

2018-19
Worthington City Schools
Middle School Handbook

Student Code of Conduct and Co-Curricular Program

Worthington Schools Board of Education

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Worthington Schools Web Site
www.worthington.k12.oh.us

WORTHINGTON SCHOOLS

ABSOLUTE EXCELLENCE / EXPONENTIAL IMPACT

KILBOURNE MIDDLE SCHOOL

50 E. Dublin-Granville Road Worthington, Ohio 43085

614-450-4200

Kilbourne Office Staff

Jim Gaskill, Principal

Kyle Tackett, Dean of Students

Brian Brunswick, Athletic Director

Melissa Gordon, School Counselor

Molly Horst, Administrative Secretary

Julie O'Donnell, Administrative Secretary

Liz Emberton, Administrative Secretary

MCCORD MIDDLE SCHOOL

1500 Hard Road Columbus, Ohio 43235

614-450-4000

McCord Office Staff

Michael Kuri, Principal

Josh Almanson, Assistant Principal/Athletic Director

Cathy Eggleston, School Counselor

Alexandra Skura, School Counselor

Kathy Roush, Administrative Secretary

Liane Hartsook, Administrative Secretary

Camie Woodland, Attendance Assistant

PHOENIX MIDDLE SCHOOL

1499 Hard Road, Columbus, Ohio 43235

(614) 450-4100

Adham Schirg, Principal

Karan Dunn, School Counselor

Christina Cavaluchy, Administrative Secretary

Debra Warren, Administrative Secretary

WORTHINGWAY MIDDLE SCHOOL

6625 Guyer Street, Worthington, OH 43085

614-450-4300

Worthingway Office Staff

Nathan Kellenberger, Principal

Bill Mosca, Dean of Students/Athletic Director

Natalie Fei, School Counselor

Amanda Trueman, Administrative Secretary

Val Swearengen, Administrative Secretary

Nikki Brown, Administrative Secretary

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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, Worthington Education Center, 200 E. Wilson Bridge Rd., Worthington, 43085 and in the main offices at KMS, McCord, Phoenix, and Worthingway. These documents may also be viewed on the district website www.worthington.k12.oh.us

DRUG EDUCATION

Any student who has a question or concern about their own or another's use or abuse of alcohol or any other mood-altering chemical may feel free to use the services of a counselor, the school nurse, or the Worthington Safe and Drug-Free Schools Coordinator (Ms. Lori Povisil, email address: LPovisil@wscloud.org).

HEALTH OFFICE

Emergency illnesses or injuries should be reported to the Health Office immediately. Students who are too ill to attend class should report directly to the Health Office with a pass from their classroom teacher. **The school nurse or designated personnel may release an ill student from school once the student's parent(s) or guardian have been notified.**

GUIDELINES: WHEN TO KEEP YOUR CHILD HOME FROM SCHOOL

The protocol for management of communicable disease in Worthington City Schools is based upon the Ohio Department of Health's guidelines and recommendations.

Your child is too ill to go to school if he or she has any of the following symptoms:

- Temperature of or above 100 F by mouth (must stay home until the student is fever free for 24 hours without the use of fever reducing medication. In most cases this means students will miss the following school day. Please understand fevers can reoccur within a 24 hour time period and this policy is in the best interest for all students)
- Vomiting or diarrhea within the past 24 hours (must stay home for 24 hours to ensure these symptoms are gone before returning to school)

- Shortness of breath or increased wheezing during normal activity
- Has a cough that interrupts normal activity
- Pain from an earache, headache, sore throat or recent injury
- Has yellow or green drainage from nose or eye(s)
- Rash over body or localized to one area of the body (students who show signs of a communicable disease exhibiting as a rash may return to school once the rash is gone or a doctor's note stating the student may return to school is presented)
- Fatigue that requires bed rest (common with flu-like symptoms)
- Signs of conjunctivitis such as red, crusty or swollen eyes (may return once symptoms have been treated and are gone or a doctor's note stating the student may return to school is presented)

If your child is ill, please do not send him/her to school to be checked by the school nurse. Such exposure may be harmful to the child as well as to the children with whom he/she comes in contact.

Please report all contagious diseases to the school office in order that the proper steps may be taken within the school to prevent the spread of disease.

If your child becomes ill, or is injured at school, you will be called and asked to come for him/her. We will be guided by information on the "Health Services" portion of your student's Online Registration Summary. You are asked to supply that information on or before the start of each school year.

If there are ever any changes to this information during the school year, please notify the school office immediately and make those changes online.

MEDICATION

Student Possession of Prescription Medication: If school personnel are asked to dispense any kind of prescription medication to your child, the health office must have a Prescription Medication Authorization Form completed and on file in our office. This form requires the signatures of the prescribing physician and at least one parent or guardian.

Student 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.

Student Possession of Non-Prescription Medication: Students in grades 7-12 are permitted to self-carry over-the-counter medications during school hours. The Over-the-Counter Medication Form requires the signature of at least one parent or guardian and must be on file in the health office. Both forms are available on the district's website and in our school office. Please do not request that we make an exception to this procedure; we are bound by law to act in this manner.

IMMUNIZATIONS

Proof of immunization must be on file in the building health 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 thirty (30) days and prior to entry to school. A student may be exempted from immunization if a parent or guardian objects for good cause, including religious conviction.

Additional vaccine requirements: Ohio Revised Code 3313.671 requires the meningococcal vaccine for all students entering the 12th grade.

7th grade: Tdap and Meningococcal vaccines

12th grade: Meningococcal vaccine

HEALTH SCREENINGS

We will conduct Vision and Health screenings for 7th, 9th, and 11th grade students. New students and staff referrals will receive Vision and Health Screenings.

SIGN-POSTING POLICY

1. **ONLY** Middle School organizations or groups with special permission may post signs in the school.
2. *All signs must be approved in the appropriate administrative office.*
3. Please use tack strips where available. Signs can also be attached to the wall by using masking tape on the back of the sign; no other tape is permitted. Signs should never be suspended from or attached to light fixtures. Signs may be posted on hallway bulletin boards or any non-painted surfaces with the exception of the Commons area.
4. 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.
5. **Locker Signs:** Student support group advisors may obtain student locker numbers from the office at the beginning of the season. A complete team/group roster

must be submitted at the time locker numbers are requested.

STUDENT PUBLICATIONS

School Sponsored:

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

1. Ongoing 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.
2. The person or persons designated as editor or co-editors will bear full student responsibility for content.
3. 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.
4. 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.
5. According to the U.S. Supreme Court in the "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 students of Worthington schools.

1. There shall be no solicitation of business and professional people or of any other community group for advertisements.
2. Publication shall be printed outside the school. Neither school supplies nor equipment may be used in the printing of non-school sponsored literature.
3. 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:
 - a. Anyone wishing to distribute literature shall present a copy to the principal one day in advance of its planned distribution.
 - b. Non-school sponsored literature may be distributed only before 7:45 am and after 3:05 pm in areas designated by the principal.
 - c. No charge may be made for the literature; however, donations may be accepted.
4. All persons contributing articles to such publications shall acknowledge authorship of said articles by signing them and shall refrain from libel, obscenity, and irresponsible personal attacks.

VISITORS

Visitors to our schools are welcome; however, certain restrictions must be observed:

1. **Ohio Revised Code mandates that a visitor must report to the Principal's office to obtain a visitor's permit.** Visitors, including parents, must be approved by the office and receive a visitor's identification badge.
2. The approval or disapproval of a visitor's badge will be dealt with on the basis of individual merit.
3. Student Visitors Policy—No student visitors except from official exchange programs or prospective students will be permitted. Arrangements for visitors to the building must be made in advance by obtaining permission from the school principal.

