned lunch period. Parents must call or stop in attendance office. Students who go to lunch with a parent **must sign out at the Attendance Office before leaving and must sign back in at the Attendance Office upon returning.** Students who abuse this privilege may be denied the open lunch privilege as a senior. Students in grades 9-11 are not permitted to return to cars during the school day, nor are they permitted to be outside of the building unless they are under the supervision of a staff member.

### Dress Standards

The school requires students to dress and groom themselves in an appropriate manner. Any dress or appearance, which clearly constitutes a threat to health and safety of students or disrupts the educational process, is prohibited. Extremes of dress or appearance of any nature, which cause a disruption to the educational process, shall not be permitted. It is the opinion of the Board of Education and the administration that home influence and self-discipline should be adequate control for the maintenance of an acceptable appearance for all students. The following *minimum* standards shall apply:

- The teaching staff and the administration retain the right to rule on questionable dress.
- Dress and grooming should be clean and in keeping with health and sanitary practices.
- Clothing which is torn and tattered to an extreme is not permitted.
- Students may not wear clothing or hairstyles that can be hazardous in their educational activity such as industrial arts classes, home economics classes, laboratory work, physical education, art, or on-the-job training.
- Neither clothing which exposes bare midriffs nor mesh nor see-through clothing is acceptable attire. Shoes must be worn at all times. Students shall not wear halter tops. Students shall not wear any apparel that reveals cleavage or is cut too low in the neckline. Any tank-top-type apparel must have shoulder "straps" that are at least 2" in width. Holes in clothing that reveal undergarments or exposed skin are inappropriate. Open-backed shirts and blouses are not permitted.
- All skirts and shorts must be at least finger-tip length with no midriff showing.
- Clothes that advertise tobacco products or drugs and alcohol, as well as those with sexual slogans, sayings or innuendos are not permitted in school and violate the Student Code of Conduct (JFC-R), paragraph 3.
- Any clothing which is deemed to be gang related is unacceptable.
- Students shall not wear excessively baggy pants (exposing undergarments).
- Hats, head coverings, head bands, net hats, and sweat bands are to be removed as soon as you enter the building **and placed in lockers** until the end of your day. Students are **NOT** permitted to carry hats around during the school day. The temptation to put them back on continues to cause many interruptions to the educational process on a daily basis. Students may only wear head coverings mandated by a religion. Refusal to remove any of these items except those mandated by a religion will be considered insubordination and confiscation of such items as well as disciplinary consequences may result. The school will not be responsible for confiscated items.
- Students should not wear tinted glasses, which make observations of the eyes impossible, unless so prescribed by an eye doctor. Tinted glasses are not to be worn around the neck and must be left in the locker.

### Electronic Devices

- Students are allowed to bring cell phones into the school zone during school hours.
- Students may use cell phones in the commons only during their lunch period, in hallways during class exchanges, before 7:45am and after 3:05pm. Cell phones are not to be used in classrooms (except for instructional activities) or hallways during instructional time and must be turned off.
- Unauthorized use of your cell phone may result in it being confiscated and held until a parent visits the school to claim it and disciplinary action may result. Repeated violations may result in escalating consequences. The phone may also be searched as such action is a direct violation of school policy. Removal of the battery shall be considered insubordination and will be subject to school disciplinary consequences.
- The extent of the confiscation and/or search of the cell phone is dependent upon the circumstances present at that time and within the discretion of school authorities. The school cannot be held responsible for confiscated items.
- Whether or not the cell phone is returned to the student or parent is also dependent upon the circumstances presented at the time of the violation.
- **Remember: Cell phones, like all other personal items brought by a student into a school zone, may be subject to search. The outcome of that search may result in school sanction and/or a criminal investigation by the police.**
- Ipods, Bluetooth devices, or mp3 players are allowed to be used in the hallways during class exchanges, in lunches and in study halls. We expect to be able to communicate with students at all times. Students may listen to these devices with only one earpiece while on school grounds. Use of these devices in a classroom is up to teacher discretion.
- No student shall possess or use any type of laser device including laser pointers while on school property or while attending a school-sponsored activity on or off school property. Students in violation of this policy are subject to confiscation of the laser device, suspension or expulsion from school, and possible referral to legal authorities. Anyone who discovers a student in possession of a laser device in violation of this policy shall report the violation to the principal.
- Any exceptions that are granted regarding the use of electronic or laser devices as described above may be granted under any limitations or specifications as determined in advance by the Superintendent, principal or assistant principal.

### Food in the Halls/Classrooms

Lunch and breakfast items are to be eaten in the Commons. Only students without a scheduled lunch may eat outside of the commons. **Absolutely no food or beverages of any kind** are permitted to be eaten or openly carried in the hallways, in offices, in the science labs, in the tech rooms, in the computer labs, in the library, in the Hottenroth Center, in the gymnasiums, in the weight room, or in the locker rooms. Teachers may have the discretion to permit students to eat **pre-packaged** snack items (i.e., a bag of chips, a candy bar, a granola bar, bottle of water, etc.) **while under their supervision within a classroom**. Teachers may also include food or beverages as part of a classroom activity or lesson (e.g., a cultural lesson on the foods of Central America for a Spanish class). It is imperative that if a teacher exercises this discretion, he/she is considerate of the custodial staff. **Teachers are responsible** for making sure that their rooms are kept clean and free of trash and food debris. **The administration reserves the right to tell a teacher that he/she is not allowed to permit these items in his/her room if that teacher fails to properly ensure that the room is kept clean and free of trash and food debris.**

- If a Student Aide works for a teacher during his/her lunch period, the aide will **first** consume lunch in the cafeteria/commons and then report to his/her supervising teacher.

### Hall Conduct

Pupils passing through the halls on the way to and from classes are expected to maintain a reasonable degree of quiet. Whistling, loud talking, name-calling, profanity, running and pushing are not permitted. When a student is passing in the hallways during class time, **he/she must always have a pass**. It is the responsibility of the student to obtain a hall pass from the appropriate office, teacher, librarian, etc. in order to be in the halls during designated class time. When students are using a pass and in the hallways, they should take care of their business as quickly as possible and return to class. **Loitering and chatting in the hallways are not permitted**. Anyone not able to produce a pass or who is loitering in the hallways may be reported to Student Services. (See Hall Passes) *It is a reasonable request for staff to ask for a student's name if the student is not following proper procedures. Failure to comply will be considered insubordination.*

### Hall Passes

When a student is passing in the hallways during class time, **he/she must always have a pass**. Hall passes will be issued at the discretion of the teacher for emergency situations. **Student Planners are used as the acceptable hall pass at TWHS**. Students that have lost their planner may purchase another planner from the school store or student services. Personal needs, such as restrooms use, telephone calls, etc. should be taken care of during change of classes or at lunch. No more than one student's name should be on any hall pass. When students are using a pass and in the hallways, they should take care of their business as quickly as possible and return to class. **Loafing and chatting in the hallways are not permitted**. Students are not to use hall passes to go to vending machines. Any student in the commons or the athletic wing during the lunch periods without permission may be given a consequence. Students are also reminded not to go to another classroom and ask to see another student in that class while on a hall pass. Students may not interrupt a class for personal reasons. Students found violating this policy are subject to disciplinary action.

### Interrogation

Interrogation and/or Removal from School:

- A student in school may not be interrogated by the police or any person not affiliated with the school without the knowledge of the school officials.
- Any interrogation must be done in private with an official school representative present.
- A student may not be released to the custody of persons other than his parent or legal guardian, unless placed under arrest by legal authority.
- If a student is removed from the school by legal authority, parents shall be notified of this action by school officials as soon as possible.

### Late Arrival/Early Release

Students must have parent approval forms on file. **All listed guidelines must be followed or this privilege will be denied.** Juniors and seniors may schedule **one** of the following options depending upon their schedule:

- Early Release **or** Late Arrival.
- Students may not have both in one semester
- Schedules will not be manipulated (classes added or dropped) to accommodate late arrival or early release.
- **Students who have early release must leave the building or be under the direct supervision of a staff member, or will be assigned a study hall**
- **Early Release and Late Arrival are both privileges. The administration reserves the right to revoke these privileges at any time.**

### Lockers

Before school, students will be assigned lockers and combinations. Students entering after that time will receive locker assignments from the Student Services Office. Any problems with lockers should be referred to the Student Services Office. *Student lockers are the property of the Board of Education and are provided solely as a convenience for student use.* The administration has the right to search lockers for appropriate reasons as allowed by the law. Lockers are to be used only for the purpose of storing textbooks, school supplies, clothing and lunches and should not be considered as a private place. Students are responsible for keeping lockers clean and free of writing.

### Senior Lunch

Senior lunch is a privilege and allows the senior to be either out of the building or in the commons or courtyard. **This opportunity, if not handled appropriately, may be revoked.** Open lunch may also be revoked if school rules are not followed. All seniors must submit a signed Open Lunch Form no matter if they are staying on campus or going out to lunch. This form must be on file with the Student Services Office. While students are out in the community, they are expected to represent TWHS with class, dignity and decorum. Seniors are not to be in the parking lot unless going to/from senior lunch. If a **senior** happens to have senior lunch occurring either **immediately before or immediately after** a study hall, another option that may be available is Extended Lunch. Approval for extended lunch periods must be given by an assistant principal and will not involve the manipulation of a student's schedule in any way. An extended lunch will not be granted for seniors with Late Arrival or Early Release. Open lunch is only available to those seniors who have earned 13 credits by August 15, preceding their senior year. *During inclement weather this privilege may be suspended for safety precautions.* **Outside fast food, etc., should not be purchased and brought into the cafeteria.**

### School Buses

Students will conduct themselves on the school bus as they would in the classroom. Students who fail to follow the directions of the bus driver will be removed from the bus pending a parent conference. Students must ride their assigned bus. The following regulations apply to student conduct while boarding and riding buses, in loading and unloading areas, and at pickup and drop-off points:

- The school bus driver shall be in charge of the bus at all times and shall be responsible for order.
- Students riding school buses shall:
  1. Board, leave and ride the school bus in an orderly and non-disruptive manner;
  2. Sit in his/her seat from time of boarding until disembarking;
  3. Refrain from engaging in any conversation or activity which could reasonably be said to interfere with the bus driver's safe operation of the bus;
  4. Refrain from conduct, conversation, or forms of expression which could reasonably be said to offend the ordinary sensibilities of human beings;
  5. Not vandalize or damage a school bus;
  6. Not eat, drink, smoke or chew snuff while in a school bus;
  7. Not transport animals or dangerous objects or materials;
  8. Not throw objects either out of or within the bus nor extend any part of their body out of a window;
  9. Make no noise while a school bus is approaching or crossing a railroad crossing or at any other point of danger as specified by the school bus driver;
  10. Cross all streets at least ten (10) feet in front of the school bus and shall remain visible to the driver at all times.

A violation of any of the foregoing rules shall constitute disorderly conduct and shall subject the student to suspension of bus privileges, emergency removal, or other discipline. Suspension of bus privileges shall be in accordance with JFCC (Also EEACC) "Student Conduct on School Buses."

Students that wish to ride the bus home with a student that rides a different bus than the one assigned needs to bring in a letter from a parent/guardian stating permission for their student to ride a different bus. Whenever possible this letter should contain the bus number of the bus they want their student to ride. A phone call verification will be made to the home of the student requesting to ride a different bus. If this letter is not presented to a Dean in time to successfully get a hold of parents before the bus arrives, the request may be denied.

### Skip Days

Any student participating in a skip day for *any length of time* will be counted as truant and will face the proper disciplinary procedures. *A student may be suspended during semester and finals exam schedules.*

### Senior "Tag"

Senior tag is an activity that has historically taken place in the spring, however, is NOT a school endorsed activity. Students that have participated in this activity in the past have been injured, and damage has been caused to community property. TWHS cannot be held responsible for issues that arise out of student participation in this non-school related activity.

