

THE MCCORD MIDDLE SCHOOL PHILOSOPHY

McCord Middle School is designed to meet the unique needs of students in transition from elementary school to high school. Students at this stage of development go through physical, emotional and social changes that are significant. These changes occur at vastly different rates in individual students so middle school programs have to be varied and designed so as to provide the opportunity for success for each student. Due to the stresses brought on by the changes these students are experiencing, the McCord Middle School environment has to be one that is especially caring while maintaining the constant expectation that each student will progress toward the fulfillment of his or her potential.

RATIONALE AND PROGRAM GOALS

The McCord Middle School staff believes that middle school students progress physically, intellectually, emotionally and socially at vastly different rates, yet agrees on the following generalizations:

1. **Physically:** Students leaving elementary school are children whereas students entering ninth grade are adolescents. This transitional period is characterized by erratic growth spurts and plateaus.
2. **Intellectually:** They are developing from dependent to independent learners. They are concerned with how they relate to their environment. They have broad interests and are easily distracted.
3. **Emotionally:** They are characterized by feelings of uncertainty. They suffer doubts about their competency, question whether they are adults or children and experience mood shifts which can produce baffling behavior.

The McCord Middle School staff recognizes that certain needs of its students must be considered in planning their educational program. Those needs are as follows:

1. **Physical:** They need periods of active participation as well as periods of quiet activity.
2. **Intellectual:** They need to learn how to learn and need a variety of learning activities.
3. **Emotional:** They need to feel successful or at least to feel that success is possible.
4. **Social:** They need to learn how to interact with peers and adults and to assert their independence.

The McCord Middle School staff strives to provide a transitional program between the elementary and high school programs that is supportive and caring while it prepares students for the greater sophistication and specialization of high school work. Such a program includes the following elements:

1. **Teachers:** They are individuals who are conscious of the diverse needs, interests and backgrounds of their students and are sensitive to the stresses, strains and frustrations of this age group. They are professionals who are aware of the different learning styles students may have and of the teaching strategies appropriate for differing styles.
2. **Curriculum:** It is one which emphasizes learning how to learn as well as what should be learned. It is one which fosters creativity and critical thinking and provides opportunities for pupils to discover, explore and develop their interests and abilities through individual and group experiences. It is one which gives students the opportunity to become aware of and better understand the physical, emotional and social changes they are experiencing.
3. **Organization:** It is a structure that gives students the opportunity to progress in an individualized manner especially in the basic skill areas. It is a structure that provides the time, the personnel and the setting for the guidance of pupils making important personal, social and educational decisions and adjustments.
4. **Climate:** It is an atmosphere in which students are likely to feel secure and supported. It is one that fosters a sense of self worth and respect for others.

SCHOOL HOURS

The McCord Middle School office is open from 7:30 A.M. to 4:30 P.M. Classes begin at 8:45 A.M. and end at 3:45 P.M.

SUGGESTED STEPS TO STUDENT SUCCESS

Believe in yourself!

Seek the help of any staff member, if you find yourself having problems; we can't help if we don't know.

Be prepared with all necessary materials.

Look for someone **you** can help in school. We are all part of a team that is working for success.

THE BILL OF STUDENT RIGHTS

EVERY PERSON has the right to be treated as an exceptional human being. As a student at McCord Middle School you can expect these things:

The right to an education. Teachers should be free to teach and students free to learn without being interrupted by inconsiderate or disruptive students.

The right to be safe in school and to have personal and school property respected.

Freedom from physical abuse and/or mental abuse such as name calling, intimidation, harassment, or vulgar language. Swearing and the use of inappropriate language are not acceptable. Discipline will be in compliance with school and district policy.

Freedom from being segregated or mocked because of race, sex, religion, physical strength, friendship groups, age, culture, handicap, clothing, etc.

The right to be respected, and the right to privacy and freedom.

The right to develop one's own personality (as long as it does not interfere with the rights of others) without disrespectful criticism or pressure from peers and cliques.

HIGH EXPECTATIONS = HIGH STUDENT ACHIEVEMENT

During this time of your life, EDUCATION is your career. Coming to this school is your job and your basic job expectations are as follows:

Take PAPER AND PENCIL to each class daily.

Take your STUDENT PLANNER to each class daily.

Take appropriate TEXTBOOKS to each class daily.

Know which classes require SPECIAL MATERIALS. Be responsible for taking those materials to each appropriate class.

Be prepared and complete all HOMEWORK AND CLASSROOM assignments.

Be responsible for LEARNING at school. Learning is your first responsibility. It is great to have friends but you should not socialize during class time. Socializing interferes with both learning and the general atmosphere of the classroom.