WORK PERMITS

A work permit must be obtained by any student who is under eighteen years of age and employed. The State of Ohio requires such a permit. It is necessary for the student to have a different permit for each job. Forms are available on the District website, www.worthington.k12.oh.us. As a final step, it must be turned in to the Worthington Education Center, 200 E. Wilson Bridge Rd., once all parts are completed. Proof of age must be presented; valid documents are driver's license, birth certificate or passport.

7440.01 - VIDEO SURVEILLANCE AND ELECTRONIC MONITORING

In order to promote student and staff safety, protect Board of Education property, and deter unauthorized access and destructive acts (e.g., theft and vandalism), the Board of Education authorizes the use of video surveillance and electronic monitoring equipment on school property, and in school buildings and school buses. Information obtained through video surveillance/electronic monitoring may be used to identify intruders and persons breaking the law, Board policy, or the Student Code of Conduct (i.e., it may be used as evidence in disciplinary actions and criminal proceedings).

The monitoring of actions and behavior of individuals who come onto school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school and student property. Video surveillance/electronic monitoring systems serve to complement other means being employed in the District to promote and foster a safe and secure teaching and learning environment for students and staff. The Board recognizes that the use of a video surveillance/electronic monitoring system does not replace the need for the ongoing vigilance of the school staff assigned by the building principal to monitor and supervise the school building. Rather, the video surveillance/electronic monitoring system serves as an appropriate and useful tool with which to augment or support the in-person supervision provided by staff. The building principal is responsible for verifying that due diligence is observed in maintaining general campus security.

The Superintendent is responsible for determining where to install and operate fixed-location video surveillance /electronic monitoring equipment in the District. The

determination of where and when to use video surveillance /electronic monitoring equipment will be made in a nondiscriminatory manner. Video surveillance/electronic monitoring equipment may be placed in common areas in school buildings (e.g., school hallways, entryways, the front office where students, employees and visitors are permitted to freely come and go, gymnasiums, cafeterias, libraries), the school parking lots and other outside areas, and in school buses. Except in extraordinary circumstances and with the written authorization of the Superintendent, video surveillance/electronic monitoring equipment shall not be used in areas where persons have a reasonable expectation of privacy (e.g., restrooms, locker rooms, changing areas, private offices (unless there is express consent given by the office occupant), or conference/meeting rooms), or in individual classrooms during instructional times. Security staff and administrators are authorized to carry and use portable video cameras when responding to incidents.

Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

Legible and visible signs shall be placed at the main entrance to buildings and in the areas where video surveillance/electronic monitoring equipment is in use to notify people that their actions/behavior are being monitored/recorded. Additionally, the Superintendent is directed to annually notify parents and students via school newsletters and the Student Handbook, and staff via the Staff Handbook, of the use of video surveillance/electronic monitoring systems in their schools.

Any information obtained from video surveillance/electronic monitoring systems may only be used to support the orderly operation of the School District's schools and facilities, and for law enforcement purposes, and not for any other purposes. As such, recordings obtained through the use of video surveillance/electronic monitoring equipment may be used as evidence in any disciplinary proceedings, administrative proceeding or criminal proceeding, subject to Board policy and regulations. Further, such recordings may become a part of a student's education record or staff member's personnel file.

Ordinarily video surveillance/electronic monitoring equipment will not be used to make an audio recording of conversation occurring on school grounds or property.

The Board will not use video surveillance/electronic monitoring equipment to obtain information for the purpose of routine staff appraisal/evaluation or monitoring.

Recordings of students will be treated as confidential. Consequently, because the Board is bound by Ohio's Student Records Statute and the Family Educational Rights and Privacy Act (FERPA), copies of video recordings containing personal identifiable information about students shall not be released except to school officials with legitimate educational interests. Parents or guardians of minor students, and students who are eighteen (18) years of age or older, who are charged with disciplinary violations may view

relevant portions of any video recording related to the charge, upon written request to the building principal, provided that viewing the recording does not violate State and/or Federal law (i.e., the privacy rights of any other students whose images appear on the recording). Likewise, school personnel may view relevant portions of any video relating to any disciplinary charge against them, upon written request to the building principal, provided that viewing the recording does not violate State and/or Federal law (i.e., the privacy rights of any students whose images appear on the recordings). Otherwise, such confidential recordings shall only be released through subpoena or court order.

The Board shall maintain video surveillance/electronic monitoring recordings for a limited period. Any request to view a recording under this policy must be made within fourteen (14) calendar days of the event/incident. Unless a formal complaint is being investigated, recordings shall be destroyed after thirty (30) days. If, however, action is taken by the Board/administration, as a result of a formal complaint or incident, recordings shall be kept for a minimum of one (1) year from the date of the action taken.

This policy does not address or cover instances where school officials record a specific event (e.g., a play, music performance, athletic contest, graduation, or Board meeting), or an isolated instance where a classroom is videotaped for educational or research purposes. Authorized videotaping for educational, instructional and/or research purposes is permitted and is not addressed by this policy.

The Superintendent is directed to develop administrative guidelines to address the use of video surveillance/electronic monitoring equipment in school buildings, school buses and on property owned and/or operated by the Board.

Video surveillance is to be implemented in accordance with this policy and the related guidelines. The Board will not accept or tolerate the improper use of video surveillance/electronic monitoring equipment and will take appropriate action in any cases of wrongful use of this policy.

EMERGENCY PROCEDURES

FIRE EVACUATION PROCEDURES

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

1. Leave all books and materials on desks.

2. Form lines and proceed quietly from the room as quickly as possible.
3. Follow the assigned route quietly-- in an orderly fashion.
4. In the event the assigned exit route is blocked, students, under verbal direction of the teacher, should proceed to the next closest exit. Quiet is necessary in this eventuality.
5. The teacher leaves the room last after seeing that all windows and doors are closed.
6. The teacher remains with the class, maintains order, and checks the class roll, and reports absences to the designated person. (No student is permitted to leave the group without explicit instructions from the faculty member in charge.)
7. All work areas, break rooms, restrooms, locker rooms and offices must be cleared.
8. The last person out each exit assumes the responsibility for closing the outside doors; similarly, the first person out should fasten the doors to remain open until all people are out.
9. All persons would move at least thirty yards from the building, keeping roadways and parking areas clear for emergency vehicles.
10. Once students are outside, they must check in with classroom teacher or area supervisor.
11. When the "all clear" sounds, classes will quietly reenter the building.

TORNADO GUIDELINES

When a Tornado Warning is issued, the tornado alarm will be sounded.

Classroom Preparation (if time permits): All windows should be closed.

Procedure:

1. If possible, take a book to be placed over the neck and head.
2. Follow assigned route to the pre-assigned area in a single line as quickly and quietly as possible.
3. Sit on the floor with back to the wall, in rows two or three deep, if needed.
4. Please be certain that a passageway is provided the length of each hall or at entrances to doorways.
5. **Do not leave the area until authorized to do so.**

STUDENT POLICIES AND GUIDELINES

STUDENT RIGHTS AND RESPONSIBILITIES

Students, like all citizens, have rights guaranteed by the Constitution of the United States including the First Amendment which ensures the freedom of religion, speech, press, assembly and petition and the Fourteenth Amendment which guarantees due process and equal protection. These rights will be provided to students to the extent that they are applicable in the public school setting and as provided in Board policy and regulations.

The rights of an individual are preserved only by the protection and preservation of the rights of others. A student is responsible for the way he or she exercises such rights. Each exercise of an individual's rights must demonstrate respect for the rights of others. The student must recognize the boundaries of his/her rights and accept the consequences of his/her actions.