### Student Aides

A student aide is a Thomas Worthington student who is accepted by a staff person to assist with either the performance of office or classroom duties. This student may also be selected given that the student needs additional guidance, mentorship or support from a staff member. The following guidelines shall apply for student aides:

- Teacher/Office Student Aides will be limited to sophomore, juniors and seniors.
- Student Aides must be passing **all** classes.
- Student Aides must not have failed **any portion** of the Proficiency/OGT tests.

- Each aide is under the direct supervision of the staff member and will remain in the classroom/office with that staff member. Student Aides may leave the office or classroom to run errands or perform assigned duties but must return **immediately to the classroom or office** upon completion of these tasks. Student Aides must wear (display) identification badges as provided by the supervising teacher while they are in any area of the building outside of the assigned classroom or office.
- If a Student Aide works for a teacher during his/her lunch period, the aide will **first** consume lunch in the cafeteria/commons and then report to his/her supervising teacher.
- Student Aides should always wear an identifying badge as to designate their duty during the time that they are assigned as a student aide.

### **Study Halls & Learning Resource Options**

Study halls, if used appropriately, provide students with opportunities to successfully complete homework, study for tests, finish projects, etc. Students are encouraged to use their study hall time wisely. **Study halls are to be quiet and conducive to these activities.**

Students must first go to study hall for attendance purposes. They then may choose from the following resource options: Academic Assistants, Library, Computer Lab, or the Alumni Hall (weight room). Students may also go to the Guidance Center (see Guidance Office Policies/Procedures: Guidance Appointments). Students who leave study hall and attend one of the resource options must sign in with his/her student ID and must remain the entire period unless given a pass to return to the study hall. Students may also meet with a supervising staff member for tutoring or other academic help during a study hall period. *Students must have a pass from a teacher in order to leave study hall for tutoring.*

### **Work Permit**

Any student who is under eighteen years of age and employed must obtain a work permit. The State of Ohio requires such a permit, and it may be obtained through the Student Services Office.

### **Work Release (Senior Work Privilege)**

Another privilege available to **seniors only** is work release. Seniors sometimes have a 7<sup>th</sup> period study hall immediately preceding an 8<sup>th</sup> period Early Release. In these cases, a senior may be permitted to obtain work release if the following conditions are met: Steps 1-4 are to be completed with guidance. Steps 5-8 with Student Services.

- 1) The senior must be enrolled in five (5) academic classes **not including** teacher's aide, P.E., strength training and personal wellness
- 2) Schedules **will not** be manipulated (classes added or dropped) to accommodate work release
- 3) The senior is on target to graduate
- 4) The senior has passed all portions of the proficiency test or the OGT
- 5) A parental permission letter is submitted to Student Services
- 6) The senior's disciplinary record is good and the senior has missed ten (10) days or fewer
- 7) A letter from the employer, on business letterhead, verifying work status, is submitted to Student Services
- 8) Athletic eligibility is not in jeopardy

### **Student Conduct**

#### **Student Conduct/Zero Tolerance Policy**

Good conduct is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in such a way that the rights of others are not violated. Students of the District will conform to school regulations and accept directions from authorized school personnel. The Board will not tolerate violent, disruptive or inappropriate behavior, including excessive truancy, by its students and will vigorously enforce related policies and the Ohio Revised Code.

**Student attendance at after school co-curricular events is a privilege. Any pupil may be removed from such events for engaging in disruptive conduct, for violation of the student code of conduct or for conduct posing a danger to persons or property. Any student removed from co-curricular events may be barred from attendance at future events for the remainder of the school year and could receive additional consequences for such inappropriate behavior.**

A student who fails to comply with the Student Code of Conduct (JFC-R), established school rules, or with any reasonable request made by school personnel when subject to the authority of the Board will be subject to the approved student discipline regulations. The Superintendent or his/her designee shall develop regulations which establish strategies to address student misbehavior. Strategies shall encompass efforts ranging from prevention to intervention.

Students and parents will receive at the opening of the school year or upon entering during the year, written rules and regulations to which they are subject while school is in session, at school-sponsored activities or events whether on or off school premises, at events in which the District participates whether or not on school premises, on school premises whether or not school is in session, in any vehicle whose use is controlled, organized, or arranged by the school, or at any time the student is subject to the authority of the Board or District personnel. In addition, a student may be subject to school disciplinary action, including suspension or expulsion for harassment, vandalism, physical abuse, or other harmful or disruptive behavior

toward school personnel or school personnel's property, during non-school hours. The information will include the types of conduct that will make them subject to suspension, expulsion, and removal from school or other forms of disciplinary action. The Board directs the administration to make all students and parents aware of the Student Code of Conduct, which is designed to encourage positive appropriate behavior, and the fact that any violations of the Student Code of Conduct are subject to the consequences outlined therein.

If a student violates this policy or the code of conduct, school personnel, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the state of Ohio and local ordinances. The Student Code of Conduct is to be posted in a central location within each building.

### **Alternative Learning Site Assignment (ALS)**

At times it is necessary to assign students ALS for inappropriate behavior or actions that violate the Code of Conduct. The due process provisions of notice, a hearing, and the right to appeal included in this regulation and in Ohio Revised Code section 3313.66 are not applicable to the assignment of a student to an alternative learning center or any other alternative educational assignment when the student is not removed from school attendance and the student is provided an opportunity to obtain credit for his/her assignments or school work completed during such time.

### **Community Service**

In lieu of other disciplinary actions, community service may be used. Community service time that is used as part of a disciplinary action will be outside of normal school hours, and may require that students arrange for alternative forms of transportation. This is the responsibility of the student completing the community service time.

### **Classroom Emergency Removal of Student**

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on school premises, then the Superintendent, principal or assistant principal may remove the student from curricular or extracurricular activities or from the school premises. A teacher may remove the student from curricular or extracurricular activities under his or her supervision, but not from the premises. If a teacher makes an emergency removal, reasons will be submitted to the principal in writing as soon after the removal as practicable. In all cases of normal disciplinary procedures where a student is removed from a curricular or extracurricular activity for less than one school day and is not subject to further suspension or expulsion, the due process requirements of suspension and expulsion do not apply.

If the emergency removal exceeds one school day, then a due process hearing will be held within three (3) school days after the initial removal is ordered. Written notice of the hearing and the reason for removal will be given to the student as soon as practical prior to the hearing using the notice of intent to suspend or notice of intent to expel, as applicable. A hearing shall be conducted in accordance with suspension procedures unless the student has received a notice of intent to expel, in which case a hearing shall be conducted in accordance with expulsion procedures, except that the hearing for suspension or expulsion shall be held within three (3) school days of the initial removal. The person who ordered or requested the removal will be present at the hearing.

If the Superintendent or principal reinstates a student prior to the hearing for emergency removal, the teacher may request and will be given written reasons for the reinstatement. The teacher cannot refuse to reinstate the student.

The student may be removed from curricular or extracurricular activities or excluded from school premises until a hearing is conducted according to suspension or expulsion procedures, whichever is applicable.

Students who are emergency removed from school premises are automatically removed from all school activities and all co-curricular activities for the same period of time as the emergency removal from school. An emergency removal from a co-curricular activity only, which does not involve a related suspension or expulsion from school, is governed by Board Policy number JGG/IGDL and not by this regulation.

### **Detentions**

At times it is necessary to assign students detentions for inappropriate behavior or actions that violate the Code of Conduct. The administration and staff members will assign detentions. *Assigned Detentions:* Detentions will be served every day from 3:10 p.m. until 4:00 p.m. in Room 185, unless an alternative time and location have been communicated and appropriately assigned. Students will be given a 24-hour notice as to the date of the detention. Failure to serve the detention will result in a Wednesday School assignment.

### **Physical Restraint**

Section 3319.41 of the Ohio Revised Code specifies that: A person employed or engaged as a staff member, teacher, principal or administrator in a school, whether public or private, may, within the scope of their employment, use and apply such amount of force and restraint as is reasonable and necessary to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon the person or within the control of the pupil for the purpose of

self-defense, or for the protection of persons or property. Prohibition of corporal punishment does not prohibit the use of reasonable force or restraint in such incidents.

### **Rockbridge Academy**

The Superintendent or designee, at his or her discretion, may elect to assign middle or high school student(s) to Rockbridge Academy as an alternative disciplinary measure to the suspension or expulsion of a student, so long as admission is consistent with the mission, purpose, and rules of the school.

### **Wednesday School**

This is an extended afterschool detention option and will be used as a progressive step for actions requiring disciplinary consequences.

### **Discipline of Students with Disabilities**

The discipline of students with disabilities shall comply with all requirements of state and federal law.

#### *Other Provisions Related to Students With and Without Disabilities*

- 1) Nothing herein shall prevent school officials from pursuing any action against any student disabled or non-disabled, available under law including, but not limited to, notification of law enforcement or other governmental authorities, filing of criminal charges or civil action, filing for an injunction or other legal action to remove a student from school, or any other action that may be necessary to protect the health, safety, or educational environment of the student or others or to protect property.
- 2) In all cases of normal disciplinary procedures where a student is removed from a curricular or extracurricular activity or from school premises for a period of less than one school day and is not subject to suspension or expulsion, the due process requirements of these procedures do not apply.
- 3) School officials may notify law enforcement or other governmental authorities of student misconduct or illegal activities at any time. As required by the Federal Gun Free Schools Act, students who bring a firearm to school or on to property owned or controlled by the Board while school is in session; to school sponsored activities or events whether on or off school premises; on school premises whether or not school is in session; in any vehicle whose use is controlled or organized or arranged by the school; or at any time when the student is subject to the authority of the Board or school personnel shall be reported to criminal justice or juvenile justice authorities.

**Due Process: A term generally used to describe a procedure or specific steps and measures to which a person is entitled to protect himself or herself and his or her rights**

### **Searches**

#### **Locker and Personal Searches:**

If a school official has determined that a search is necessary to ensure school discipline or the health and safety of the students and staff (i.e., intoxicants, illegal drugs, potentially harmful substances, drug paraphernalia, weapons, dangerous instruments, or stolen property), the following will apply:

- **Locker Search:** A school locker may be searched by a school official in the presence of one other staff member. Student lockers, desks or similar property are subject to search by school officials at any time and without notice.
- **Personal Searches:** When the possession of illegal or dangerous items is suspected to be on a student's person or his/her belongings, the school official may require the student to reveal the item suspected to be on his person or in his/her belongings. If the situation presents the possibility of physical danger to specific individuals or people in general, at his/her own discretion, the school official may conduct a search or call the police to investigate.
- **Student Vehicle:** When the possession of illegal or dangerous items is suspected to be in a student's automobile on school property, the school official will call police.

### **Suspension and Expulsion**

#### **Student Suspension/Out of School Suspension (OSS)**

An Out of School Suspension is very serious and may lead to a recommendation for expulsion and a court referral. When a student is assigned an Out of School Suspension these rules and regulations are in effect:

- The student will not attend school or participate in any school-related activities. The student is not permitted on school property; a student who violates this guideline is subject to trespassing charges being filed.
- The student is not to be on or in the vicinity of the school grounds. If this occurs, the police will be contacted. Parents are strongly encouraged to keep the student at home throughout the suspension.
- A student who chooses to engage in behaviors that result in the assignment of Out-Of-School Suspension cannot receive credit for any work that is missed during the time of the Out-Of-School Suspension, which includes daily assignments, quizzes, tests, papers, projects, etc. The student is encouraged to complete assignments for no credit to maintain pace with the class during his or her time out of school. However, a student who has maintained a disciplinary record without a prior suspension may appeal in writing to their assigned Assistant Principal to make up substantial assignments such as quizzes, tests, major essays, projects or reports for full credit. The student must show proof of his or her commitment to academic achievement to qualify. THIS APPEAL PROCESS IS SEPARATE FROM THE APPEAL FOR THE SUSPENSION ITSELF.