Put forth your best EFFORT at all times.

EMERGENCY INFORMATION

Emergency cards are sent home prior to the start of school. Please be sure to complete and return these cards.

Notify the office of any changes in address and phone number, place of employment, or other emergency contacts.

It is essential that we be able to contact you.

EMERGENCY SCHOOL CLOSINGS

In the event of inclement weather, listen to local radio or television stations, or call the TIPS Line at 883-TIPS (8477). Our school has developed a crisis management plan which will be implemented during any emergency situation. This plan is designed to assure the safety and security of all students.

ATTENDANCE

Good school attendance is important to a student's success at middle school. Poor attendance usually results in poor achievement. The attendance policy of McCord Middle School and the Worthington Board of Education is that each student is expected to be in all of his/her classes every day school is in session. *Absences must always be reported.*

ATTENDANCE AND PARTICIPATION IN CO-CURRICULAR EVENTS

Students must be at school for 3 working periods of the school day (Lunch does not count as a working period).

ABSENCE HOTLINE - 883-3565

REPORTING ABSENCES

Parents or guardians should call the school at 883-3565 before 9:00 A.M. to report an absence. If the parent does not call, the attendance assistant will make an attempt to call all parents or guardians of students who are on the daily absence list. If no contact is made with a parent or guardian, it will be necessary for the parent or guardian to send a note the next day explaining the absence. This note should be brought to the attendance assistant before school starts (or if arriving later in the day, come to the office to sign in), otherwise the student will be counted absent for the whole day.

EXCUSED ABSENCES

Students will be excused from school for the following reasons:

Personal illness (**PLEASE: Students should be fever free and "throw up" free for 24 hours before returning to school**)

Illness or death in the immediate family

Observance of religious holidays

Any other occurrence or situation which, in the judgment of the principal, may necessitate absence from school.

According to Board Policy 10-0504, an Excused Absence is:

A) A legally excused absence for personal illness, illness or death in the family, quarantine, or the necessity for the student to be at home.

B) A pre-excused absence is defined as an absence for cause or an absence that occurs with the prior full knowledge and consent of the parents. The principal may at his/her discretion, accept as valid the reasons for such an absence or reject such reasons."

All other absences should be considered unexcused.

Truancy and suspensions are examples of unexcused absences, as well as situations that do not fit the board definition of Excused Absences. Out of School Suspensions and Truancy are considered unexcused absences. In-School Suspensions are considered days of attendance. Student absences, both excused and unexcused, are counted in 1/2 day increments. **There are no .25 days absent.** Students are considered tardy if they arrive up until one hour after school begins. After that time, they are considered 1/2 day absent. After 4 periods, excluding lunch, a student is considered absent for a full day.

DISMISSAL DURING SCHOOL DAY

Any student who must leave school early because of appointments, must bring a written request, signed by the parent or guardian, to the office prior to the start of school on the day of the early dismissal, stating the reason, time leaving, tentative time returning (if returning to school the same day), and phone number where parents can be reached. The student will receive an early dismissal slip which will serve as his/her release from class.

TARDINESS

Students who are tardy to school will report directly to the office upon arrival. A late slip will be issued which will allow admission to class. Students will be expected to present an excuse signed by a parent or guardian. If the student is tardy of his own accord, the tardiness will be recorded as unexcused, and more than four (4) such tardies will result in disciplinary action.

PRE-EXCUSED ABSENCES

We follow the School Board of Education policy for pre-excused absences. We ask that a note be sent to the principal 48 hours before the absence explaining the reason for the absence and the dates involved. The student must bring the note to the office and he/she will receive a pre-excused form to be taken to each teacher and signed. This is the notification that the teachers need to prepare work for the student during the absence. Where possible, work will be given to students during the next 48 hours. All work is due upon return. For example, a student will be absent from Friday - Tuesday. A note must come in no later than Wednesday A.M. to the principal. The pre-excused form will be taken to each teacher during the day on Wednesday notifying them of the absence. Work will be given to the student when possible and as appropriate on Thursday before the absence.

FAMILY VACATIONS DURING SCHOOL TERM

By law, only those reasons stated under the section on excused absences are considered "legally excused". Other reasons must be approved by the principal *in advance of the absence*. If the principal agrees to excuse the absence, the student will be responsible for completing make up work. All work is due upon return. Students will not receive work if 48 hour notice is not given.

LOST AND FOUND

All books or other articles found should be taken to the Lost and Found in the main office. Students who have lost items should check in the Lost and Found periodically for these items. Books and notebooks with names in them will be returned to the owners. Students are discouraged from bringing valuable personal items to school. The school cannot be responsible for personal possessions that are brought to school, but if such articles are missing, the student should advise a faculty member in the immediate area so that steps can be taken to locate the missing article(s).