These statements set forth the rights of students in the public schools of the district and the responsibilities that are inseparable from these rights:

1. Civil rights - including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.
2. The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.
3. The right to due process of law with respect to suspension and expulsion.
4. The right to free inquiry and expression; responsibility to observe reasonable rules regarding these rights as applied to the public school setting.
5. The right to privacy as applied to the public school setting, which includes privacy in respect to the student's school records as required by state and federal law.

As part of the educational process, students should be made aware of rights and responsibilities and of the legal authority of the Worthington Board of Education to make and delegate authority to its staff to make rules regarding orderly operation of the schools.

A copy of the school discipline code of conduct will be posted in each of the schools and given to each student. This code describes the offenses for which disciplinary action may be taken and for which students may be suspended, expelled, or removed from school. Copies of the code are available, upon request, for any parent in the principal's office.

STUDENT DRESS CODE AND EXPRESSION

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 the learning environment or bring undue attention that may lead to distraction. Exceptions to the following policy may be made on a case-by-case basis, for religious, medical or other reasons, at the request of a student or parent/guardian on behalf of the student.

- Students are not to wear clothing that represents or implies alcohol, tobacco and other drugs; gang-related, inappropriate/vulgar language or design.
- Students are not permitted to wear or carry hats, caps, sweatbands, bandanas, head coverings, masks, make-up that covers features of the face or disguises the identity, or dark tinted/sunglasses inside the school building between the time the student arrives until 3:05 pm, nor at any educational assembly or program.
- Students are to dress so that undergarments are not exposed (i.e. sagging pants, transparent clothing, etc.).
- Students are not to wear clothing that exposes bare midriffs, bare shoulders, and bare backs. Students can wear sleeveless tops, but undergarments and excessive skin will be covered. No article of clothing shall be worn that distracts from the educational process.
- Shorts and skirt lengths must be long enough to touch the hem with your fingertips with hands hanging straight to the side when standing.

Some school programs – such as technology education, laboratory activities, physical education and interscholastic athletics – may require special hair care, clothing or restrictions on jewelry to ensure the health and safety of all students.

After careful review and discussion the Worthington Administrative Team believes that these guidelines are essential to promoting and sustaining a safe emotional and physical school environment. As partners in our learning community we ask for your support of these guidelines.

SCHOOL CANTEEN/DANCE GUIDELINES AND EXPECTATIONS

Our goal in the implementation of these guidelines is the creation of a safe and fun environment in which our students can enjoy themselves. All school rules are expected to be followed at school canteens.

1. Students engaging in dangerous, disrespectful, inappropriate, or unsafe behavior will be subject to removal from the dance depending on the severity of the situation.
2. Students from other schools are not permitted to attend school canteens (except Phoenix students in attendance area).
3. Tickets will not be sold at the door.

TEXTBOOKS AND EQUIPMENT (FINES AND FEES)

Students are responsible for maintaining and returning all textbooks and materials issued to them. Students will be assessed a fine for the repair or replacement of any book or equipment that is damaged or lost while under their responsibility. **Student diplomas and transcripts may not be released to any student who fails to clear all academic and athletic fees and all book and library fines, and may not be permitted to participate in co-curricular activities.**

SCHOOL BUSES

Transportation by the district is a privilege. The following regulations apply to student conduct while boarding and riding buses, in loading and unloading areas, and at pick-up and drop-off points:

1. The school bus driver shall be in charge of the bus at all times and shall be responsible for order.
2. Students riding school buses shall:
 - a. ride only assigned bus unless given prior permission from the office
 - b. arrive at the bus stop before the bus is scheduled to arrive;
 - c. board, leave, and ride the school bus in an orderly and non-disruptive manner;
 - d. sit in his/her seat from the time of boarding until disembarking;
 - e. refrain from engaging in any conversation or activity (including fighting) which could reasonably interfere with the safety of passengers or with the bus driver's safe operation of the bus;
 - f. refrain from conduct, conversation, or forms of expression which could reasonably be said to offend the ordinary sensibilities of human beings;
 - g. not vandalize or otherwise damage a school bus;
 - h. not eat, drink, or use tobacco while in a school bus;
 - i. not transport animals, dangerous objects or weapons;
 - j. not throw objects either out of or within the bus and not extend any part of their body out of a window;

- k. 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; and
- l. cross all streets at least ten (10) feet in front of the school bus and shall remain visible to the driver at all times;
- m. board or leave bus only at locations to which the students have been assigned unless they have parental and administrative authorization to do otherwise.

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

A violation of any of the foregoing rules or of any provision of the Student Code of Conduct (5500) 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 board policy 5610.04.

ATTENDANCE REGULATIONS

Worthington City Schools Attendance Philosophy

The Worthington City School District believes daily attendance is a foundational piece of a student's academic success. In creating an environment for that academic success, the district works with students and their parents/guardians to encourage consistent ongoing attendance.

What is House Bill 410?

House Bill 410 was passed into law by the Ohio General Assembly in December, 2016, and the most recent state guidelines were made in July, 2017. This has changed the way school districts monitor student attendance across the state. Schools now must keep track of absences by "hours" (to include partial-day absences) as opposed to "days missed."

- What are some of the changes that will go into effect?

Definitions:

- **Habitual Truant** - any student absent **without a legitimate excuse** for absences of
 - 30 or more consecutive hours
 - 42 or more total hours in one school month
 - 72 or more total hours in one school year
- **Excessive Absence** - any student absent **with or without a legitimate excuse** for absences of

- 38 or more hours in one school month with or without a legitimate excuse
- 65 or more hours in one school year with or without a legitimate excuse

	Consecutive Hours	Hours in a School Month	Hours in a School Year
Habitual Truant	30+ hours unexcused	42+ hours unexcused	72+ hours unexcused
Excessive Absences		38+ hours excused or unexcused	65+ hours excused or unexcused

- If a student has exceeded one of the attendance thresholds for **Habitual Truancy**, a letter will be sent home with the student and phone calls will be made to contact the student’s parent/guardian to set up a meeting. The purpose of this required meeting will be for the parent/guardian, student (when appropriate), and building staff to be a part of an Absence Intervention Team and meet to develop an Absence Intervention Plan. A plan will need to be developed to achieve “satisfactory” improvement in attendance, or truancy charges could be filed to the juvenile court.
- If a student has exceeded one of the attendance thresholds for **Excessive Absences**, a letter will be sent home with the student and phone calls will be made to note the requirement for any additional absences to have a doctor’s note to consider them excused.

The Board believes that regular school attendance is an important part of the educational process. Classroom interaction is an important part of the learning process, and the implied value of schooling is diminished when students are removed from school to meet vacation schedules.

The Board recognizes that there are unique occasions in which the education of the student is well-served by being absent from school. Such opportunities should be taken while ensuring that the missed school work will be made up.

Since teachers must devote time to update students who have been absent, prolonged or repeated absences disrupt not only the education of the individual but also the continuity of the process in the entire classroom. The Board urges parents to minimize the time their students are absent from class.

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
- Medical or dental appointment (partial days in most cases)
- Death in the family
- Illness in the family
- Quarantine of the home
- Religious holidays
- Field Trips
- College Visit
- Family Emergency
- Volunteers to serve as precinct officer for elections

Absences for any other reasons are generally unexcused.

The following guidelines **must** be adhered to by all students enrolled in Worthington schools regardless of age. Parents must excuse the absences of dependent 18-year old students.

REPORTING ABSENCES

Parents are requested to call or email the Attendance Office before 9:00 a.m. if their child will be absent. If the parent does not call in when their student is absent, the school will verify absences by email or phone the day the absence occurs. (This is required by Ohio Missing Child Regulations.) **Requests for pre-excused absences should be submitted 24 hours in advance.** (See Pre-Excused Absences)

To report an absence for students, please call the attendance line as listed on your school’s website.