The Superintendent of schools, principal, or other school administrator may suspend a student from school for a period of not more than ten (10) school days. If, at the time a suspension is imposed, there are fewer than ten (10) school days remaining in the school year in which the incident that gave rise to suspension takes place, the Superintendent may apply any remaining part of all of the suspension to the following school year. Unless otherwise indicated in the notice of suspension, students who are suspended from school are automatically suspended from all school activities and all co-curricular activities, as part of the student's suspension from school, for the same period of time as the suspension. If the suspension or proposed suspension is based on a violation listed in the Section (B) (1) of Board Policy JEGA, Permanent Exclusion, and if the student is sixteen (16) years of age or older at the time the offense is committed, the written notice of the intent to suspend and the written notice of suspension must include a statement that the Superintendent may seek to permanently exclude the student if the student is convicted of or adjudicated a delinquent child for that violation. A suspension from a co-curricular or extracurricular activity only, which does not involve a related suspension or expulsion from school, is governed by Board Policy number JGG/IGDL and not by this regulation.

### **Right of Appeal**

In cases of suspension by a building principal, assistant principal, or other building administrator, the right of appeal shall be:

- A student, or his/her parent, guardian, or custodian may appeal a suspension by the Principal of Student Services, or other school administrator, to the Principal, or the Board or its designee, as provided by this policy.
- The Superintendent or his or her designee is designated by the Board to hear the suspension appeal. The request for appeal must be made in writing with the Superintendent's office within three (3) school days after the first day of the suspension.
- The student and his/her parent, guardian, or custodian shall have the right to be represented at the appeal hearing and shall be granted a hearing before either the designee or Board, in accordance with this policy, in order to be heard with regard to the suspension.
- At the request of the student, or his/her parent, guardian, custodian or attorney, the designee or Board, whichever is applicable, shall hold the hearing in executive session.
- The appeal hearing is not a formal judicial proceeding. The student, student's parent, or their representative does not have the right to cross-examine or question school staff, students, or other persons at the hearing. Any cross-examination or questioning is at the sole discretion of the appeal hearing officer.
- Formal action on the appeal may only be taken in a public meeting, in the case of action by the Board. By the action of either the designee or Board, whichever is required, the order of suspension may be affirmed, or the student may be reinstated or the action otherwise reversed, vacated or modified.
- The Board or designee, whichever is applicable, will have five (5) school days following the hearing to issue a written decision. Either the designee or Board, whichever is applicable, shall make or cause to be made a verbatim record of appeal hearings. The record shall not be reduced to writing except at the request, cost, and arrangement of the party requesting the written record.
- A student shall remain suspended for the duration of the suspension unless and until action modifying the suspension is taken on appeal, except that the Superintendent, principal, or other school administrator shall have the discretion to hold a suspension in abeyance pending appeal.
- The decision of either the designee or Board, whichever is applicable, may be appealed to the Court of Common Pleas as authorized by Ohio law.

### **Student Expulsion**

The Superintendent may expel a student from school. Except as specified below as related to firearms, knives, and criminal acts, students may be expelled from school for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in the term or semester in which the incident that gives rise to the expulsion takes place. The expulsion may also be extended pursuant to O.R.C. 3313.66(F) related to permanent exclusion. In the case of students who are expelled for a period of time that exceeds the number of school days remaining in that school year, the Superintendent may apply any remaining part or all of the period of the expulsion to the following school year.

Unless otherwise indicated in the notice of expulsion, students who are expelled from school are automatically expelled from all school activities and all co-curricular activities, as part of the student's expulsion from school, for the same period of time as the expulsion.

A suspension from a co-curricular activity or extracurricular activity only, which does not involve a related suspension or expulsion from school, is governed by Board Policy No. JGG/IGDL and not by this regulation.

### **Expulsion for One Calendar Year**

A student who brings a firearm or knife, as defined in Board regulation JFC-R, section 9, to school or on to property owned or controlled by the Board while school is in session; to school sponsored activities or events whether on or off school premises; on school premises whether or not school is in session; in any vehicle whose use is controlled or organized or arranged by the school; or at any time when the student is subject to the authority of the Board or school personnel shall be expelled from school for one calendar year. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. The Superintendent may reduce, on a case-by-case basis, the one year required expulsion period in circumstances subject to the provisions of federal and state law related to the education of disabled students or when the

Superintendent, in his/her sole discretion, determines that the interest of the expelled student is served and the interest of other students, school employees, and other members of the school community are not disproportionately disserved by such a reduction. This provision does not in any way prevent school officials from pursuing the permanent exclusion of a student pursuant to Ohio Revised Code section 3313.662. Any expulsion pursuant to this provision shall extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

A student who possesses a firearm or knife, as defined in Board regulation JFC-R, section 9, at a school or on any other property owned or controlled by the Board, while school is in session; at school sponsored activities; on school premises; off school premises at any school sponsored activity or event; in any vehicle whose use is controlled or organized by the school; or at any time when the student is subject to the authority of the Board or school personnel, may be expelled from school for a period up to one calendar year. Any such expulsion may extend, as necessary, into the school year following the school year in which the incident occurred. The Superintendent may reduce, on a case-by-case basis, the one-year required expulsion period in circumstances subject to the provisions of federal and state law related to the education of disabled students or when the Superintendent, in his/her sole discretion, determines that the interest of the expelled student is served and the interest of other students, school employees, and other members of the school community are not disproportionately disserved by such a reduction. This provision does not in any way prevent school officials from pursuing the permanent exclusion of a student pursuant to Ohio Revised Code section 3313.662. Any expulsion pursuant to this provision shall extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

A student who makes a bomb threat with respect to any school building or to any premises at which a school activity is occurring at the time of the threat, may be expelled from school for a period of up to one calendar year. The Superintendent may reduce, on a case-by-case basis the one year expulsion period in circumstances subject to the provisions of federal and state law related to the education of disabled students or when the Superintendent, in his/her sole discretion, determines that the interest of the expelled student is served and the interest of other students, school employees, and other members of the school community are not disproportionately disserved by such a reduction. This provision does not in any way prevent school officials from pursuing the permanent exclusion of a student pursuant to Ohio Revised Code Section 3313.662. Any expulsion pursuant to this provision shall extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

A student who commits an act that is a criminal offense when committed by an adult and that results in serious physical harm to persons as defined in Division (a)(5) of section 2901.01 of the Ohio Revised Code or serious physical harm to property as defined in division (a)(6) of section 2901.01 of the Ohio Revised Code while the student is at school, on any property owned or controlled by the Board, or at any interscholastic event, extracurricular event, or any other school property or activity, wherever located, may be expelled from school for a period up to one calendar year. The Superintendent may reduce, on a case-by-case basis the one year expulsion period in circumstances subject to the provisions of federal and state law related to the education of disabled students or when the Superintendent, in his/her sole discretion, determines that the interest of the expelled student is served and the interest of other students, school employees, and other members of the school community are not disproportionately disserved by such a reduction. This provision does not in any way prevent school officials from pursuing the permanent exclusion of a student pursuant to Ohio Revised Code Section 3313.662. Any expulsion pursuant to this provision shall extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

#### **Violation of Suspension or Expulsion**

While under suspension or expulsion, a student shall not have access to or be permitted on school premises or at school activities except with the specific permission of the building principal. If a student is found on school premises or at school activities without the permission of the principal, he/she may be referred to law enforcement authorities for appropriate action.

### **Student Code of Conduct**

#### **Grounds for Suspension, Expulsion, Emergency Removal or Other Disciplinary Action**

Violation on the part of a student of any one or more of the following rules shall constitute misconduct and may result in the suspension, expulsion, emergency removal, or other discipline of a student.

These student code of conduct regulations are applicable to conduct while school is in session, at school sponsored activities or events whether on or off school premises, at events in which the school district participates whether on or off school premises, off of property owned or controlled by the District that is connected to activities or incidents that have occurred on property owned or controlled by the District, on school premises whether or not school is in session, in any vehicle whose use is controlled, organized, or arranged by the school District, or at any time the student is subject to the authority of the Board or school district personnel. In addition, a student may be subject to school disciplinary action, including suspension or expulsion, for harassment, vandalism, physical abuse or other conduct directed toward school personnel and/or toward school personnel's property, during school or non-school hours, regardless of where it occurs.

## Thomas Worthington High School Discipline Action Chart

Level 1	Level 2	Level 3
<b>Violations that negatively impact the learning environment.</b>	<b>Violations that are disruptive to the educational process or that may cause harm to other persons or property.</b>	<b>More serious violations that can cause harm to students or property, are illegal, or can substantially disrupt the educational process.</b>
Consequences: warning(s); or detention (repeated violations may result in escalating disciplinary measures)	Consequences: Extended Detention (Wed School); or ALS assignment(s); or Up to 10 days OSS.	Consequences: Up to 10 days OSS, possibly with a recommendation for expulsion
1A. Tardiness (repeated violations may result in escalating disciplinary measures)	1B Class Cuts	3A. Alcoholic Beverages and Drugs: Sale or Distribution
	1C. Truancy	3B. Alcoholic Beverages and Drugs: Use or Possession
13. Dress and Expression (May also include student sent home to change)	2. Abuse of Hardware, Software or other School Technology	3C. Failure to remove or report
	5. Cheating and Plagiarism (Academic Dishonesty) (May include failure on the Assignment)	4. Assault
14. Driving	6. Conduct on Buses (May also include suspension of transportation privileges)	9. Dangerous Weapons
15. Electronic Devices (Will also include confiscation of device)	7. Damage to Private Property (Also to include restitution and may involve police report)	10. Harassment/Intimidation or Other Degrading, Disgraceful, Discriminating and/or Racist Acts
	8. Damage to School Property (Also to include restitution and may involve police report)	16. Fighting
		17. Frightening and intimidating acts
	11. Disruption	19. Hazing
	12. Disruptive Demonstration	23. Sexual Misconduct
	18. Gambling	24. Sexual Harassment
	20. Insubordination	25. Theft (May involve police report)
	21. Leaving School Premises	
	22 Misrepresentation and Forgery( Non Academic)	27. Unauthorized Use of Fire
	26. Unauthorized Sale or Distribution	28A. Language directed at another student or staff member. 29. Use or Possession of Tobacco
	28 Language	30. Violation of Law
		<b>Note: Any Level 3 violation may involve a police report</b>