CO-CURRICULAR ELIGIBILITY

Students must be passing 75% of classes they are taking in order to maintain eligibility for the season they wish to participate in. Example: If a student does not pass 75% of their classes during Fall Quarter, they will not be eligible to participate in winter sports. **See Appendix B for Co-Curricular alcohol, tobacco, and drug policy.**

HONOR ROLL/MERIT ROLL

Students must meet the following criteria to be eligible for McCord's honor roll or merit roll:

All A Honor Roll: 4.0 GPA

Honor Roll: 3.5 – 3.99 GPA

Merit Roll: 3.0 – 3.49 GPA

HOMEWORK POLICY

Homework is a major component and a vital part of the McCord Middle School program. It is an extension of the regular daily school program and, as such, it ought to have the same thoughtful, creative consideration and planning given to other aspects of the program. The goal is to help students develop good homework/study habits through regular homework assignments.

Purpose of Homework Assignments

Homework assignments should generally fulfill one or more of the following purposes:

Drill and additional practice to reinforce and/or strengthen skills introduced in the classroom.

Guided reading of assigned literature or test materials.

Research activities in locating information.

Work on reports or projects of a long-term nature.

Long Range Assignments

Long range homework assignments can provide valuable learning experiences for middle school students. Assignments such as book reports, research projects, science projects, models and collections take careful planning on the part of the student. With such assignments, keep in mind:

A long-range assignment ought to be viewed as a series of shorter assignments which call for periodic checking by the teacher.

A long-range assignment should not exceed a period of more than four weeks.

There needs to be specific written directions for the student including purpose, expectations, procedures to be used, and due dates.

Students should not be faced with several unrelated long-range assignments at one time.

Amount of Homework

The amount of homework assigned normally increases as the student progresses through school. Students should expect nightly work in math and global language. While it is not feasible to establish rigid time limits, the following guidelines are suggested:

Grade 7	45 to 90 minutes
Grade 8	60 to 120 minutes

Vacation Assignments

It is preferable that homework not be assigned which needs to be completed during lengthy vacation time, but there may be certain times and certain assignments when a weekend is the best time for an assignment to be done. In any event, efforts will be made to be sensitive to your family time throughout the school year.

HOMEWORK REQUESTS DUE TO ABSENCES

When students are absent from school it is their responsibility to get assignments made up upon their return. It is strongly suggested that the student contact another student in the class to cover one or two day absences. This “buddy” system has proved to work quite well. Upon return, we encourage the students to talk with the teacher and ask for any worksheets or important information missed during the absence. Extra worksheets will be in an accessible place as determined by each teacher. In some cases it may be necessary for a child to stay after school or come in before school for extra help if the absence was several days in length.

Homework/tests/projects for students who are pre-excused are due the first day they return unless information that they need to be successful was covered during the absence.

In the event of illness, students have the number of days that they were absent to complete assignments given during the absence period. If they were absent for 2 days, they have two school days to make up the work missed.

If a test or project is assigned and the student is absent on the due date, he/she will take the test or turn in the project on the first day back.

Unexcused absences

If a child is suspended out of school for disciplinary reasons, he/she *may* not receive credit for work done during the suspension period. They should however, be required to do the work so that they will not fall further behind academically. This policy would also include students who are truant from or “skip” school.

PARENT HELP

All students are to use a homework planner. Parents should check this assignment book on a regular basis for this to be an effective tool. We are very sensitive to the importance of constant communication with parents regarding grades and homework. Our goal for each child is to challenge him/her to learn at the highest level appropriate for each individual.

There are 36 weeks in a school year. You can expect a report regarding your child's grades to come home almost every 4 weeks during the school year. Interims will be sent followed by the quarter grade report. In addition, our teachers are available for individual conferences throughout the school year as needed.

LOCKERS

Since students are *not* permitted to carry backpacks during the day, lockers are provided for students' convenience to keep books and other property needed at school. Each student will be assigned a locker listed on his/her schedule on the first day of school. All books and personal items, when not in use, including heavy coats, are to be kept in your locker. Our lockers have built-in locks so students will not have to buy a lock. Students are expected to keep these lockers neat and in good working order. If the locker does not work properly, the student should report the problem to the office or the custodian. The locker will be repaired within 24 hours. A new locker will be provided if it cannot be repaired.

Locker Tips:

Use only the locker assigned to you, and do not share lockers.

Do not give your locker combination to other students.