Please give this information:

1. student’s name
2. grade
3. date
4. reason for absence
5. person calling
6. number where person can be reached

Students do not have to check in at the Attendance office upon their return to school after a full-day absence, as long as the parent/guardian had notified the school of the absence by telephone or email. If notification was not made, the student should bring a note to the Attendance office upon return.

PRE-EXCUSED ABSENCES

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 or designee may, at his/her discretion, accept as valid the reasons for such an absence or reject such reasons.

1. Parent should contact the Attendance Office PRIOR to the appointment, preferably the day before, so that student can obtain a yellow pass to show teacher(s):

Call 24-hour Attendance Line or Email or a note from parent turned in to the Attendance Office prior to appointment

2. If it is a same-day appointment, student is responsible for checking at the attendance office and picking up his/her yellow pass BEFORE the class they will need to leave. Teachers are not required to release students from a classroom without a yellow pass. Please use yellow pass to leave at designated time. Student Services Office does not call you down.
3. Student shows teacher the yellow pass at the beginning of the period they will be leaving. **(Parent is not required to sign student out, as long as the school has been notified ahead of time and the student has picked up the yellow pass.) This is different than some Middle School practice.**
4. **Student signs back in at Attendance Office upon return to school from appointment.**

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 should access missed work from that day's lesson through Infinite Campus or email your instructor.*

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 designee will have the discretion to enact provisions that allow exceptions on a case-by-case basis.

Unexcused Absences (Suspension): Students who are suspended or expelled 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 designee will have the discretion to enact provisions that allow exceptions on a case-by-case basis.

EXTENDED ABSENCE PROCEDURES

Family Vacations/Extended Absences – the school strongly discourages vacations or extended absences during the 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 or family emergencies, the parent or guardian must contact the principal in Student Services or the office in advance. An Extended Absence Form must be filled out a minimum of three school days prior to the first day of the proposed vacation absence. If the form is not filled out within three school days of the first day of the proposed absence, it will not be excused.

Students are responsible for tests and quizzes that were given during their absence on the day of his/her return to class. Students are responsible for informing their teachers of impending absences in a timely manner.

The student will be responsible for keeping up with his/her class work during the extended planned absence.

TARDINESS AND TARDY POLICY

An important part of the school day is being punctual. Tardiness to class is not acceptable. It is the student's responsibility to be in the classroom when the bell rings. Penalties for tardiness and class cuts are included in the code of conduct.

Students arriving to school after school start time **are considered tardy.** Students should report to the attendance office to receive an excuse slip for admission to class.

Excused Tardies:

Illness*

Doctor appointments with doctor's excuse.

*If tardies resulting from illness become excessive, a doctor's excuse may be requested.

Unexcused Personal Tardies:

Oversleeping (alarm not working, etc...)

Missed ride/bus

STUDENT CONDUCT

Appropriate conduct is based on respect and consideration for the rights of others. Students are expected to conduct themselves in such a way that the rights of others are not violated. It is important for students to conform with school rules and allow directions from authorized personnel so that the educational process not be interrupted.

Students who fail to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events will be dealt with according to the Student Code of Conduct.

Students annually receive at the opening of the school or upon entering during the year notification of how to access this handbook online, which describes the rules and regulations to which they are responsible while in school or participating in any school-sponsored activity or event. The handbook includes the types of conduct that will make them

subject to suspension or expulsion from school or other forms of disciplinary action. Parents may also refer online to the Student Handbook for school rules and regulations. School websites may be accessed through the district website at www.worthington.k12.oh.us.

DETENTIONS

At times it may be necessary to assign students detentions for inappropriate behavior or actions that violate the Code of Conduct.

For repeated offenses, school personnel may request an intervention meeting with the student and his/her parent(s).

ALTERNATIVE LEARNING SITE

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 site 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 assigned 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.

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 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.

Students who are removed from school for emergency or safety purposes 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 of Education Policy 5610.05/5616/5617 and not by this regulation.

ALTERNATIVE LEARNING CENTER (WKHS-ALC)

At times it is necessary to assign students ALC 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

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:

1. Student will not attend school or participate in any school-related activities.
2. *Student is not permitted on school property*; a student who violates this guideline is subject to trespassing charges being filed and the police notified.
3. Parents are strongly encouraged to keep the student at home throughout the suspension.
4. Students are responsible for getting their own homework assignments. Students are encouraged to complete their homework during the suspension time in order to remain current.
5. Classroom assignments or work missed from participating in the classroom during the suspension may result in no credit being granted to the student.

A student may not participate in co-curricular activities on the day they have been suspended. (Weekend days may apply if the suspension dates span the weekend.)

Repeated suspensions may lead to a recommendation for expulsion.

Acts Subject to Permanent Exclusion

A student shall not participate in any of the acts prohibited in Board policy 5610.01, 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:

- Illegal conveyance or possession of deadly weapons or dangerous ordnance on school premises, in violation of R.C. 2923.122.
- Carrying or being in possession of concealed weapons on school property or at a school activity in violation of R.C. 2923.12.
- 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. 2925.11, other than a violation that would be a minor drug possession offense.
- 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. 2903.03, involuntary 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
- 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 conspiring or agreeing with another to commit an offense; or causing an innocent or irresponsible person to commit an offense.
- Any other acts for which a student may be subject to permanent exclusion.

Student Expulsion

The Superintendent or Superintendent's designee 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 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 or Superintendent's designee 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. 5610.05/5616/5617 and not by this regulation.

Expulsion for One Calendar Year

A student who brings a firearm or knife, as defined in Board regulation 5500, 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 or Superintendent's designee 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 or Superintendent's designee, 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 5500, 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 or Superintendent's designee 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 or Superintendent's designee, 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 or Superintendent's designee 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, or Superintendent's designee 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 or Superintendent's designee 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 or Superintendent's designee, 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.

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 Superintendent's 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 fourteen (14) calendar days after the date of the notice to suspend.

- 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.

- 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.

- 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.

Expulsion Appeal

A student who is eighteen (18) or older or a student's parent(s) or guardian(s) may appeal the expulsion by the Superintendent to the Board or its designee. They may be represented in all such appeal proceedings and will be granted a hearing before the Board or its designee.

A verbatim record will be kept of the hearing which may be held in executive session at the request of the student, parent, or guardian.

The procedure to pursue such appeal will be in accordance with regulations approved by the Superintendent. Notice of appeal must be filed, in writing, within fourteen (14) calendar days after the date of the Superintendent's decision to expel with the Treasurer of the Board or the Superintendent.

While a hearing before the Board may occur in executive session, the Board must act in public.

From a list of attorneys developed by the Superintendent, a designee shall conduct the expulsion appeal hearing. Those on the list shall be requested to serve in rotating alphabetical order. The appeal hearing should generally be held within 15 school days from the date the request for the appeal hearing was received in the Superintendent's office, although the hearing may be scheduled at a later time, as determined by the Superintendent. If for any reason a designee is unable to conduct the hearing within 15 school days from the date the request for an appeal hearing was received in the Superintendent's office and/or on the date designated by the Superintendent, the next available attorney on the list should conduct the hearing. The designee shall determine the facts, make conclusions of law, and recommend to the Board that the expulsion order be affirmed, reversed or modified. Upon consideration of the designee report, the Board, by a majority vote of its full membership, shall affirm, reverse, or modify the expulsion. If no list of designee attorneys has been developed or no attorney on the list is available, the Board may also conduct the hearing.

Conduct of the Hearing

The initial expulsion hearing and any appeal are not formal judicial proceedings. The student, student's parents or their representative do 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 hearing officer or appeal hearing officer. If the student, student's parents or their representative fail to follow hearing procedures established by the Board in policy and regulations, the hearing may be terminated and the hearing officer may proceed with a decision in the matter.