## Code of Conduct

1. **Absence and Truancy:** A student shall not be late or absent from school or any portion of a school day without proper authorization.  
**1A. Tardiness - Level 1; 1B. Class Cuts - Level 2; 1C. Truancy – Level 2; See Action Chart.**
2. **Abuse of Computer Hardware, Software or other School Technology:** A student shall not abuse the school district's hardware or software including, but not limited to, the following: tampering with computers or computer programs (whether such programs are commercially prepared or belong to another student or faculty member); using equipment to make unauthorized or illegal duplicate copies of computer software; damaging or destroying computers, computer hardware or software; or using computer phone or computer mail network facilities of the school district for purposes unrelated to the instructional program of the District unless written permission from the Superintendent or the Superintendent's designee has been obtained. **Excessive copies may result in a fine to pay for expenses. Level 2 See Action Chart.**
3. **Alcoholic Beverages and Drugs:** A student shall not possess, use, sell, offer to sell, conceal, transmit or be under the influence of any alcoholic beverage or illegal or illegally used drug including steroids, counterfeit (look-alike) drugs, or controlled substances (hereafter **prohibited substances**) or otherwise violate Board Policy No. JFCH/JFCI/JFCIA, "Drug and Alcohol Abuse by Students". "Possession" includes, but is not limited to, retention on the student's person or in a purse, wallet, locker, desk, or vehicle. It also includes being a passenger in a vehicle in which the student knows, or should reasonably have known, that any prohibited substances are present. Students acting together with students who are known to have possession of **Prohibited Substances may be deemed to also have possession of such prohibited substances unless such student reports the offense at the earliest possible time.** A student shall not wear or possess clothing, jewelry, personal possessions, publications, or other items or materials that depict or infer drugs or alcohol. **See Action Chart**
  - 3A. Selling or Distributing—Level 3 Violation – 10 day out of school suspension with possible recommendation for expulsion.** When the sale or distribution are especially egregious and pose a greater safety threat to students, administration reserves the right to determine a lengthier suspension or recommend expulsion based on the facts of the case. Police Report. **Loss of privileges for 45 days after the suspension, including being at campus events, co-curricular events and driving privileges.**
  - 3B. Use or Possession—Level 3**
    - 1<sup>st</sup> Violation-5 days out of school suspension (suspension may be reduced to 2 days with completion of Student Assistance Program). Loss of privileges for 15 days after the suspension, including attendance at after school co-curricular events and activities and driving privileges. Police Report.
    - 2<sup>nd</sup> Violation- 10 day out of school suspension (suspension may be reduced to 5 days with completion of Student Assistance Program). Loss of privileges for 30 school days after the suspension, including attendance at after school co-curricular events and activities and driving privileges. Police Report.
    - 3<sup>rd</sup> violation-10 day out of school suspension with recommendation for expulsion. Police Report.
  - \*\* Special Note:** See Discipline Action Chart for more details and note that if a student disregards the loss of privilege consequence, the penalty is doubled.
  - 3C Failure to remove and/or report**  
**Level 3 Violation-** These are violations that are disruptive to the educational process or may cause harm to other persons or property. Students have an obligation to remove themselves immediately and or report the offense at the earliest time when prohibited substances are in the possession of students. Failure to remove and or report may result in level 2 disciplinary consequences which include Saturday Detention, Alternative Learning Site, or Out of School Suspension.
4. **Assault:** A student shall not knowingly or with reckless disregard cause physical injury or threaten to cause physical injury to any person.—**Level 3 See Action Chart**
5. **Cheating and Plagiarism (Academic Dishonesty):** A student shall not obtain by fraudulent, dishonest or deceptive means and use as his or her own (or provide to another student, **teacher or parent**) the work, work product, questions or answers to examinations, or any like matters or violate the reasonable requirements of a teacher with respect to the conduct and taking of examinations or the completion of other course assignments. A student shall not use the written work of any other person or parts or passages of such other person's writings, or the ideas of such other person and hold them out as or represent them to be the product of his or her own mind.—**Level 2 See Action Chart**

Under the Ohio Administrative Code, most of the materials used to administer state tests are considered "secure test materials." Secure test materials include test booklets, English and Foreign Language CD'S, completed answer documents and other materials that contain student information or responses. Students involved in cheating on their own

tests in any manner, releasing and test question or other content of a test to any student or students, or assisting students to cheat in any way may be punishable by invalidation of test scores, suspension, expulsion, and/or prosecution. Phones are not permitted during testing. Presence of cell phones during test may invalidate the test.

6. **Conduct on Buses:** A student shall not violate Board Policy and Administrative Regulation JFCC (Also EEACC) "Student Conduct on School Buses."**—Level 2 See Action Chart**
7. **Damage to Private Property:** A student shall not knowingly or with reckless disregard cause or attempt to cause damage to private property.**—Level 2 See Action Chart**
8. **Damage to School Property:** A student shall not knowingly or with reckless disregard cause or attempt to cause damage to or deface school property including, but not limited to, buildings, grounds, equipment, materials, or computers or other technology. In accordance with state law, parent(s) may be liable for payment for the cost to repair or replace any such property damage caused by the acts of their children.**—Level 2 See Action Chart**
9. **Dangerous Weapons:** A student shall not possess, transport, transmit, conceal or attempt to possess, transport, transmit, or conceal a dangerous weapon, firearm, knife, explosive ordnance, stun gun, taser gun or dangerous instrument, or "look-alike" counterfeit weapon, firearm, knife, ordnance, or dangerous instrument. "Look-alike" weapons, firearms, knives, ordnance, or instruments include, but are not limited to, any object a reasonable person might consider under the circumstances a dangerous weapon, firearm, knife, explosive ordnance or dangerous instrument.

As used herein, "firearm" shall be defined as in 18 USC section 921 and shall include, but not be limited to, any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive or other propellant; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device as defined in 18 USC section 921 et seq. The definition of destructive device includes, but is not limited to, (1) any explosive, incendiary, or poisonous gas including, but not limited to, a 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 a device similar to any of the devices described herein or (2) any combination of parts either designed or intended for use in converting any device into any destructive device described herein and from which a destructive device may be readily assembled.

As used herein, "knife" shall be defined as any instrument that possesses a pointed or sharp-edged blade of metal or other rigid material and that is designed or can be used for cutting, slicing, or stabbing; this definition shall include, but is not limited to, straight razors, utility knives, box cutters, ice picks, pocket knives, switchblades, and buck knives. Nothing in this provision is intended to, nor shall it, preclude the Superintendent from suspending, expelling or removing a student in accordance with Ohio law for otherwise possessing, transmitting, or concealing a weapon, explosive ordnance, or other dangerous instrument that is not as just defined herein.**—Level 3 See action Chart**

10. **Harassment, Bullying and Intimidation or Other Degrading, Disgraceful, Discriminating and/or Racist Acts:** The Board will not permit discriminatory practices and views harassment and bullying as a form of discrimination. A student shall not harass, bully, intimidate, degrade, disgrace, disparage, incite, urge, provoke, threaten, discriminate or cause mental or physical harm against any other student or school employee or otherwise disrupt the school environment. For this purpose, harassment, bullying or intimidation includes, but is not limited to: slurs; displaying inappropriate images or text, profanity; written information; stalking; relational aggression; cyber bullying; denigrating remarks or actions; obscene gestures; the wearing or display of inappropriate insignia, signs, buttons, clothing, or apparel; or other verbal, nonverbal or physical conduct including, but not limited to, those based on race, color, national origin, ancestry, citizenship, religion, sexual orientation, handicap, age, or sex that are harassment as defined in Board Policy and Regulation, "Prohibition of Harassment," or that have the purpose or effect of being severe, persistent or pervasive enough to create a situation of (1) causing or intending to cause any other student or school employee to be reasonably placed in fear of his or her personal safety; (2) reasonable fear of damaging to student property, (3) causing or intending to cause a hostile, intimidating, threatening or an offensive/abusive educational environment for any other student or school employee; (4) causing or intending to cause material disruption of the educational process; (5) unreasonably interfering with a student's curricular, co-curricular, or extracurricular performance; or (6) otherwise adversely and unreasonably impacting upon a student's educational opportunities. - **Level 3 See action Chart**

These are violations that are disruptive to the educational process or may cause harm to other persons or property. **A form of harassment as defined by law is dating violence. It is defined as a pattern of behavior where a person uses or threatens physical, sexual, verbal or emotional abuse to control the person's dating partner. While at school or at a school event no student shall demonstrate behaviors that would be interpreted as a form of dating violence.**

Students have an obligation either (1) to intervene to stop the harassment, bullying, or intimidation; or (2) if intervention is not feasible, to report the harassment, bullying, or intimidation immediately. School personnel are required to report prohibited incidents of which they are aware to the school principal or designee. Parents or guardians of any student involved in a prohibited incident will be notified. Information provided to parents/guardians will be given, to the extent permitted by privacy requirements and applicable law. Procedures for documenting, investigating and responding to

alleged prohibited incidents will include a disciplinary procedure for any student the school reasonably suspects of harassment and a strategy for protecting a victim from additional harassment, intimidation, bullying, or retaliation following the report. District administration will provide semiannually to the president of the district board, a written summary of all reported incidents and post on the district website.

11. **Disruption:** A student shall not knowingly or with reckless disregard act or urge other students or persons to act in such a way as to cause by use of violence, force, noise, threat, intimidation, fear, passive resistance, or any other conduct, the substantial and material disruption or obstruction of any lawful mission, process, or function of the educational process of the school district including, but not limited to, curricular and extracurricular activities.—**Level 2 See Action Chart**
12. **Disruptive Demonstration:** A student shall not violate Board Policy and Administrative Regulation JFI, "Student Demonstrations and Strikes."—**Level 2 See Action Chart**
13. **Dress and Expression:** A student shall not violate Board Policy and Administrative Regulation JFCA, "Student Dress Code"—**Level 1 See Action Chart**
14. **Driving:** A student shall not drive or park on school premises in violation of Board Policy and Regulation JHFD, "Student Automobile Use," or when his/her privileges to drive or park on school premises have been revoked. See Parking Contract in the Handbook.—**Level 1 See Action Chart**
15. **Electronic Devices:**
  - 15A. No student shall use electronic devices such as computer games, laptop computers, hand held electronic devices, Walkmans, MP3 players, ipods, Bluetooth devices radios, TVs, tape recorders, CD/tape players, pagers, or cellular phones, except as provided, or use is expressly permitted in advance, by the school.—**Level 1**  
**Confiscated items must be picked up by a parent or guardian in Student Services.**  
**Note: Use is defined as normal operation of these items (taking/receiving calls, playing music, etc.), but shall also include having these items out and visible except where permission has been granted in advance by the school.**
  - 15B. No student shall possess or use any type of laser device including laser pointers while on school property or while attending a school-sponsored activity on or off school property. Students in violation of this policy are subject to confiscation of the laser device, suspension or expulsion from school, and possible referral to legal authorities. Anyone who discovers a student in possession of a laser device in violation of this policy shall report the violation to the principal. Any exceptions that are granted regarding the use of electronic or laser devices as described above may be granted under any limitations or specifications as determined in advance by the Superintendent, principal or assistant principal.  
**Level 1 See Action Chart**
  - 15C. Students cell phones are to be turned off and not used during the school day except in approved areas. Violation of this rule will result in disciplinary action and confiscation of the cell phone. A confiscated cell phone will be returned to a parent or guardian provided there are not concerns with the contents of the phone. Contents of cell phones may be searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct.
  - 15D. The possessing, taking, disseminating, transferring or sharing of nude, obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfers or otherwise (commonly called texting, eMailing, sexting, etc.) may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating or sharing nude, obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and may be reported to appropriate law enforcement agencies.
16. **Fighting:** A student shall not engage in physically or verbally abusive or provocative activities or conduct directed toward another person which leads or, under the circumstances could lead, to harm to such other person or bystander. Spectators are subject to disciplinary actions if they are viewed to instigate, prolong or heighten a situation.—**Level 3 See Action Chart**
17. **Frightening or Intimidating Acts:** A student shall not engage in any act or conduct which, under the circumstances a reasonable person would believe does or is intended to frighten, intimidate, bully, harass, or otherwise harm to the person toward whom the act or conduct is directed. Students are expected to be tolerant of individual differences. A student shall not knowingly or with reckless disregard engage in any act or conduct which causes another person to reasonably believe that such a student will cause physical harm to the person or property of such other person.—**Level 3 See Action Chart**
18. **Gambling:** A student shall not engage in any form of gambling.—**Level 2 See Action Chart**
19. **Hazing:** A student shall not subject any other students to abusive or ridiculous activities or harass any other student with unnecessary or disagreeable tasks.