Lockers must be kept clean at all times. Writing on the outside or inside of lockers is prohibited.

Lockers must be kept in good condition. If a locker is knowingly abused, you will lose the use of the locker and pay for damages.

Do not leave valuable personal property in lockers.

Lockers remain the property of McCord and may be subject to inspection by the school administration at any time.

Storage of inappropriate or illegal items is not allowed.

Students will be charged for loss or damage of school property or equipment placed in their care.

PHYSICAL EDUCATION LOCKERS AND LOCKS

Lockers are available in the locker rooms for storage of student street clothing while students are participating in physical education class. Students will need a lock to secure their belongings in the locker room. The lock must be provided by the student and must be used at all times when personal belongings are left in the locker room during PE class. The physical education teachers will review the rules regarding physical education lockers throughout the year.

VISITORS

Parents/Guardians are always welcome, and are encouraged to make an appointment to see a teacher, a counselor, an administrator or visit classes. Since our ability to accommodate visitors may be limited on any given day, arrangements must be made in advance through the principal's office. Please check in at the main office to pick up a visitor's badge. Parking is available in the lot to the west of the building. We encourage parents to visit your child's school. Your interest, support, and encouragement are demonstrated by your presence, and involvement. Come see us; we are proud of what we are doing, and what your students can accomplish. We do not allow student visitors at any time during the school day.

WITHDRAWING FROM SCHOOL

Withdrawals will be made through the school office. Any parent or guardian planning to transfer their student from McCord Middle School should notify the Registrar at least three (3) days in advance.

CAFETERIA

The McCord Middle School cafeteria provides hot lunches for students and staff daily. Students may bring their lunches to be eaten in the cafeteria if they so desire. Milk may be purchased separately. All food must be consumed in the cafeteria. Students will not be permitted to carry food outdoors and into other parts of the building. Closed plastic containers may be stored in lockers at the end of lunch period. **Students have accounts that they may access to pay for lunch. Students may deposit money into an account weekly, bi-weekly, or monthly and draw from that account to purchase their lunch. Students are given an ID number that they enter into the system which withdraws money from the account. Students should bring checks or cash to the cafeteria workers who will deposit the money into their account.**

Cafeteria rules will be posted and reviewed by teachers. These rules ask the use of common sense and courtesy at all times and include the following:

Students will remain seated while eating and until finished eating. We have no assigned seating for students, but ask them to remain seated at the location where they start to eat.

Students will be expected to take responsibility for the area in which they are eating. All table members will be expected to leave their table clean for the students the next period.

Students will return to their cafeteria table seat after disposing of their trash and wait for the teacher on duty to dismiss them. Students will not be permitted to leave the cafeteria until it is clean of all trash and eating utensils.

Students who carelessly or purposefully create a mess in the cafeteria will be assigned cafeteria clean up duties and will be subject to any consequences that follow a violation of the student code of conduct.

TRANSPORTATION

The Worthington Board of Education provides transportation to and from school for many McCord MS students.

Students who take advantage of this transportation are expected to be quiet and orderly in their behavior on the school bus. Students must remain seated while the bus is in motion. Students may talk quietly, but must avoid shouting and making unnecessary noises. Throwing *any* type of object is prohibited.

Students who distract the bus driver from concentrating or safe operation of the bus will be reported to the principal.

The principal will then determine what disciplinary action is necessary. The student may be instructed to not ride the bus for a period of time.

Parents and students must understand that the bus driver's task is an extremely demanding one and that the drivers deserve and need cooperation and respect. Students are expected to ride the assigned bus to and from school. **We are aware that situations arise when a student will request permission to ride on a different bus. This should be arranged in advance with a note from home requesting such a change. This note should be approved in the school office. Verbal permission can not be accepted when you are requesting that your child ride a different bus.**

FIELD TRIPS

Sometimes, students are given the opportunity to participate in field trips during the school day that require bus transportation. In most cases, the supervising teachers will send a notice to parents along with a permission slip.

These permission slips notify the parents of the trip and confirm to teachers that the parents are aware the student will be out of the building. These permission slips should be returned on the dates specified by the teacher. Failure to do so could result in the student being unable to participate in the field trip.

HALL CONDUCT

During class break, hundreds of students leave their rooms and have three minutes to get to their next class. In order to insure the safety of all students we ask all students to be courteous to others by not running, forming groups to block the hall, pushing or playing rough. During class time no student should be in the hall without a hall pass from a teacher or administrator.

CANTEENS

Student dances are designed to be a social activity for McCord MS students only. Canteens are a privilege therefore students with multiple discipline referrals to the office may not be eligible to attend. Students and parents will be asked to sign a behavior contract before attending canteens so that we are sure that parents and students are aware of what is expected at the canteens.