Right of Appeal

In cases of an expulsion, the right of appeal shall be:

1. A student or his/her parent, guardian, or custodian may appeal an expulsion by the superintendent to the Board or its designee, as provided in this policy.
2. The student and his/her parent, guardian or custodian shall have the right to be represented in all appeal proceedings and shall be granted a hearing before either the Board or its designee, whichever is applicable in order to be heard with regard to the expulsion.
3. At the request of the student, or his/her parent, guardian or custodian shall have the right to be represented in all proceedings and shall be granted a hearing before either the Board or its designee, whichever is applicable, in order to be heard with regard to the expulsion.

4. Formal action on the appeal may only be taken in a public meeting.
5. By the action of the Board, the order of expulsion may be affirmed, or the student may be reinstated or the action otherwise reversed, vacated or modified.
6. Either the Board or its designee, whichever is applicable, shall make or cause to be made a verbatim record of the appeal hearing. The record shall not be reduced to writing except at the request, cost, and arrangement of the party requesting the written record.
7. A student shall remain expelled for the duration of the expulsion unless or until action modifying same is taken on appeal, except that the Superintendent shall have the discretion to hold an expulsion in abeyance pending appeal.
8. The decision of the Board may be appealed to the Court of Common Pleas as authorized under Ohio law.
9. The request for appeal must be filed in writing with the Superintendent's office within five school days after the first day of the expulsion.

Rockbridge Academy

The Superintendent or Superintendent's 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.

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 or Without Disabilities:

1. 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. apply.
3. 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 of Education or

school personnel shall be reported to criminal justice or juvenile justice authorities.

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.**

SEARCH OF A STUDENT OR PERSONAL PROPERTY BY SCHOOL AUTHORITIES

When a student is suspected of possessing illegal, stolen or dangerous items on his person, the principal or designee shall ask the student to reveal the item suspected to be on his person. If the student refuses, the administrator may ask the student for permission to conduct a search. If the student refuses permission, the administrator may then advise the student's parent of the circumstances and obtain the consent of the parent to conduct the search. No search will be conducted without the consent of either the student or the student's parent. As used in this policy, the term "parent" means either parent or the legal guardian of the student. If the parent refuses, cannot be contacted, or, in any event, at his own discretion, the administrator may notify the police to investigate at their discretion.

If the administrator has reason to believe that a student possesses an item that poses an imminent danger to life or property, the administrator may, without placing himself in danger, take whatever action he deems necessary and appropriate to remove the item from the student's person, including the use of only that force necessary to remove it. In no other case shall a school administrator use force in the search of a student and the seizure of his property.

SEARCH OF LOCKERS AND OTHER SCHOOL PROPERTY BY SCHOOL AUTHORITIES

Although a student and the Board may have joint control of lockers, desks or other school property, the student never has exclusive control of this property. With respect to lockers, desks and other school property, the following rules and standards shall be recognized and applied:

1. Student lockers, desks and similar property are the property of the Board of Education which are provided solely as a convenience for students to use.
2. Student lockers, desks and similar property are to be used only for the purpose of storing textbooks, school supplies, clothing and daily lunches.
3. Students should not consider the locker, desk or similar property to which they have been assigned a private place.
4. Student lockers, desks or similar property are subject to search by school officials at any time and without notice.

The principal or may search any school property such as lockers and desks under the following conditions

1. The student must have been informed in advance of the rules and standards set forth above and that a search may be conducted and items removed if the administration of the school has facts supporting a reasonable belief that articles or materials are present therein that might be injurious to the student or to others or that are likely to pose a threat to the maintenance of discipline or order in the school.
2. At the discretion of the administrator, the student may be present when a search of his property is undertaken and an attempt may be made to secure his consent.
3. The presence of a staff member shall be required in all instances of a search or seizure of the property of the student.

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.

INTERROGATION BY POLICE

Interrogation and/or removal from school: a) A student in school may not be interrogated by police or any person not affiliated with the school without the knowledge of the school officials. b) Any interrogation must be done in private with an official school representative present. c) 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. d) 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.

PROHIBITION OF HARASSMENT

General Policy Statement

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment, which includes sexual violence. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, at another location if such conduct occurs during an activity sponsored by the Board, or at another location if such conduct creates or could create a hostile environment at the District.

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

As appropriate, the District may offer counseling services to any person found to have been subjected to unlawful harassment, and, where appropriate, the perpetrator(s) of the unlawful harassment.

For purposes of this policy, "School District community" means students, administrators, and professional and classified staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

Other Violations of the Anti-Harassment Policy

The Board will also pursue appropriate disciplinary action against individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.
- C. Disregarding; failing to report to the appropriate District, law enforcement, or other authority; failing to investigate adequately; or delaying investigation of allegations of unlawful harassment, when an individual has a duty to report, investigate, or otherwise respond to suspected violations of this Policy.

Definitions

Bullying

Bullying rises to the level of unlawful harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with

the individual's school or work performance or participation; and may involve:

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. cyberbullying;
- G. physical violence;
- H. theft;
- I. sexual, religious, or racial harassment;
- J. public humiliation; or
- K. destruction of property.

Harassment

Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that:

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
- C. has the effect of substantially disrupting the orderly operation of a school.

Sexual Harassment

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome conduct of a sexual nature.

When the victim of harassment is a student, conduct constitutes harassment when it is sufficiently severe, pervasive, or persistent, and it interferes with or limits a student's ability to participate in or benefit from the District's program.

Sexual harassment includes, but is not limited to unwelcome sexual advances; requests for sexual favors; touching of a sexual nature; making sexual comments, jokes, or gestures; writing graffiti or displaying or distributing sexually explicit drawings, pictures, or written materials; calling students sexually charged names; spreading sexual rumors; rating students on sexual activity or performance; circulating, showing, or creating emails or websites of a sexual nature; and other verbal, nonverbal, or physical conduct of a sexual nature.

Sexual harassment also includes sexual violence, which is defined as physical sexual acts perpetrated against a

person's will or where a person is incapable of giving consent because of age, use of drugs and/or alcohol, or intellectual and/or other disability. Sexual violence includes, but is not limited to, rape, sexual assault, sexual imposition, sexual battery, sexual abuse, and sexual coercion. A single or isolated incident of sexual harassment may create a hostile environment when it is sufficiently severe.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, requests, invitations, solicitations, and flirtations, and any sexual proposition, invitation, solicitation, or flirtation between a student and an adult.
- B. Unwanted physical and/or sexual contact.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls, and any of the above-described conduct between a student and an adult.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals. This includes material placed on the internet or electronically distributed that is connected with or directed at school activities.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Inappropriate boundary invasions by a District employee or other adult member of the School

District community into a student's personal space and personal life.

- J. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

Sexual conduct and/or relationships between students and District employees or any other adult member of the School District community is prohibited, and any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be subject to state and federal criminal charges. All sexual conduct/relationships between students and District employees or any other adult member of the District community are, by definition, "unwelcome" and "unwanted." All District employees, officers, and representatives of the Board are required by section 2151.421 of the Revised Code to report any suspicion of child abuse or neglect, including any suspected sexual conduct and/or sexual relationship between a student and an adult. Failure to make this report will result in discipline, up to and including termination.

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the

characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin/Ancestry Harassment

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

Reports and Complaints of Harassing Conduct

Students and all other members of the School District community and third parties are encouraged to promptly report incidents of harassing conduct to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Reports may be either formal or informal complaints. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint and is not required to keep it confidential shall file it with the District's Anti-Harassment Compliance Officer at his/her first convenience. Notwithstanding any privilege or duty of confidentiality, all employees and officers are required to report suspicions of abuse and neglect to the appropriate authority under R.C. 2151.421. Additionally, any Board employee who observes an act of unlawful harassment is expected to intervene to stop the harassment, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the harassment.