Students shall not plan, encourage, or participate in any form of hazing. Hazing is defined as doing any act or coercing another, including a victim, to do any act of initiation into any organization that creates a risk of mental or physical harm. Permission, consent or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. Violation may lead to disciplinary action and/or legal action as contained in ORC 2307.44 **Level 3 See Action Chart**

- 20. Insubordination:** A student shall not disregard or refuse to obey reasonable requests or directions given to the student by school personnel.—**Level 2 See Action Chart**
- 21. Leaving School Premises:** A student shall not leave the school premises before the hour of dismissal except where individual school policy otherwise provides or without first obtaining consent of the principal, assistant principal, or school nurse or their designee. In addition, a student shall not be in an improper area of the school away from proper supervision.—**Level 2 See Action Chart**
- 22. Misrepresentation and Forgery (Non-Academic Dishonesty):** A student shall not, orally or in writing, use or sign the name of another person or falsify times, dates, grades, addresses or other data on school records, in correspondence, or in other written material directed to the school or school personnel. A student shall not give or assist in giving false or fictitious information to any police department, fire department and school official or other person acting in an official and lawful capacity.—**Level 2 See Action Chart**
- 23. Sexual Misconduct:** No student shall engage in any sexual conduct or sexual contact.—**Level 3 See Action Chart**
- 24. Sexual Harassment:** No student shall engage in any sexual harassment or otherwise violate Board Policy and Regulation AC on "Prohibition of Harassment." Prohibited harassment includes by way of example, but is not limited to, unwelcome sexual advances and requests for sexual favors, solicitation of sexual activity, displaying sexually suggestive objects, making sexual remarks or gestures, displaying sexual pictures or cartoons, making derogatory comments or slurs based on sex, making sexual comments about a person's body or clothing, touching a person, blocking their exit or assaulting a person, or other verbal, nonverbal, or physical conduct of a sexual nature which the offender knows or should know is offensive to the listener or observer. A student shall not wear or possess clothing, jewelry, personal possessions, publications or other items or materials that are sexually suggestive.—**Level 3 See Action Chart**
- 25. Theft:** A student shall not take nor receive or attempt to take or receive into his/her possession property of the District or property of another student, teacher, visitor or employee of the District without privilege to do so.—**Level 3 See Action Chart**
- 26. Unauthorized Sale or Distribution:** A student shall not sell, distribute or attempt to sell or distribute any object or substance that has not been properly authorized by the Superintendent, principal or their designee for sale or distribution to any person on school premises.—**Level 2 See Action Chart.**
- 27. Unauthorized Use of Fire:** Possession or Use of Combustibles and Propellants including but not limited to Pepper Spray, Mace and Others. A student shall not cause any flame, spark or other form of fire or propellant without the authorization to do so.—**Level 3 See Action Chart**
- 28. Use of Profane, Vulgar or Abusive Language or Gestures:** A student shall not use profane, vulgar, abusive, obscene, or other words or gestures which, under the circumstances, are offensive to the sensibilities of ordinary people in the school district community or which disrupt normal school activities. Such prohibitions include, but are not limited to, use of computers or other technology or communications.—**Level 2 See Action Chart**
- 28A. Use of Profane, Vulgar or Abusive Language or Gestures:**  
The use of profane, vulgar, or abusive language directed at another student or staff member will be considered a Level 3 violation.
- 29. Use or Possession of Tobacco:** A student shall not use or possess tobacco or tobacco products in any form or otherwise violate Board policy JFCG, "Tobacco Use by Students." This also includes a prohibition on smoking or otherwise using tobacco or tobacco products in cars which are on the school campus. Violations will result in Level 3 consequences and a loss of privileges for 5 school days for first offense, 10 days for second offense and 15 for third offense after the suspension, including attendance at after school co-curricular events and activities and driving privileges.—**Level 3 See Action Chart**
- 30. Violation of Law:** A student shall not violate any law or ordinance.—**Level 3 See Action Chart**
- 31. Other Conduct:** In recognition that any list of prohibited conduct cannot, with specificity, encompass every conceivable action which may properly be subject to discipline, the Superintendent or a building principal shall have the authority to suspend or expel a student for conduct not specifically set forth herein and which substantially and materially disrupts or interferes with the good order, discipline, operation, academic or educational process taking place in the school or which substantially and materially is or poses a threat to the safety of persons or property.
- 32. Repeated Violations or Other Circumstances:** These guidelines do not restrict school personnel from using judgment in interpreting and implementing consequences. The administration reserves the right to assign and establish procedures in areas where precedent has not been set. There are instances or times under which any of the violations indicated herein,

when considered in the context of the circumstances surrounding their occurrence and/or the student's past behavior record, can lead to a recommendation for suspension or expulsion.

### **33. Acts Subject to Permanent Exclusion:**

A student shall not participate in any of the acts prohibited in Board policy JEGA "Permanent Exclusion" and listed below. A student, in addition to suspension, expulsion, and/or emergency removal, may be subject to permanent exclusion from school for the following acts pursuant to ORC 3313.662 and Board policy.

A student may be permanently excluded from attending any Ohio public school if the student is convicted of, or adjudicated a delinquent child, for committing, when 16 years of age or older, one of the following criminal offenses:

- A. Illegal conveyance or possession of deadly weapons or dangerous ordnance on school premises, in violation of ORC 2923.122.
- B. Carrying or being in possession of concealed weapons on school property or at a school activity in violation of ORC 2923.12.
- C. Selling or offering to sell or possessing a controlled substance in violation of ORC 2925.03 (A) (1), (4), (5), (6), (7), (9), or (10) on school property or at a school activity; and, possessing a controlled substance in violation of ORC 2925.11, other than a violation that would be a minor drug possession offense.
- D. Committing one of the following on school property or at a school function: aggravated murder in violation of ORC 2903.01, murder in violation of ORC 2903.02, voluntary manslaughter in violation of ORC 2903.03, involuntary manslaughter in violation of ORC 2903.04, felonious assault in violation of ORC 2903.11, aggravated assault in violation of ORC 2903.12, felonious sexual penetration in violation of former ORC 2907.12, rape in violation of ORC 2907.02, or gross sexual imposition in violation of ORC 2907.05; and
- E. Complicity in any of the above-described violations regardless of whether the act of complicity was committed on school property or at a school activity. Complicity is defined as soliciting or procuring another to commit an offense; aiding, abetting or encouraging another to commit an offense; conspiring or agreeing with another to commit an offense; or causing an innocent or irresponsible person to commit an offense.
- F. Any other acts for which a student may be subject to permanent exclusion.

### **34. Expulsion for One Calendar Year**

A student who brings a firearm, as defined in Board policy, to school or on to property owned or controlled by the Board while school is in session; to school-sponsored activities or events whether on or off school premises; on school premises whether or not school is in session; in any vehicle whose use is controlled or organized or arranged by the school; or at any time when the student is subject to the authority of the Board or school personnel, shall be expelled from school for one calendar year. The Superintendent may reduce, on a case-by-case basis, the one year required expulsion period in circumstances subject to the provisions of Federal and State law related to the education of disabled students or when the Superintendent, in his/her sole discretion, determines that the interest of the expelled student is served and the interest of other students, school employees, and other members of the school community are not disproportionately disserved by such a reduction. This provision does not in any way prevent school officials from pursuing the permanent exclusion of a student pursuant to ORC 3313.662. Any expulsion pursuant to this provision shall extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

The Superintendent may reduce, on a case-by-case basis, the one year required expulsion period in circumstances subject to the provisions of Federal and State law related to the education of disabled students or when the Superintendent, in his/her sole discretion, determines that the interest of the expelled student is served and the interest of other students, school employees and other members of the school community are not disproportionately disserved by such a reduction. The Superintendent may extend such expulsion, as necessary, into the school year following the school year in which the incident giving rise to the expulsion takes place.

A student who commits an act that is a criminal offense when committed by an adult and that results in serious physical harm to persons as defined in division (a)(5) of ORC 2901.01 or serious physical harm to property as defined in division (a)(6) of ORC 2901.01 while the student is at school, on any property owned or controlled by the Board, or at any interscholastic event, extracurricular event or any other school property or activity, wherever located, may be expelled from school for a period up to one calendar year. The Superintendent may reduce, on a case-by-case basis, the one year expulsion period in circumstances subject to the provisions of Federal and State law related to the education of disabled students or when the Superintendent, in his/her sole discretion, determines that the interest of the expelled student is served and the interest of other students, school employees and other members of the school community are not disproportionately disserved by such a reduction. This

provision does not in any way prevent school officials from pursuing the permanent exclusion of a student pursuant to ORC 3313.662. Any expulsion pursuant to this provision shall extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

A student who makes a bomb threat with respect to any school building or to any premises at which a school activity is occurring at the time of the threat, may be expelled from school for a period of up to one calendar year. The Superintendent may reduce, on a case-by-case basis the one year expulsion period in circumstances subject to the provisions of Federal and State law related to the education of disabled students or when the Superintendent, in his/her sole discretion, determines that the interest of the expelled student is served and the interest of other students, school employees and other members of the school community are not disproportionately disserved by such a reduction. This provision does not in any way prevent school officials from pursuing the permanent exclusion of a student pursuant to ORC 3313.662. Any expulsion pursuant to this provision shall extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion take place.

#### **Loss of Driver's License for Dropping out, Violations of Drug/Alcohol Policies or Habitual Truancy**

Consistent with the Board of Education adoption of this aspect of Ohio law, the Superintendent is authorized to notify the Registrar of Motor Vehicles and juvenile court judge:

- When a person withdraws (drops out) from school
- When the person is habitually absent from school (10 consecutive days or 15 days in a semester) without a legitimate excuse
- When a person is a repeat violator of the school's drug/alcohol policy, is found to be selling or distributing any quantities or possessing any large quantities, or is expelled from school for the use or possession of alcohol or drugs. When notified the registrar of Motor Vehicles may suspend the temporary instruction permit or operator's license or deny the opportunity to obtain such a permit or license of a person who is the subject of such notice until the person becomes age 18, returns to school or receives a General Educational Development certificate, or the privileges otherwise are restored.

### **Driving and Parking Regulations Thomas Worthington High School Student Parking Contract for 2011-2012**

The Board of Education and Administration believe it is a privilege for students to drive to and from school. Therefore it is the responsibility of each student driving to school and parking to comply with the regulations established regarding student parking and driving. At TWHS Seniors have priority for parking permits. All rules and regulations as stated in the Cardinal Pride Handbook will be strictly enforced. The administration reserves the right to suspend/revoke a student's driving/parking privileges for any violation(s) of the Cardinal Pride Handbook. Please obtain parking fee information from the Student Services Office.

#### **Rules & Regulations**

**NEW THIS YEAR: Students will be assigned a particular parking space in the student parking lot. The student parking lot has been repaved and each space marked with a row letter and a space number. Students are only permitted to park in the specific space assigned to them. Parking permits will reflect the assigned space designation for that student. This applies to parking during the school day.**

- All vehicles parked on school grounds must be registered with Student Services and must belong to the registrant or his/her parents or guardians. Students will be required to show their vehicle registration(s) from the Ohio Department of Motor Vehicles, proof of insurance and their valid driver's licenses to obtain a parking permit. Changes in status of a student's vehicle or vehicle licensing must be reported to Student Services immediately. The parking permit must be hung on the rear view mirror with the parking number facing the windshield so that it can be easily read. Parking privileges may be revoked if the parking permit is not displayed correctly or if the vehicle is parked in any parking space that has not been assigned to that student.
- Regulations are strictly enforced to ensure student safety. It is considered a privilege to drive and park on school property. Suspension of driving/parking privileges, revocation of parking permits, and/or other disciplinary action may occur for driving/parking violations. Parking is strictly limited to **the student parking area (West lot), and starting with 2011-2012 academic year, students will be assigned a particular parking space in the student lot.** Improper parking may be cause for revocation of parking privileges on Worthington Schools' property.
- Students should not park in **visitor's spaces, staff spaces, handicapped spaces or any other space that is not assigned to that student. Failure to comply may result in suspension or revocation of parking privileges.**
- The school is **not** responsible for the vehicle or its contents.
- Vehicles will be appropriately parked in a pull-in manner only with each vehicle facing north. Students are assigned one specific parking space per vehicle.
- Students are not to loiter in the parking area nor are they to sit in their vehicles while parked on school grounds. **Drivers, under age 17, are permitted only one passenger inside their vehicle at a time.**
- Parking lot speed shall not exceed 10 miles per hour. Reckless and/or irresponsible operation is cause for revocation of parking privileges. (Irresponsible operation includes, but is not limited to, stop sign violation, speeding, failure to yield to pedestrians and school buses). Students who drive/park on campus after privileges have been revoked maybe immediately

suspended from school. A student shall not intentionally, nor recklessly, operate a motor vehicle so as to endanger the safety, health and/or welfare of others on school property.