RESPECT

RESPECT FOR SELF AND OTHERS

This means that:

- You respect others, by not bullying or harassing them.
- You choose words and actions that do not verbally or physically abuse others.
- You keep yourself from using profane or vulgar language.
- You stay away from illegal substances including drugs, tobacco, alcohol etc.
- You try to get along with other people, not acting in a defiant or rebellious manner.

RESPECT FOR PROPERTY

This means that:

- You take care of your own property.
- You take care of the property of others, including the school and city around you.

RESPECT FOR LEARNING

This means that:

- You are in class unless officially excused.
- You are on time to all of your classes.
- You are prepared with materials, assignments, and other related items.
- You participate in class according to instructions given.

CLASSROOM EXPECTATIONS

When in the classroom all students are expected to meet each of these basic expectations:

- Be in assigned seat ready to work when second bell rings.
- Bring paper, pencil, books and completed assignments everyday.
- Keep hands, feet, books and objects to yourself.
- No swearing, rude gestures, cruel teasing or put-downs.
- Follow the teacher's directions.

EDUCATION makes good things happen in your life. *You* make good things happen to *you* when you:

- Make the best of your class work and homework.
- Take advantage of opportunities for learning.
- Are disciplined enough to get the job done.
- Make decisions that are the best for you.
- Think for yourself.

MC CORD MIDDLE SCHOOL CODE OF CONDUCT

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 Worthington School District will conform with school regulations and accept directions from authorized school personnel. The Worthington Board of Education will not tolerate violent, disruptive or inappropriate behavior by its students and will vigorously enforce related policies and the Ohio Revised Code

Students and parents will annually receive at the opening of the school year or upon entering during the year, written information on the rules and regulations to which they are subject. The 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, 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 of Education 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 harmful or disruptive behavior toward school personnel during non-school hours. The information will include the types of conduct that will make them subject to suspension, expulsion, 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.

MAINTAIN POSITIVE BEHAVIOR

Be honest and truthful.

Dress in a clean, modest, and tasteful manner. (Follow guidelines of the school dress code.)

Show respect to yourself and others by treating others as the important and special people they are.

Resolve all differences in a positive manner; be a part of the solution, not part of the problem.

Speak and act respectfully to each other and all school staff.

Keep your hands and feet to yourself.

Do not run in the halls.

BE AN ACTIVE PART OF THE LEARNING PROCESS

Attend school every day.

Get to class on time.

Be in your seat when the bell rings.

Be prepared for class.

Interact in a confident, courteous manner in class activities.

DISCIPLINE

The organizational structure of our school utilizing the team teaching concept to divide the student body into smaller “family” units, supported by high expectations and a concentration on “time on task” in elective areas, is most effective for maintaining high expectations and order. This structure lends itself to increased communication with both students and parents and enables teachers to stay in touch with the social and emotional needs of the members of the family.

The philosophy of our school is to build each individual’s sense of self-worth and belonging with a group, thereby fostering a positive school climate. When students feel positive about themselves and their school, we believe they will be more likely to act appropriately.

When students do act inappropriately, we focus meaningful consequences on the behavior, not the student. In addition, we must follow the Board of Education policies regarding discipline to ensure that due process is followed.

Some suggested strategies for dealing with first time or minor offenses would include:

- A verbal warning
- “Time Out” or “Cooling Off” in the classroom
- A teacher supervised AM, PM or lunch detention.
- A teacher-dean-student conference
- A teacher-counselor-student conference
- A parent-teacher-student conference

Disciplinary action taken in response to serious infractions or chronic misbehavior *may* include:

- Conference between student, parent and principal
- Saturday School Referral
- Alternative Learning Site (ALS) or In School Suspension (ISS)
- Emergency Removal
- Suspension
- Assistance from Columbus Police

Suspension will be used as a last resort when the situation warrants it. The rights of the students will be protected in this regard through “due process” procedures, but the right of those students who wish to learn without disruption or harassment will also be protected.

Students who are under the provisions of IDEA will be dealt with in a manner that is consistent with all applicable local, state, and federal regulations.

A COMPLETE COPY OF THIS CODE IS POSTED IN THE DISPLAY CASES OUTSIDE OF THE OFFICE AND IS AVAILABLE UPON REQUEST IN THE PRINCIPAL’S OFFICE.

DETENTIONS

At times it is necessary to assign students detentions for inappropriate behavior or actions. Detentions will be assigned by the administration and staff members.