Students who wish to discuss conduct that may constitute harassment without making a report of harassment may speak in confidence to school counselors or school psychologists.

Members of the School District community, which includes students, or third parties who believe they have been unlawfully harassed are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior, the Principal believes that the reported misconduct may have created a hostile work environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior and/or harassment to one of the Anti-Harassment Compliance Officers who shall investigate the allegation in accordance with this policy. While the Compliance Officer investigates the allegation, the Principal shall suspend his/her Policy 5517.01 investigation to await the Compliance Officer's written report. The Compliance Officer shall keep the Principal informed of the status of the investigation and provide him/her with a copy of the resulting written report.

The Compliance Officers will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student, other member of the School District community or third party in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Compliance Officers shall accept complaints of unlawful harassment directly from any member of the School District community or a visitor to the District, or receive complaints that are initially filed within a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a Compliance Officer will begin either an informal or formal process (depending on the request of the person alleging the harassment or the nature of the alleged harassment), or the Compliance Officer will designate a specific individual to conduct such a process. In the case of a formal complaint, the Compliance Officer will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of harassment that are reported to them to the Compliance Officer immediately after learning of the incident.

Investigation and Complaint Procedure

Any student who believes that s/he has been subjected to unlawful harassment may seek resolution of his/her complaint through either the informal or formal procedures as described below. Further, a process for investigating claims of harassment or retaliation and a process for rendering a decision regarding whether the claim of legally prohibited harassment or retaliation was substantiated are set forth below. The District will also pursue investigation of all reports of harassment received by the District's Compliance Officers.

Due to the sensitivity surrounding complaints of unlawful harassment or retaliation, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within sixty (60) calendar days of the complaint being received).

The informal and formal procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of unlawful harassment or retaliation with the United States Department of Education Office for Civil Rights, or to report allegations of criminal activity to the appropriate law enforcement authority.

Interim Measures

Upon receiving a formal complaint, the Compliance Officer will consider whether any interim measures should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation. Interim measures include, but are not limited to, a change of work assignment or schedule for the Complainant and/or the alleged harasser and other options for the Complainant and alleged perpetrator to avoid each other; making the Complainant aware of available resources and his/her rights; providing counseling or other support to the Complainant; providing increased monitoring and supervision. All efforts will be made to minimize the burden of any interim measures on the Complainant. In making such a determination, the Compliance Officer should consult the Complainant to assess his/her agreement to the proposed action and consider the age of the parties, the severity and pervasiveness of the allegations, and the opportunities for interaction between the parties. If the Complainant is unwilling to consent to the proposed change, the Compliance Officer may still take whatever actions s/he deem appropriate in consultation with the Superintendent.

Informal Complaint Procedure

The goal of the informal complaint procedure is to stop inappropriate behavior and to investigate and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who believes s/he has been unlawfully harassed or retaliated against. This informal procedure is

not required as a precursor to the filing of a formal complaint.

Students who believe that they have been unlawfully harassed may initiate their complaint through this informal complaint process, but are not required to do so. The informal process is only available in those circumstances where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in the informal process.

Individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

The informal complaint procedure will not be used for any complaints of harassment involving a District employee or any other adult member of the School District community against a student. All such complaints of sexual violence will be formally investigated.

As an initial course of action, if a student feels that s/he is being unlawfully harassed and s/he is able and feels safe doing so, the individual should tell or otherwise inform the harasser that the conduct is unwelcome and must stop. Such direct communication is optional and should not be utilized in circumstances involving sexual violence. The Compliance Officers are available to support and counsel individuals when taking this initial optional step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the harasser of his/her complaint may still file an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

The School District's informal complaint procedure is designed to provide students who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the student claiming unlawful harassment, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the student about how to communicate the unwelcome nature of the behavior to the alleged harasser.
- B. Distributing a copy of the anti-harassment policy as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends.
- C. If both parties agree, the Compliance Officer may arrange and facilitate a meeting between the student claiming harassment and the individual accused of harassment to work out a mutual resolution. Such a meeting is not appropriate if both parties do not consent or in circumstances involving sexual violence.

While there are no set time limits within which an informal complaint must be resolved, the Compliance Officer or designee will exercise his/her authority to attempt to resolve all informal complaints within sixty (60) calendar days of receiving the informal complaint. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint or request that the informal process be terminated at any time to move to the formal complaint process.

All materials generated as part of the informal complaint process will be retained by the Compliance Officers in accordance with the School Board's records retention policy and/or Student records policy.

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or if the Complainant elects to file a formal complaint initially, the formal complaint process shall be implemented.

A student who believes s/he has been subjected to offensive conduct/harassment/retaliation may file a formal complaint, either orally or in writing, with a teacher, principal, or other District employee at the student's school, the Compliance Officer, Superintendent, or another District employee who works at another school or at the district level. Due to the sensitivity surrounding complaints of unlawful harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, principal, or other District employee at the student's school, Superintendent, or other District employee, either orally or in writing, about any complaint of harassment, that employee must report such information to the Compliance Officer or designee within two (2) business days.

Throughout the course of the process, the Compliance Officer should keep the parties informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in, offensive conduct/harassment/retaliation; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter, the Compliance Officer will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving the complaint, the Compliance Officer or a designee will initiate a formal investigation to determine whether the Complainant has been subjected to offensive conduct/harassment/retaliation.

Before beginning an investigation, the Compliance Officer will inform the alleged perpetrator and Complainant, or their parents/guardians if the alleged perpetrator or Complainant are less than eighteen years old, and obtain content for the investigation from the Complainant, or the Complainant's parent/guardian if the Complainant is less than eighteen years old. This requirement to obtain consent from the Complainant's parent/guardian does not apply when the Complainant's parent/guardian is the alleged perpetrator. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant administrative guidelines, including the Board's Anti-Harassment policy.

Although certain cases may require additional time, the Compliance Officer or a designee will attempt to complete an investigation into the allegations of harassment/retaliation within fifteen sixty (60) calendar days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the Compliance Officer or the designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful harassment. The Compliance Officer's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used.

For complaints of sexual harassment, the Compliance Officer will provide written notice of the outcome of the investigation to the Complainant and perpetrator, or the parents/guardians of the Complainant or perpetrator if the Complaint or alleged perpetrator is less than eighteen years old. The notice to the Complainant will include whether the investigation found the alleged harassment occurred, any individual remedies offered and/or provided to the Complainant, and any sanctions imposed on the perpetrator that directly relate to the Complainant. The notice to the Perpetrator will include whether the investigation found the

alleged harassment occurred and any sanctions imposed on the perpetrator.

Any party may appeal the determination of the Compliance Officer to the Superintendent or designee within five (5) business days of receiving notice of the determination. The Superintendent or designee may review the results of the investigation for procedural error, to consider previously unavailable evidence, or to consider whether an imposed or recommended sanction is disproportionate to the investigation's findings.

The decision of the Superintendent shall be final.

Privacy/Confidentiality

The School District will employ all reasonable efforts to protect the rights of the Complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and related administrative guidelines shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Any requests for confidentiality will be reviewed by the Compliance Officer, who will determine if an investigation can be conducted in accordance with the request. Requests for confidentiality may limit the District's ability to investigate and respond fully to the Complainant's allegations. Complainants should be aware that federal laws and Board policy prohibit retaliation for reports of harassment and contain protections and sanctions against such retaliation. All Complainants proceeding through the formal investigation process will be advised that their identities may be disclosed to the Respondent.

During the course of a formal investigation, the Compliance Officer or his/her designee will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

All records created as a part of an investigation of a complaint of harassment will be maintained by the Compliance Officer in accordance with the Board's records retention policy. Any records that are considered student education records in accordance with the *Family Educational Rights and Privacy Act* or under Ohio's student records law will be maintained in a manner consistent with the provisions of the Federal and State law.