- Student vehicles are subject to search.
- Making copies or replicas of parking permits is considered a form of fraud and will be treated with disciplinary action. This includes receiving and using a copied parking permit.
- Displaying a stolen parking permit will be dealt with severely as covered in the Cardinal Pride Handbook including, but not limited to, suspension, expulsion and police involvement.
- Falsifying this contract or misrepresenting a parking permit as lost or stolen is cause for revocation of the parking permit. A student may not sell, distribute, transfer, lend or otherwise give their parking permit to another student without the express permission of the administration. Unauthorized distribution of a parking permit to another person is cause for revocation of the parking permit. **No refunds will be given for a revoked parking permit.**
- **1<sup>st</sup> Violation = Warning**
- **2<sup>nd</sup> violation = Wednesday School(s) and possible loss of privileges**
- **3<sup>rd</sup> Violation = Wednesday School(s) and possible loss of privileges of up to 9 weeks**
- **4<sup>th</sup> Violation and above = loss of parking privileges for up to a semester, possible loss of options including, early release, late arrival or senior lunch, risk of car being towed.**
- **If repeated offenses are accumulated you may lose the right to purchase a parking permit for the following year.**

## Section 3

### Co-Curricular

Thomas Worthington High School recognizes its co-curricular program as an important component of the total educational experience of its students. Seventy-five percent of the Worthington student population participates in the co-curricular program, which offers opportunities in approximately 40 clubs and organizations; 24 interscholastic sports; and performance groups in music, speech and drama. Students publish a quarterly newspaper and a school yearbook. Worthington students have a proud tradition of state-level achievement. Separate booster groups offer support and resources for academic, athletic and activity programs.

#### Classification of Fees

*There will be a nominal charge for intramural participation at all levels.*

*No fee: Ice Hockey, Indoor Track, and Water Polo.*

(There will be a \$10 catastrophic insurance fee for these and other non- OHSAA sports)

#### Athletics

Level I - \$125.00

Level II - \$85.00

- Marching Band/Marching Band Auxiliary
- In-The-Know Team
- Mock Trials
- Winter Dance Team
- Winter Drill Team
- Winter Guard
- Winter Percussion Team
- Fall Cheerleading
- Winter Cheerleading
  - Cheerleading (for the first time in the year)

Level III - \$65.00

- Jazz Band

#### Guidelines for Participation Fees

No student will participate in a contest (game or scrimmage) or performance without having paid his/her participation fee. All high school participation fees will be paid directly to the co-curricular treasurer or the coach/advisor. Checks should be made out to the school. A receipt will be given upon payment.

#### Hardship Cases

If a student qualifies for the subsidized meal program, participation fees will be waived. In special cases students can contact their coach, advisor, teacher or administrator for assistance.

#### Multiple Sport/Activity Participation

High school students will not pay more than \$375 per school year for athletic fees and will not pay more than \$195 per year for activity fees. High school students will not be assessed more than \$570 per school year for combined athletic and activity fees.

### **Refunds**

No refunds will be made after the first game or performance.

### **Activities Limitation Policy**

The purpose of the activities limitation policy is to help the student manage his/her time wisely in order to participate fully in the activities programs and also to succeed academically. Limiting the number of leadership positions, which a student may hold at one time, gives more students the opportunity to hold positions of responsibility and encourages students to be realistic in making choices regarding their co-curricular participation. The following guidelines have been established:

- A student may serve as president of no more than one organization at a time (during a season).
- No student shall serve as an officer in more than two organizations simultaneously.
- A student may serve in only one elected class level position during a year, i.e., as a class officer or as class representative to Student Council.
- A student may not serve simultaneously as a class officer and a Student Council officer.
- A student who serves as Student Council president or editor-in-chief of the yearbook may not hold another office during that school year.
- Serving as a cheerleader is the equivalent of holding an officer's position during the season the individual is on the fall or winter squad.
- A student serving in a leadership position is expected to demonstrate exemplary citizenship. Any student leader who is disciplined for a major infraction of the school's conduct code may be removed from his/her leadership position upon the recommendation of the advisor/coach and approval of the principal or his/her designee. Student Council officer elections are to be completed by the fourth Friday in April; other elections should be held after that time. Advisors of activities are responsible for clarifying responsibilities of officers and for pointing out possible conflicts with such seasonal activities as sports, cheerleading, and theatre productions. All names of officers as they are elected and appointed should be sent to the Co-Curricular Office for the official file. Conflicts in officer positions shall be resolved by the activities director in consultation with the advisors involved. A note giving the details of any special arrangement should be filed in the Co-Curricular Office and a duplicate given to the principal.

### **Student Participation in the Co-Curricular Program**

The Board of Education recognizes that a complete co-curricular program based upon student interest assists in the total education of students. While emphasis is given to the intellectual growth, diversified opportunities must be provided for students who wish to participate in the co-curricular program. All such programs must contribute to the goals of general education to justify their existence in the curriculum.

- All participants will be subject to the rules and regulations of the respective sport or activity.
- Participants will be advised in writing of all regulations by their respective advisors or coaches prior to their participation in order for each student to determine the feasibility of such participation.
- Rules may be amended by the advisor or coach with the concurrence of the principal. Such amendments must be consistent with national or state governing bodies if so applicable. The participants will be notified of such changes.
- Violation of rules and regulations may result in loss of privilege to participate or other disciplinary action.
- A student must be in attendance a minimum of **four consecutive periods** (excluding lunch) on any school day in order to participate in any co-curricular activity (including practices and rehearsals) held that day.

### **Athletic Program**

Thomas Worthington High School offers a variety of athletic activities to students interested in sports participation.

### **Athletic Passes**

Student athletic passes, which are good for all Thomas Worthington sponsored home athletic contests, are available in the co-curricular office.

### **Interscholastic Extracurricular Academic Eligibility**

The Worthington Board of Education recognizes that extracurricular activities of the school district such as interscholastic athletic events, plays and musical performances (Worthington Board of Education Policy IGDK) represents an extension of the overall school program. All such programs must contribute to the goals of general education to justify their existence in the curriculum. In order to be granted the privilege to participate in interscholastic extracurricular activities, students must make normal academic progress toward graduation. Accordingly, the academic eligibility policy will reflect the academic standards that a student must attain in order to progress toward graduation. An interscholastic extracurricular activity is defined as a school-sponsored student activity not included in the Graded Course of Study, which has a competitive component or a public performance. Seventh and ninth grade students must be currently enrolled in a member school and have received passing grades in 75% of subjects in which enrolled. Thereafter, to be eligible to participate in an interscholastic extracurricular activity, the Board requires that a high school student:

- Meet all Ohio School Athletic Association (OHSAA) regulations.

- Pass a minimum of five (5) one credit courses (or the equivalent which count toward graduation) during the preceding nine-week grading period. **Note: Students are advised that physical education classes will not count toward academic eligibility.**
- Attain a GPA of 1.0 or greater in those five courses.
- In addition, high school students must pass 2.5 units of credit from the previous semester. Failing grades will not make a student ineligible, provided the above requirements are met. Credits earned in summer school may be used to make up unearned SEMESTER credit. Failure to comply with grading period (nine-week; or, nine-week and semester) eligibility requirements will result in loss of eligibility for the succeeding nine-week grading period.

This policy will be effective August 29, 2000. Eligibility for the first nine-week grading period will be based on regulations in effect prior to the passage of this policy. All transfer students must comply with OHSAA regulation 4-7- 1 through 4-7-12.

### **Conduct Guidelines for the Co-Curricular Program**

Students shall conduct themselves within the guidelines of the Student Conduct Code during all games and school activities, home or away. **Failure to do so may result in being denied the privilege of attending any event, home or away, for a period up to 18 weeks. In addition a student may be disciplined according to the consequences set forth in the Student Conduct Code. The Administration reserves the right to extend the consequences to include all school activities and athletic contests, depending on the situation. School rules apply to all Worthington District's school events and activities, home or away, just as they do during the regular school day.** We expect students to follow school rules whenever they represent Thomas Worthington High School either as a participant or as spectators. Serving in a student leadership position (whether appointed or elected) for a co-curricular program, team, or activity shall be considered a privilege and a student may be removed from such a leadership position for serious or repeated infractions of the Student Conduct Code at the discretion of the advisor/coach with the approval of the principal and his/her designee.

### **Attendance (Class) Regulations**

Students participating in the co-curricular program must be present in at least one-half of his/her regularly scheduled classes on the day of a practice or contest in order to be able to participate that day. One-half is defined as **four (4) consecutive** class periods excluding the lunch period. It is the responsibility of the student/parent to notify the coach/ advisor of any situation, which may limit the participation of the student in a scheduled event.

### **Activities Program**

#### **Administrative Guidelines**

- Any opportunities for participation in school governance activities shall be open to all students.
- The organization, operation, and scope of the student government shall be specified in a written constitution, which will be formulated with effective student participation.
- Such association shall be given the opportunity to deal squarely with practical and relevant problems, which touch upon the needs and desires of the student body.
- The student government shall have a faculty sponsor. Its membership shall adequately and fairly represent the entire student body.
- The statements, votes, decisions or actions of a student, incident to his role in student government, shall not adversely affect his grades, course credits, graduation or any other aspect of his academic standing.
- Ad Hoc committees of students appointed by the student government or the principal shall be involved in the problem-solving process of the school.
- The Board of Education shall set aside time on a regular basis during public meetings to listen to student representatives.

#### **Student Participation in School Government**

One of the most obvious and practical ways to expose students to and instruct them in the principles of sound citizenship is to involve them in the practical daily governance of the school itself. It is assumed at the outset that, as in any other learning experience, students need carefully guided experiences in the art of sound and practical citizenship. School authorities are encouraged to find new ways and means by which students might be effectively involved in practical exercises in citizenship through realistic participation in school governance.

#### **Money-Making Projects**

Any class, club or organization wishing to sponsor a money-making project must clear it through the Co-Curricular Office before any merchandise is ordered or any agreement entered into with a company. The following steps must be completed:

- A representative of the group sponsoring the project will fill out a form with background information and a description of the product, desired dates for sale and the advisor's signature. The form will be filed in the Co-Curricular Office.
- The Athletic Director must approve the project and the sales dates. Every effort will be made to avoid conflicts with dates of sales projects.
- When the final order for the product is placed, the company should be informed of the exact location to which the product is to be delivered. The sponsoring organization should make arrangements for storage of the product before it is delivered. The bill from the company must be made out to the specific club or organization, **not** the high school. Be sure to clearly inform the company about the name of the organization to be billed.

- Students and parents will be held responsible for all merchandise and or monies not accounted for at the end of the fund raising project.

### **New Club/Activity Procedure**

- Students should contact the Activities Coordinator to discuss the procedure for establishing a new club/activity.
- A faculty advisor for the activity must be named (the Activities Coordinator may have a recommendation or the students may contact an interested teacher). The staff person who is willing to serve as advisor must write a letter indicated his/her willingness. This will be filed in the club's folder in the Co-Curricular Office.
- The students should then schedule a meeting of "interested students," with the advisor present, to establish the approximate number of the "interest group." "This meeting should be announced to the entire student body in the daily bulletin."
- At the organization meeting the purposes or objectives of the club should be decided and listed. These purposes or objective must then be presented to the Activities Coordinator for review by the Administrative Team.
- After approval of the purposes has been granted, the students and advisor may begin to structure a constitution for the group. When completed, the constitution must be presented to the Activities Coordinator and Administrative Team for ratification.
- Two copies of the constitution should be sent to the Co-Curricular Office for the club's official file. In addition an Activity Budget must be approved and on file in the Co-Curricular Office.
- The advisor may then contact the school treasurer regarding the opening of an activity account. Names of officers should be recorded in the Co-Curricular Office.