Assigned detentions: Detentions will be served on Tuesday, Wednesday, and Thursday mornings from 8:00 AM – 8:40 AM. Students will be given at least 24 hour notice as to the date of the detention. Failure to serve the detention will result in double detentions. If a student has an unexcused absence from these detentions, then a Saturday detention will be assigned. Parents should be notified by the teacher who assigns the detention by phone or e mail.

SATURDAY SCHOOL

Students assigned to Saturday School must report before 8:30 a.m. to the designated middle school and remain until 11:50 AM. Students must bring books and supplies needed for quiet study. Failure to attend Saturday School on the date assigned may result in assignment of additional Saturday schools or suspension.

SKATEBOARDS AND ROLLERBLADES

We know that many students use these items for transportation, but we are concerned for the safety of our students when used around a busy school. Bus and car traffic and hundreds of students walking lead to an unsafe situation. Students are requested to leave skateboards and rollerblades at home. Infractions of this policy may lead to confiscation for parents to pick up and other disciplinary actions.

ELECTRONIC DEVICES

While we realize that iPods, CD players, and MP3 players are important items to most middle school students, and have a place in their social activities, we do not believe they are appropriate in school or in class. Our school day is tightly scheduled with eight academic periods. There are few, if any, opportunities for students to use these items without distracting themselves or others. In addition, we run into frequent problems with misplaced, damaged or stolen equipment and music with questionable content. To avoid these issues, we have restricted any type of personal listening device during the school day. No student shall use electronic devices such as computer games, laptop computers, hand held electronic devices, walkmans, MP 3 players, iPods, Bluetooth devices, radios, TVs, tape recorders or CD/tape players. **Cell phones and pagers of any type are not permitted in class.**

DRESS CODE

The Worthington Board of Education recognizes the rights of a student with regard to expression and to regulate his or her appearance, within the bounds and standards of common decency and modesty. Therefore regulations covering student dress and expression including, but not limited to, hair, clothing, buttons, badges, physical gestures, written materials, and other symbols and expressions shall be aimed at minimizing and/or preventing those situations that negatively impact a safe learning environment.

- Any clothing that advertises drugs, alcohol or inappropriate/vulgar language or design is prohibited.
- Skin tight clothing or see through clothing of any kind is prohibited.
- Hats, caps and/or bandanas.
- NO BARE MIDRIFFS, tube or tank tops of any kind. Your clothing should COVER you from your SHOULDERS to your MID-THIGH (see statement on length of shorts) with no gaps - no bare midriffs.
- Bright/unnatural hair-colored sprays.
- Hats and heavy coats or trench type coats may not be worn in the building during instructional hours.
- Clothing designed to call undue attention or make the wearer conspicuous is inappropriate at school.
- All students must wear footwear designed for public use.
- Short length garments of ANY kind that expose more than one-half of the thigh may not be worn as an outer garment. You may wear shorts, but they must be long enough to touch the hem with your hand hanging straight to the side when standing.
- Clothing must not have holes that would attract attention and cause a distraction.
- Body piercing and tattoos are not allowed. Earrings are acceptable.
- Sagging/bagging pants are not permitted. Oversized pants must be belted. Underwear must not be exposed. Belts must not hang.
- Wristbands/sweatbands are not permitted.

If a student chooses to wear inappropriate clothing, the student will either call a parent to bring an appropriate change of clothes, be sent home to change (with parent permission), or wear clothing provided by the school. If repeated incidents occur, we will follow # 13 in the discipline code. ***Please remember that dress code and all other school rules and policies are in effect at all after school events including athletic events.***

Dress for physical education classes should be appropriate to the activity. Students will be expected to change clothes for physical education and then change back before returning to other classes.

Violation on the part of a student of 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.

STUDENT CONDUCT/ZERO TOLERANCE

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 District participates whether on or off school premises, off of property owned or controlled by the District but 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 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 nonschool hours, regardless of where it occurs.

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.

POSSIBLE CONSEQUENCES FOR INFRACTIONS OF THE STUDENT 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.

Attendance Related Violations:

1A. Tardiness:

- 5th and 6th unexcused tardy.....1 Detention
- 7th unexcused tardy.....Saturday School
- Continued violations.....1-5 Days ISS

1B. Class Cuts: Defined as a student's not being in an assigned classroom during any part of the school day. See Disciplinary Action Chart (Appendix A)

1C. Truancy

See Disciplinary Action Chart (Appendix A)

2. Abuse of Computer Hardware and/or Software

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.