Sanctions, Remedial Measures, and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of

due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

The Board will also take appropriate steps to protect Complainants and remedy any hostile environments. These steps include, but are not limited to, providing counseling, changing schedules and school assignments, providing academic support services, reviewing prior discipline of Complainant that may have been causally connected to the harassment, providing training to students and staff, and conducting climate checks.

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

Retaliation

Any act of retaliation against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation is prohibited.

Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct

State law requires any school teacher or school employee who knows or suspects that a child with a disability under the age of twenty-one (21) or that a child under the age of eighteen (18) has suffered or faces a threat of suffering a physical or mental wound, disability or condition of a nature that reasonably indicates abuse or neglect of a child to immediately report that knowledge or suspicion to the county children's services agency. If, any District employee or officer, in his or her professional capacity, has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the Complainant or any other child, a report of such knowledge must be made in accordance with State law and Board Policy.

"Abuse and neglect" of a child includes any sexual contact or relationship with a District employee or other adult. If the Compliance Officer or any other District employee or officer has any reason to believe or suspect such contact or a relationship has occurred or is occurring, such knowledge

must be immediately reported to local law enforcement or children's services.

Any reports made to a county children's services agency or to local law enforcement shall not terminate the Compliance Officer or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Compliance Officer or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

Allegations Involving Conduct Unbecoming the Teaching Profession/Suspension

The Superintendent will report to the Ohio Department of Education, on forms provided for that purpose, matters of misconduct on the part of licensed professional staff members convicted of sexual battery, and will, in accordance with Policy **8141**, suspend such employee from all duties that concern or involve the care, custody, or control of a child during the pendency of any criminal action for which that person has been arrested, summoned and/or indicted in that regard.

Education and Training

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information, provided regarding the Board's policy and harassment in general, will be age and content appropriate.

STUDENT CODE OF CONDUCT

GROUND FORS SUSPENSION, EXPULSION, EMERGENCY REMOVAL OR OTHER DISCIPLINARY ACTION

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.

A student who fails to comply with Student Code of Conduct (5500), established school rules, or with any reasonable request made by school personnel when subject to the authority of the Board of Education 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 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 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.

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.

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.

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

See Disciplinary Action Chart (Appendix E)

1B. Class Cuts

See Disciplinary Action Chart (Appendix E)

1C. Truancy

See Disciplinary Action Chart (Appendix E)

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.

See Disciplinary Action Chart (Appendix E)

3. **Alcoholic Beverages and Drugs:** A student shall not possess, use, sell, offer to sell, conceal, transmit or show evidence of consumption of any alcoholic beverage, liquid containing illegal or a banned substance, electronic vapor devices, drug paraphernalia, or illegally used drug including steroids, counterfeit (look-alike) drugs, or controlled substances (*hereafter*, "Prohibited Substances") or otherwise violate Board Policy (5330/5512/5530) "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 *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, 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 Student Assistance Program).

Loss of privileges for 15 school days after the suspension, including attendance at after-school co-curricular events and activities and driving privileges. [Police Report]

2nd violation (Level 3 Violation) – 10 days 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]

3rd violation (Level 3 Violation) – 10 days out-of-school suspension with recommendation for expulsion. [Police Report]

Special notes: See Disciplinary Action Chart (Appendix E) for more details and note that if a student disregards the loss of privilege consequence, the penalty is doubled.

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 school days after the suspension or expulsion, including attendance at after-school co-curricular events and activities and driving privileges.

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 Two disciplinary consequences which may include ALC, ALS or OSS.

See Disciplinary Action Chart (Appendix E)

- 4. Unauthorized Touching:** A student shall not knowingly or with reckless disregard cause physical injury or threaten to cause physical injury to any person.

See Disciplinary Action Chart (Appendix E)

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 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 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.

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 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.

See Disciplinary Action Chart (Appendix E)

- 6. Conduct on Buses:** A student shall not violate Board Policy and Administrative Regulation 5610.04 "Student Conduct on School Buses."

SUSPENSION OF BUS RIDING / TRANSPORTATION PRIVILEGES

Students on a bus or other authorized Board of Education transportation vehicles are under the authority of and directly responsible to the bus/vehicle driver. The driver has the authority to enforce the established regulations for bus/vehicle conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student.

A student may be suspended from school bus/vehicle riding privileges for all or part of a school year for any violation of established regulations for bus conduct and/or for conduct occurring on the bus/vehicle in violation of the Student Code of Conduct.

Before a suspension from bus/vehicle riding privileges is imposed, the Superintendent or other designated District personnel will provide a student with notice of an intended suspension and an opportunity to appear before the Superintendent or other designated District personnel. Disciplinary suspension periods will be commensurate with the infraction(s) committed as determined by the Superintendent or designated District personnel.

Any additional guidelines regarding conduct on school buses/vehicles, as well as general information about the school transportation program, will be made available to all parents and students and posted in a central location.

R.C. 3319.41, 3327.01, 3327.014

A.C. 3301-83-08

See Disciplinary Action Chart (Appendix E)

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 E)

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 E)

- 9 A. **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, other 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.

9B. 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 Two disciplinary consequences which include ALC or OSS.

See Disciplinary Action Chart (Appendix E)

10. **Harassment, Bullying and Intimidation or Other Degrading, Disgraceful, Discriminating and/or Racist Acts:** 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 on “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 students’ 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.

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 web site.

Complaint Procedures

Building principals, assistant principals, and the Superintendent have the responsibility for conducting investigations concerning claims of aggressive behavior and/or bullying. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

Any student, employee or third party who has knowledge of conduct in violation of Policy 5517.01 or feels s/he has been a victim of aggressive behavior and/or bullying in violation of Policy 5517.01 is encouraged to immediately report his/her concerns.

Teachers and other school staff, who witness acts of harassment, intimidation, or bullying, as defined above, shall promptly notify the building principal and/or his/her designee of the event observed, and shall promptly file a written incident report concerning the events witnessed. Teachers and other school staff who receive student or parent reports of suspected harassment, intimidation, and bullying shall promptly notify the building principal and/or his/her designee of such report(s). If the report is a formal, written complaint, such complaint shall be forwarded promptly (no later than the next school day) to the

building principal or his/her designee. If the report is an informal complaint by a student that is received by a teacher or other professional employee, s/he shall prepare a written report of the informal complaint which shall be promptly forwarded (no later than the next school day) to the building principal or his/her designee.

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of harassment, intimidation, or bullying in other interactions with students. School personnel may find opportunities to educate students about harassment, intimidation, and bullying and help eliminate such prohibited behaviors through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student even if such conduct does not meet the formal definition of "harassment, intimidation, or bullying."

All complaints will be promptly investigated in accordance with the following procedures:

Step I. Any complaints, allegations, or rumors of aggressive behavior and/or bullying shall be presented to the building principal or assistant principal or the Superintendent/Designee. Students may also report their concerns to teachers or counselors who will be responsible for notifying the appropriate administrator or Board of Education official. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent shall be filed with the Board President. Information may be initially presented anonymously. All such information will be reduced to writing and should include the specific nature of the offense (e.g., the person(s) involved, number of times and places of the alleged conduct, the target of the suspected aggressive behavior and/or bullying, and the names of any potential witnesses). If the person filing the formal complaint is an adult, s/he must sign the charge affirming its veracity. If the person filing the formal complaint is a minor, s/he may either sign the charge or affirm its veracity before two (2) administrators.

Step II. The administrator/Board official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The administrator /Board official will arrange such meetings as may be necessary with all concerned parties within ten (10) work days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The administrator/Board

official conducting the investigation shall notify the complainant and parents as appropriate when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.