### **Scheduling Activities and Facilities**

Often the omission of one or two details prevents an activity from being a success and invites unwarranted criticism of the sponsoring group. The following procedures are necessary for effective planning of club / class activities:

- Establish a date, which has been cleared through the Activities Coordinator. This date will be checked against the Master Calendar to insure proper facilities and equipment.
- Complete a Facilities Request Contract and submit this at least 2 weeks prior to your event.
- Secure the approval of the event before announcing it.
- Establish responsibility for the various phases of the event. It is suggested that you have a complete list of the students responsible for the assigned tasks. A faculty advisor *must* be present for any school-sponsored activity.
- It is customary and proper to invite the faculty, administration, board members and their spouses to major activities such as dances, parties, plays and musical activities. As a rule, guests should be invited at least two weeks prior to the event. An official invitation list with names and addresses is on file and may be obtained from the Co-Curricular Office.
- Chaperones should be instructed regarding the time to report and their duties and responsibilities at least one week prior to the event.
- Establish responsibility for cleanup detail. *Reminder:* The Master Calendar will be established early in September. Thereafter, any regularly-scheduled meeting need not be cleared with the Activities Coordinator. Any special meetings of events sponsored by the organization must be cleared individually with the Activities Coordinator.

### **Sign-Posting Policy**

- *Only* Thomas Worthington or Worthington Kilbourne organizations or groups with special permission may post signs in the school.
- All signs must be approved in the Co-Curricular Office before they are posted. The master copy of all signs to be duplicated must also be approved in the Co-Curricular Office.
- Signs must be attached with masking tape, not Scotch tape, and should never be suspended from or attached to light fixtures. Signs must be posted on hallway bulletin boards.
- Signs and posters should be made from construction paper or poster board and should be moderate in size, no larger than 22"x 28." They should be appropriate and in good taste.
- Signs may be posted on classroom bulletin boards with the approval of the classroom teachers involved.

## **Alcohol, Tobacco and Other Drug Expectations for Participants in the Co-Curricular Program 2011-2012**

### **History, Principles and Philosophies**

These expectations are designed to help students and parents cope with drug, alcohol and tobacco use and to provide guidelines for each student/family to receive assistance as needed. Accordingly, the expectations and consequences established by the Worthington School's coaches and advisors and approved by the Board of Education are based upon the following beliefs:

- Participation in athletics and activities programs is a privilege (supported by The Ohio Revised Code). In the Worthington Schools this privilege is extended to students who are willing to make a commitment to attempt to develop their talents and skills to their ultimate level; **therefore**, the privilege of participation in co-curricular activities and athletics is extended to those who meet the expectation of non-use of alcohol, tobacco and controlled drugs.

- Use of controlled drugs, alcohol, or tobacco by any high school or middle school student inhibits attainment of individual potential; it is illegal; and it jeopardizes the student's health and safety; **therefore**, use of alcohol, tobacco, or drugs (including illegal use of prescription drugs) by students participating in the Co-Curricular Program will not be tolerated.
- Use of alcohol, tobacco, or drugs (including illegal use of prescription drugs) by a student creates an environment which compromises his/her individual health, safety and welfare as well as the health, safety and welfare of all student participants in that program; **therefore**, use of alcohol, tobacco, or drugs (including illegal use of prescription drugs) by students participating in the Co-Curricular Program will not be tolerated.
- Performance enhancement supplements: Use of any drug, medication, or food supplement in a way not prescribed by the manufacturer will not be authorized or encouraged by school personnel and coaches. Even natural substances in unnatural amounts may have short-term or long-term negative health effects. In order to minimize health and safety risks to student athletes, maintain ethical standards, and reduce liability risks, school personnel and coaches will not supply, recommend, or encourage the use of any drug, medication, or food supplement solely for performance –enhancing purposes.
- Participation in the Co-Curricular Program affords students many growth and learning opportunities centered on the commitment to reach one's own potential while contributing to team and/or organizational success. These are valuable learning opportunities that we want to make available to students; **therefore**, it is our desire to keep students interested and involved in programs and denial of privilege to participate will be a progressive consequence.
- Student participants will be held to a higher standard of accountability and conduct than the student who chooses not to represent a Worthington School because the participant is in a highly visible setting as a leader and performer; **therefore**, use of alcohol, tobacco, or drugs (including illegal use of prescription drugs) will not be tolerated by students who participate in the Co-Curricular Program.
- For a middle school or high school student to perform at his/her optimum level the student must make a year-round commitment to prepare mentally, physically and academically; **therefore**, the expectations of non-use are in effect 12 months of the year for the duration of a student's middle school and high school career.
- School officials' ignoring a rumor implies consent; **therefore** all reports, information or rumors will be *investigated* by coaches, advisors and/or administrators.
- The parent(s)/guardian(s) of a student participant have a right to be informed; **therefore**, the parent(s)/guardian(s) of students will be informed of the results of investigations in which it is determined that the student violated the policy.
- The student body has the greatest access to information concerning student use of drugs, alcohol and tobacco; **therefore**, in order to encourage student referrals, denial of privilege to participate will not be a penalty for students who self-refer for assistance and who agree to follow policy and assistance recommendations.
- A violation of these expectations is a betrayal of the trust placed in a Co-Curricular participant by teammates or fellow organizational members, coaches and advisors, and the school community; **therefore**, violations discovered independently from the self-referral process will carry penalties in regard to competition/contests/performances.
- Education and assistance are necessary in promoting a behavior change among students who have made the choice not to follow the coach's/advisor's expectation of non-use; **therefore**, any denial of privilege to participate will be reduced if the student chooses to enter the student assistance program (The student assistance program includes an educational component for both students and parents and a drug testing component for students).
- Participation is better than exclusion; **therefore**, the student may remain a participating member of the group/organization as long as he/she follows the assistance recommendations and so long as the student has not been suspended, expelled, or removed from school for violations of the Student Code of Conduct.
- The co-curricular, student services and guidance departments and the school nurse is interrelated; therefore, these departments must share information in an effort to promote a lifestyle among students that is drug, alcohol and tobacco free.

**NOTE: Professional judgment will be used regarding the sharing of confidential information with school staff; however, we believe that when all resources are called upon for assistance, more help can be provided to the student. Once a student enters the school-based assistance program, the student will be considered to have self-referred. NOTE: Consequences by level are not carried from middle school to high school. The first violation of these expectations by a high school student is a level one violation. Additionally, a student who participates in both athletic and activity programs may be subject to consequences in both athletics and activities programs.**

The following expectations and consequences are in effect and *will be enforced for twelve (12) months of the year* during all six years of the co-curricular participant's middle school and high school career. Consequences will be cumulative, and, for activities participants, consequences will be adjusted to meet limited performance schedules as determined by the advisor and activities coordinator.

**The Worthington Board of Education believes:**

1. Participation in athletics, activities programs and student leadership activities ("co- curricular programs") is a privilege extended to those students willing to make a commitment to attempt to develop their talents and skills to the ultimate level.
2. Participation in co-curricular programs affords students growth and learning opportunities for personal development and team participation and contribution.
3. Students who participate in co-curricular activities are highly visible school leaders and performers. Accordingly, such students should be held to a higher standard of conduct and behavior than those who do not participate.

4. The Board of Education has made a commitment to providing education to students about the harmful effects of alcohol, tobacco and illegal drugs and to providing information to parents when there is reason to believe that the use of such substances has or may have occurred. The use of alcohol, tobacco or drugs is prohibited by the student discipline code. Any such use by any middle school or high school student participating in co-curricular activities, at any time or place, regardless of whether school is in session, will not be tolerated and may result in the loss of the privilege of participation. These expectations are in effect 12 months of the year for the duration of each student's middle school and high school career.
5. The use of alcohol, tobacco or drugs will result in the loss of some or all of the privilege of participation in co-curricular activities. Students, who participate in the student assistance program, as provided in this policy, should receive a lesser consequence in recognition of their participation.

### **Prohibited Conduct for Pupils Participating in Co-Curricular Activities**

As used in this policy, "co-curricular activities" include all athletic programs, activities programs and student leadership activities. Student leadership includes appointed or elected leadership positions in athletics, student government or other co-curricular activities. *References to the use, possession or sale of "alcohol", "tobacco" and "drugs" means the use, possession or sale or offer to sell, distribute, transmit, conceal of such substances as defined in and prohibited by the student discipline code* (Board Policy JFC-R). This policy is applicable to middle school and high school pupils participating in co-curricular activities. The prohibitions and penalties provided in this policy will be imposed in addition to, and not in the place of, penalties for conduct otherwise prohibited by the student conduct code. **Co-Curricular consequences will be imposed after school student conduct code violations penalties are completed.**

#### **Prohibited Conduct**

No student participating in co-curricular activities shall use, possess, *sell, distribute, conceal, transmit or offer to sell alcohol, tobacco, or any drug or drug paraphernalia* prohibited by the student discipline code at any time. This prohibition shall be effective twelve months per year and shall be applicable regardless of the location of the student at the time.

#### **Failure to Remove and/or Report**

**Level 3 Violation-** These are violations that are disruptive to the educational process or may cause harm to other persons or property. Students have an obligation to remove themselves immediately and or report the offense at the earliest time when prohibited substances are in the possession of students. Failure to remove and or report may result in Level 3 disciplinary consequences.

### **Consequences**

#### **First Violation (Level 1)**

Violation of this policy will result in the loss of the privilege of co-curricular participation (including contests, competitions, and performances) for one entire season (or, in the case of non-athletic activities, an equivalent period). Violation during a season will result in the loss of participation for the remainder of the season and for that portion of the next season equal to the time of the season (or school year) when the violation took place. The penalty will be reduced to a loss of participation for the equivalent of 20 percent of the season/contest (or, in the case of non-athletic activities, an equivalent period) for students who promptly enter and successfully complete the student assistance program, as defined in this policy.

#### **Second Violation (Level 2)**

A second violation of this policy will result in denial of the privilege of co-curricular participation for one calendar year from the date the violation is determined. The penalty will be reduced to a loss of participation for one-half of the season/contest (or, in the case of non-athletic activities, an equivalent period) if the student promptly enters and successfully completes the student assistance program.

#### **Third Violation (Level 3)**

A third violation of this policy shall result in denial of all privileges of co-curricular participation for the remainder of the student's school enrollment. The penalty will be reduced to denial of privileges of co-curricular participation for a period of one calendar year from the date the violation is determined if the student promptly enters and successfully completes the student assistance program.

#### **Sale of Drugs- Selling or Distributing**

The sale or distribution of prohibited drugs (including steroids) by a co-curricular participant will result in the denial of all privileges of co-curricular participation, including practices, for a period of one calendar year from the date the violation is determined.

#### **Student Assistance Program**

The Student Assistance Program may include one or more of the following components as determined by the school representative(s):

1. A substance abuse assessment or other appropriate assessment as determined by the school representative. Assessment shall be done by an independent agency at the student's or parent's expense.
2. An educational component for students and parents to be determined by the school representative in cooperation with the student and parent.

3. Participation in the Student Assistance Program includes student and parent consent to at least three unannounced drug tests to be provided at times determined by the school representative during the twelve-month period following determination of the violation. In appropriate circumstances, the School Assistance Program may provide for more than three drug tests as agreed between the school representative, the student, and parent. All drug testing beyond the first level will be conducted in accordance with school district guidelines and be done at the expense of the student or parent.
  - Failure to pass any drug test will be considered a violation of the Co-Curricular Alcohol-Tobacco-Drug policy and will result in consequences being invoked as a subsequent violation.
  - Any reduction in co-curricular participation is conditioned on satisfactory completion of the education components of the policy by both the student and parent(s) and the drug testing component on the part of the student.