See Disciplinary Action Chart (Appendix A)

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 illegally used drug including steroids, counterfeit (look-alike) drugs, or controlled substances (hereafter, "Prohibited Substances") or otherwise violate Board Policy (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 Substance** is present. Students acting together with students who are known to have possession of such Prohibited Substances may be deemed to also have possession of such Prohibited Substances unless such students remove themselves immediately and/or report the offense at the earliest possible time. A student shall not wear or possess clothing, jewelry, paraphernalia, personal possessions, publications, or other items or materials which depict or infer drugs or alcohol.

3A. Use or Possession

- 1st violation – (Level 3 Violation) 5 days out-of-school suspension (suspension may be reduced to 2 days with completion of Middle School Workshop). Loss of privileges for 15 school days after the suspension, including attendance at after-school co-curricular events and activities. [Police Report]
- 2nd violation (Level 3 Violation) – 10 days out-of-school suspension (suspension may be reduced to 5 days with completion of Middle School Workshop). Loss of privileges for 30 school days after the suspension, including attendance at after-school co-curricular events and activities. [Police Report]
- 3rd violation (Level 3 Violation) – 10 days out-of-school suspension with recommendation for expulsion. [Police Report]

3B. Selling or Distributing

Level 3 Violation – 10 days 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 or expulsion, including attendance at after-school co-curricular events and activities.

3C. Failure to Remove and/or Report

Level 2 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 their earliest possible time when prohibited substances are in possession of students. Failure to remove and/or report MAY result in Level 2 disciplinary consequences which include Saturday School, ALS, or OSS.

See Disciplinary Action Chart (Appendix A)

4. Assault

A student shall not knowingly or with reckless disregard cause physical injury or threaten to cause physical injury to any person. Assault includes, but is not limited to behaviors such as spitting at or on, hitting, pushing, or shoving another student.

See Disciplinary Action Chart (Appendix A)

5. Cheating (PLAGIARISM, INTERNET TRANSLATOR)

A student shall not obtain by fraudulent, dishonest or deceptive means and use as his or her own (or provide to another student) the work, work product, questions on 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 of 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.

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 CDs, completed answer documents and other materials that contain student information or responses. Students involved in cheating on their own tests in any manner, releasing any 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.

Classroom teacher's consequences and:

See Disciplinary Action Chart (Appendix A)

6. Conduct on Buses

A student shall not violate Board Policy and Administrative Regulation JFCC (Also EEACC) "Student Conduct on School Busses."

See Disciplinary Action Chart (Appendix A)

7. Damage to Private Property

A student shall not knowingly or with reckless disregard cause or attempt to cause damage to private property.

See Disciplinary Action Chart (Appendix A)

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.

See Disciplinary Action Chart (Appendix A)

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 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 such as, but not limited to, a stun or taser gun.

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.

See Disciplinary Action Chart (Appendix A)

10. Harassment, Bullying and Intimidation or other Degrading, Disgraceful, Discrimination and/or Racist Acts

A student shall not harass, bully, intimidate, degrade, disgrace, disparage, incite, urge, provoke, threaten, or discriminate to cause mental or physical harm against any other student or school employee or otherwise disrupt the school environment. For this purpose, harassment 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 on "Prohibition of Harassment" or that have the purpose or effect of being severe, persistent or pervasive enough to create a situation of (i) causing or intending to cause any other student or school employee to be reasonably placed in fear of his or her personal safety; (ii) reasonable fear of damage to students property; (iii) causing or intending to cause a hostile, intimidating, threatening or an offensive/abusive educational environment for any other student or school employee; (iv) causing or intending to cause material disruption of the educational process; (v) unreasonably interfering with a student's curricular, co-curricular or extracurricular performance or (vi) otherwise adversely and unreasonably impacting upon a student's educational opportunities.

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 the 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 web site.

See Disciplinary Action Chart (Appendix A)

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 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.

See Disciplinary Action Chart (Appendix A)

12. Disruptive Demonstration

A student shall not violate Board Policy and Administrative Regulation JFI, "Student Demonstrations and Strikes."

See Disciplinary Action Chart (Appendix A)

13. Dress and Expression

A student shall not violate Board Policy and Administrative Regulation JFCA, "Student Dress Code and Student Expression."

See Disciplinary Action Chart (Appendix A)

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.

15. Electronic Devices

- A. No student shall use electronic devices such as computer games, laptop computers, hand held electronic devices, Walkmans, MP 3 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.
- B. 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.
- C. Students cell phones are to be turned off and not used during the school day. Violation of this rule may 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. Phones are not permitted during testing. The presence of cell phone devices during testing may invalidate the test.
- D. 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.

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 dean of students.

See Disciplinary Action Chart (Appendix A)

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 another person or bystander. Spectators are subject to disciplinary actions if they are viewed to instigate, prolong, or heighten a situation.