#### **Self-Referral:**

**The intent of permitting self-referral is to show support toward the student athlete who comes to realize he/she has a drug or alcohol problem. It enables the young person to get help from a trusted coach or other adult who puts the student in touch with the Student Assistance Program.**

A student may self-refer to the student assistance program one time during the student's enrollment. There will be no loss of privilege to participate in co-curricular activities based on self-referral provided the student successfully completes the Student Assistance program. Self-referral may be denied if based on information that would otherwise come to the attention of the School District. Self-referral will not be permitted for a student who is presently in the Student Assistance program, including the drug-testing period or has already had a violation. **It is not intended to be used as a way to avoid regular consequences of an incident that has already occurred. For details see your principal.**

#### **Drug Testing**

1. Drug testing will be conducted by a laboratory selected by the school.
2. The student and the student's parents must sign a consent form authorizing the drug testing.
3. Drug testing may be requested by the school representative or other appropriate school official at any time, including times outside the normal school day or school week. Upon such request students will be expected to provide a urine sample at school or at the designated laboratory within a reasonable time as specified by the school official. Failure to do so will be deemed a positive test and will result in a denial of participation privileges. The sample will be divided into multiple specimens, one or more of which will be retained in the event confirmation testing is necessary.
4. Falsifying or tampering with a sample will result in suspension of the assistance program and a denial of participation privileges.
5. The school will pay for all drug tests (other than any tests conducted as part of an assessment at the beginning of the Student Assistance Plan) on the first level. Tests on additional levels will be paid by the student.
6. A copy of the results will be sent to the designated school official and to the student's parent(s).
7. Prior to the testing procedure, the student may voluntarily provide information as to any prescription medication being taken which information will be provided to the testing laboratory.

#### **Due Process**

Denial of co-curricular privileges for violation of this policy may be imposed by district administrative personnel, including building athletic directors and those persons charged with the direction of building activities programs. Prior to the determination of any violation of this policy the district administrator shall advise the student of the conduct considered to be a violation and give the student an opportunity to respond to the charge. A student found to be in violation of this policy may appeal that determination to the building principal or the director of co-curricular activities. Any such appeal must be in writing and must be submitted not later than the end of the second school day following the day the violation was determined. The decision of the building principal shall be made in writing and shall be given to the student. The student may appeal the decision of the building principal or director of co-curricular activities to the Superintendent. Any such appeal must be in writing and must be submitted to the Superintendent not later than the end of the second school day following receipt by the student of the decision of the building principal or director of co-curricular activities. The decision of the Superintendent, or designee, shall be final. During the time any appeal is pending, all penalties provided in this policy shall be enforced.

#### **Miscellaneous:**

A student denied participation in athletic events for violation of this policy for a period of less than an entire season shall be required to attend practice and events but will not be permitted to wear school uniforms or participate in any event, competition or recognition ceremony. A student leader denied participation for violation of this policy shall forfeit all awards based on student leadership activities prior to the violation. The penalties for violation of this policy shall be applicable regardless of the school attended. Denial of participation will remain in effect when a student transfers from one school to another. Notwithstanding any other provision of this policy, a student **participant in the co-curricular program may observe bona fide religious practices.**

[Adoption Date: October 14, 1996]

LEGAL REFS.: ORC 3313.66; 3313.661; 3313.664

CROSS REFS.:

JFA, Student Due Process Rights  
 JFCG, Tobacco Use by Students  
 JFCH, JFCI, JFCIA, Drug Abuse and Alcohol Use by Students /  
 Prevention of Chemical Abuse  
 JFC-R, Student Discipline and sub codes

### Procedural Issues

- If the co-curricular participant is in violation of the Co-Curricular Alcohol, Tobacco and Other Drug Policy and is caught on school property or at a school-related function not on the property of the Worthington City Schools or is otherwise in violation of the Student Code of Conduct JFC-R for an offense related to drugs, alcohol or tobacco, the student must first serve his/her penalty with the school for a violation of the Code of Conduct which can include, but is not limited to, suspension or expulsion, which will result in denial of privilege to participate in the Co-Curricular Program while the student is expelled, suspended or removed from school. Upon returning, he/she must also follow the co-curricular policy for first, second, or third violations of the ATOD policy.
- This policy is intended to supplement and complement all other policies, rules and regulations of the School District regarding student use of drugs, alcohol and tobacco. Student participation in co-curricular activities is subject to the Student Code of Conduct JFC-R, including any and all penalties for violation of the Student Code of Conduct.
- Failure to follow through with the recommended student assistance program will result in the enforcement of all denial of privilege penalties until the student assistance program is resumed.
- Students may choose to enter the student assistance program at any time after a violation.
- If a student transfers from one school in the Worthington City Schools to another school within the district, the co-curricular records shall transfer with the student as will any consequences or required assistance programs. If a student transfers into a Worthington School from outside the District and is currently serving a consequence for an ATOD policy violation, the consequences administered by the original school will remain in effect unless the consequences would be more restricting than those specified by the Worthington School's Co-curricular Policy.
- Banquet: If any co-curricular participant, at the conclusion of the season, is not a team/group member in good standing as a result of not proving substantial effort to complete the required educational assistance programs or proving substantial effort to complete such assistance programming, the student will forfeit the privilege to attend the banquet and to receive all letters and/or awards that would have been awarded at that time.
- Senior Recognition Programs: Should a student not complete the student assistance program or prove substantial effort to complete such student assistance programming, the student will not be recognized at the Celebration of Excellence, other school sponsored recognition of co-curricular achievement, or other public recognition as determined by the principal.

### Definitions

**Controlled Substances** - Alcohol, illicit drugs, dangerous intoxicants, counterfeit controlled substances, or licit medications without the supervision of a physician.

**Violation** - A violation will have occurred when there is a determination by School District personnel indicating that a student used, purchased, sold, trafficked or possessed alcohol, tobacco or controlled substances on or off school grounds.

**Referral for Assistance** - Information from the student-participant, his/her peers, community members, district employees, and/or parents that leads the coach/advisor or other school officials to believe a co-curricular participant has violated the co-curricular drug, alcohol and tobacco policy. The co-curricular participant must confirm the validity of this information in order to proceed further, except when the participant's parent(s)/guardian(s) refers the student or confirms the information.

**Season** - In athletics the length of the competitive season is defined by the OHSAA or in the case of non-OHSAA sports by the District. In activities seasons are defined by schedules printed by the District. A season of denial may include parts of two sports or activities or parts of two seasons of the sport or activity. Example: a 50% denial of privilege could cover the last 25% of the current season and the first 25% of the next season in which the student wishes to participate. If serving part of the percentage of the denial of privilege in a second sport or activity, the student must remain as a participant in good standing for the duration of the second season. All co-curricular rules and expectations must be followed as well as all expectations for the sport/activity.

**Possession** - "Possession" includes, but is not limited to, retention on the student's person or in a purse, wallet, locker, desk, or vehicle. It also includes being a passenger in a vehicle in which the student knows, or should reasonably have known, that any prohibited substances are present. Students acting together with students who are known to have possession of **Prohibited Substances may be deemed to also have possession of such prohibited substances unless such student reports the offense at the earliest possible time.** A student shall not wear or possess clothing, jewelry, personal possessions, publications, or other items or materials that depict or infer drugs or alcohol.

**Assessment/Primary Assistance** - Building administration, coaches, school counselors, and the certified district drug and alcohol counselor will decide what constitutes an adequate and approved assessment/assistance plan, completion of the assistance plan, and when the co-curricular participant may return to competition/contests/performances or participation.

**Denial of Participation** - The student-participant may not play but must practice, travel and sit with team/group at events (for various activity programs, this requirement will be defined as applicable by the advisor and the co-curricular coordinator) during any percentage denial of privilege which is less than one season. The student participant will not wear the school uniform at the contest or performance. This restriction is effective immediately following the determination that the policy has

been violated. If the denial of privilege is for one season, the student may sit out the next season of the sport/activity in which the student has last participated. Should the student have participated in both a sport and an activity, the denial of privilege will be served for both.

### **Student Leadership Issues**

1. A student leader is defined as anyone appointed or elected to a leadership position in athletics, student government, or other co-curricular activities.
2. Student leaders accept the responsibilities that accompany leadership positions and are expected to be positive role models at all times. Accordingly they are subject to a higher level of conduct.
3. Any student leader found to be in violation of the ATOD policy will be subject to the following:
  - a. Immediate termination of all leadership positions, awards relating to these positions and loss of all school or team/activity awards.
  - b. Denial of the opportunity to hold any additional leadership positions for the period of one (1) calendar year from the time of the infraction. Within the calendar year that the student may not serve in a leadership position, the student may, however, petition to run for a leadership position which will commence the following calendar year.
4. Referrals for assistance and student leadership:
  - a. Any student leader who refers himself/herself or verifies information provided in a referral by a third party and agrees to follow the co-curricular policy for assistance will not forfeit any privileges associated with the leadership position.
  - b. Any student leader who refers himself/herself or verifies information provided in a referral by a third party, but then refuses to follow the co-curricular policy in regard to assistance will be subject to the consequences listed in 3a and 3b above.
  - c. Self-referrals for assistance will carry no consequences for team participation, but will impact leadership positions, awards, or recognition for one calendar year from the date of the infraction.

### **Thomas Worthington High School Worthington, Ohio Non- Discrimination Statement (Title IX)**

All of the courses, programs, and activities presented in this booklet are open to *all* students regardless of sex provided that the students have met all established requirements. This policy meets all requirements and directions of the U. S. Department of Education under Title IX of the Education Amendments of 1972 as contained in Section 86 of the Federal Register, page 24128.

### **Notification of Rights under FERPA**

The Family Educational Rights and Privacy Act ( FERPA) affords parents and students 18 and older( eligible Students) certain rights with respect to student's educational record. Those rights include:

- A.) The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or designee) a written request that identifies the record(s) they wish to inspect. The principal (or designee) will make arrangements for access and notify parent or eligible student of the time and place where the records may be inspected.
- B.) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or violate a student's privacy rights. Parents or eligible students may informally request that a record be amended if they believe it is inaccurate, misleading or in violation of the student's privacy rights. If the matter is not resolved in an informal manner, parents or eligible students should write the school principal ( or designee) , clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of the student's privacy rights. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request of the amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student on request; when the District receives a written request for amendment of a student's education record: or the District receives a written request for a records hearing.
- C.) The right to consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school employees with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member( including health or security personnel); a person serving on the school board; or a person or company with whom the District has contracted to perform a specific task( such as attorney, auditor, medical consultant or therapist). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility; perform a task related to the student's education or school-related activities; or perform a service or benefit for the student or the student's family such as health care, counseling, student job placement or student financial aid. Upon request, the District shall disclose educational records without consent to officials of another school, school district, or institution of post-secondary education in which a student seeks or intends to enroll.

The District has designated the following personally identifiable information in a student's education record as "directory information" and will disclose that information without prior written parental consent, except when the request is for a profit-making plan or activity:

- 1) The Student's name
- 2) The Student's address
- 3) The Student's Date of Birth;
- 4) The Student's participation in officially recognized extracurricular activities or sports;
- 5) The Student's awards or honors; and
- 6) The Student's height and weight, if a member of an athletic team.

Parent(s) and guardian(s) or eligible students will have two weeks from the start of school to advise the Superintendent, in writing, of any or all of the above items that they refuse to permit the District to disclose as directory information. Please consider that if you choose to deny access to your students directory information this will prevent ALL third parties (post secondary organizations, military recruiters, co-curricular and social organizations) from receiving the information

The District also discloses student education records without consent of the parents or eligible student under the following circumstances:

- 1) To authorize federal officials or state or local educational authorities;
- 2) The disclosure is in connection with financial aid for which the student has applied or which the student has received;
- 3) The disclosure is to State or local officials if a state law adopted prior to November 19, 1974 permitted disclosure;
- 4) To organizations conducting studies for, on behalf of, educational agencies or institutions;
- 5) To accrediting organizations to carry out their accrediting functions;
- 6) To parents of eligible students if the parent claims the student as a dependant, as defined in the Internal Revenue Code;
- 7) To comply with a judicial order or subpoena; or
- 8) In a health or Safety emergency

D) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave SW  
Washington, DC 20202-4605