See Disciplinary Action Chart (Appendix A)

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, or bully, harass, or otherwise cause 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 that causes another person to reasonably believe that such student will cause physical harm to the person or property of such other person.

See Disciplinary Action Chart (Appendix A)

18. Gambling

A student shall not engage in any form of gambling.

See Disciplinary Action Chart (Appendix A)

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.

See Disciplinary Action Chart (Appendix A)

20. Insubordination and/or Defiance of School Personnel Authority

A student shall not disregard or refuse to obey reasonable requests or directions given to the student by school personnel.

See Disciplinary Action Chart (Appendix A)

21. Leaving School Premises and/or in an Unauthorized Area

A student shall not leave school premises before the hour of dismissal except where individual school policy otherwise provides or without first obtaining the consent of the 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.

See Disciplinary Action Chart (Appendix A)

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 and school official or other person acting in an official and lawful capacity.

See Disciplinary Action Chart (Appendix A)

23. Sexual Misconduct (Kissing or Groping)

No student shall engage in any sexual conduct or sexual contact.

See Disciplinary Action Chart (Appendix A)

24. Sexual Harassment

No student shall engage in any sexual harassment or otherwise violate Board Policy and Administrative Regulation AC/ACA/ACAA, "Nondiscrimination/ Harassment/Nondiscrimination on the Basis of Sex/Sexual 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.

See Disciplinary Action Chart (Appendix A)

25. Theft

A student shall not take or receive or attempt to take or receive into his/her possession property of the school district or property of another student, teacher, visitor or employee of the school district without privilege to do so.

See Disciplinary Action Chart (Appendix A)

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.

See Disciplinary Action Chart (Appendix A)

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 possess matches, a lighter, or any other device that can cause a flame. Student shall not cause any flame, spark or other form of fire to be ignited without the authorization to do so.

See Disciplinary Action Chart (Appendix A)

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.

See Disciplinary Action Chart (Appendix A)

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 days for third offense after the suspension, including attendance at after-school co-curricular events and activities.

See Disciplinary Action Chart (Appendix A)

30. Violation of Law

A student shall not violate any law or ordinance.

See Disciplinary Action Chart (Appendix A)

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 violation 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 R.C. 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 ordinance on school premises, in violation of R.C. 2923.122.
- b. Carrying or being in possession of concealed weapons on school property or at a school activity in violation of R.C. 2923.12.
- c. Selling or offering to sell or possessing a controlled substance in violation of R.C. 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 R.C. 2923.11, 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 R.C. 2903.01, murder in violation of R.C. 2903.02, voluntary manslaughter in violation of R.C. 2903.04, felonious assault in violation of R.C. 2903.11, aggravated assault in violation of R.C. 2903.12, felonious sexual penetration in violation of former R.C. 2907.12, rape in violation of R.C. 2907.02, or gross sexual imposition in violation of R.C. 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 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. 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, 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. 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 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 provision of federal and state law related to the education of disabled students or when the Superintendent, in his/her sole discretion, determines that the 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.

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 or other school administrator to 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.

*** The School administrator has the authority to assign any discipline including suspension and expulsion consequences for violations of school board policy.**

NOTICE REGARDING STUDENT DIRECTORY INFORMATION

The Worthington City School district has designated the following categories of personally identifiable information contained in student records as “directory information” which may be released at the discretion of the District:

Name
Address
Telephone number
Date and Place of Birth
Major Field of Study
Participation in Officially Recognized Activities and Sports
Weight and Height of Members of Athletic Teams
Dates of Attendance
Date of Graduation
Awards Received

The parent of any student under eighteen years of age or any student eighteen years of age or older may refuse to permit designation of and, consequently, refuse to authorize the release of any such personally identifiable information in the student’s records as “directory information” if the district is so informed in writing by September, 2007. The written refusal should be mailed or delivered to the principal of the school where the student is enrolled.

ANNUAL NOTICE OF RIGHTS

Under federal law and Worthington City School District Board of Education policy, parents of any student under eighteen years of age or the student, if eighteen years of age or older, has the right to examine the student’s records, to challenge the contents to insure that they are not misleading, inaccurate or in violation of student’s rights, to insert in the record an explanation of disputed material, and to file a complaint with the Family Education Rights and Privacy Act Office, 330 Independence Ave., SW, Washington, D.C. 20201, if the parent or student believes the District is not complying with federal law or regulations governing student records.

The Board of Education has established policies and procedures regarding access to and challenges of student records. Copies of these policies and procedures are kept at the office of the Treasurer of the Board of Education, 200 East Wilson Bridge Road, Worthington OH 43085.