A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the Superintendent/Designee.

Step III. If the complainant is not satisfied with the decision at Step II, s/he may submit a written appeal to the Superintendent or designee. Such appeal must be filed within ten (10) work days after receipt of the Step II decision. The Superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to review and discuss the appeal. The Superintendent or designee shall provide a written decision to the complainant's appeal within ten (10) work days of the appeal being filed.

Documentation related to the incident, other than any discipline imposed or remedial action taken, will be maintained in a file separate from the student's education records or the employee's personnel file.

See Disciplinary Action Chart (Appendix E)

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.

See Disciplinary Action Chart (Appendix E)

12. Disruptive Demonstration: A student shall not violate Board Policy and Administrative Regulation 5520, "Disorder and Demonstration"

See Disciplinary Action Chart (Appendix E)

13. Dress and Expression: A student shall not violate Board Policy and Administrative Regulation 5611, "Student Dress Code and Student Expression."

See Disciplinary Action Chart (Appendix E)

14. Driving: A student shall not drive or park on school premises in violation of Board Policy and Regulation 5515, "Student Automobile Use," or when his/her privileges to drive or park on school premises have been revoked. See Parking Permit Application and "Driving and Parking Regulations" in the Student Handbook.

15. Electronic Devices:

A. No student shall use electronic devices for gaming, such as computer games, laptop computers, multi-media tablets, personal communication devices (PCD's), except as provided, or use is expressly permitted in advance, by the school or classroom teacher.

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. Anyone who discovers a student in possession of a laser device in violation of this policy shall report the violation to the principal.

C. Student cell phones are not to be a disruption during the school day. Appropriate use of wireless communication devices is the expectation for every student. Phones are not permitted during testing. The presence of cell phone devices during testing may invalidate the test. Please refer to the Worthington School District's website for complete policies on Wireless Communication Devices (Files 5136, 5516).

Any exceptions that are granted regarding the use of electronic or laser devices as described above may be granted under any limitations or specification as determined in advance by the Superintendent, principal or assistant principal.

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.

See Disciplinary Action Chart (Appendix E)

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.

See Disciplinary Action Chart (Appendix E)

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 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 which 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 E)

18. Gambling: A student shall not engage in any form of gambling.

See Disciplinary Action Chart (Appendix E)

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 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 E)

20. Insubordination: 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 E)

21. Leaving School Premises: 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, assistant principal, school nurse or their designee. In addition, a student shall not be in an **improper area** of the school away from proper supervision. Students off grounds illegally or in improper area may be subject to search.

See Disciplinary Action Chart (Appendix E)

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.

See Disciplinary Action Chart (Appendix E)

23. Sexual Misconduct: No student shall engage in any sexual conduct or sexual contact.

See Disciplinary Action Chart (Appendix E)

24. Sexual Harassment: No student shall engage in any sexual harassment or otherwise violate Board Policy and Administrative Regulations 1662/5517, "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 E)

25. Theft: A student shall not take nor 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 E)

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 E)

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.

See Disciplinary Action Chart (Appendix E)

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 E)

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 5512, "Tobacco Use By Students." This also includes a prohibition on smoking, electronic vapor devices, oils of any kind, liquid containing illegal or a banned substance, or otherwise using tobacco or tobacco products (or lookalike products) 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 and driving privileges.

1st violation – (Level 3 Violation) 2 days out-of-school suspension (suspensions may be reduced to 1 day with completion of Insight Program). Both violations result in loss of privileges *for 5 school days* after the suspension, including attendance at after-school co-curricular events and activities and driving privileges.

2nd violation (Level 3 Violation) – 2 days out-of-school suspension. (suspensions may be reduced to 1 day with completion of Insight Program). Loss of privileges *for 10 school days* after the suspension, including attendance at after-school co-curricular events and activities and driving privileges.

3rd violation (Level 3 Violation) – 2 days out-of-school suspension (suspensions may be reduced to 1 day with completion of Insight Program). Loss of privileges *for 15 school days* after the suspension, including attendance at after-school co-curricular events and activities and driving privileges.

See Disciplinary Action Chart (Appendix E)

30A. Violation of Law: A student shall not violate any law or ordinance.

30B. 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 someone is involved in illegal acts. Failure to remove and/or report **may** result in Level Two or Three disciplinary consequences which include ALC or OSS.

See Disciplinary Action Chart (Appendix E)

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, Superintendent's designee, 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.

APPENDIX A: Board of Education and Co-Curricular Alcohol, Tobacco and Drug Policy

Updated June 9, 2014

File: 7434

PROHIBITION OF SMOKING, USE OF TOBACCO AND ELECTRONIC CIGARETTES

The Board recognizes its responsibility to create and maintain an environment which sustains and enhances the general health and wellbeing of its employees, students and visitors. Since the growing body of technical and medical research indicates the serious health risks to smokers and side-stream smoke for nonsmokers, and since the Surgeon General classifies nicotine as an addictive substance, smoking and the use of tobacco and tobacco products are prohibited in all Board-owned and/or operated property, including all buildings and vehicles, and on all grounds, including stadiums and athletic fields, owned and/or operated by the Board.

The Board recognizes that staff and school visitors serve as role models to students and, therefore, adopts this 100% tobacco-free District policy to endorse a healthy lifestyle and prevent tobacco use.

The Board additionally prohibits the use of electronic cigarettes in accordance with this policy.

Tobacco Use Prohibited

No employee, student, visitor or volunteer is permitted to smoke, inhale, dip or chew tobacco or use electronic cigarettes at any time, including non-school hours:

1. in any building, facility or vehicle owned, leased rented or chartered by the District or
2. on school grounds, athletic facilities or parking lots.

No employee, student, visitor or volunteer is permitted to smoke, inhale, dip or chew tobacco at any time, including non-school hours, at any school-sponsored event off campus.

Tobacco Advertisements and Promotions

Tobacco advertising is prohibited on school grounds, in all school-sponsored publications and at all school-sponsored events. Tobacco promotional items that promote the use of tobacco products, including clothing, bags, lighters and other personal articles, are not permitted on school grounds, in school vehicles or at school-sponsored events.

Providing Notice to Staff

“No Tobacco” signs will be posted throughout the District at entrances and other appropriate locations in all academic buildings, administrative spaces and athletic fields. District staff will be provided notice of this policy through staff handbooks. District vehicles will display the international “No Smoking” insignia.

Enforcement

Disciplinary measures for violations of this policy comply with the requirements of State law, related District policies and regulations.

File: 7434

Educational Reinforcement

Tobacco use prevention education is closely coordinated with the other components of the school health program. Staff responsible for teaching tobacco use prevention education has adequate pre-service training and participate in ongoing professional development activities to effectively deliver the education program.

The administration shall take steps to ensure that this policy is communicated effectively to all employees and visitors.

[Adoption date: July 22, 2002]

[Revised: June 9, 2014]

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq. Goals
2000: Educate America Act; 20 USC 6081 through 6084
ORC 3313.20; 3313.47
3791.031
3794.01; 3794.02; 3794.04; 3794.06
OAC 3301-35-02; 3301-35-05

CROSS REFS.: 5512, Tobacco Use by Students
KGC, Smoking on District Property

File: 5512

TOBACCO USE BY STUDENTS

No student shall smoke or use tobacco or possess any substance containing tobacco on school premises, at school-sponsored activities or events whether on or off school premises, in any vehicle whose use is controlled, organized, or arranged by the school, in any area under the control of the District (including cars or other vehicles on school property), or at any time the student is subject to the authority of the Board or District personnel.

As used in this policy, “smoke” means to burn any substance containing tobacco, including, but not limited to, a cigarette, cigar, pipe or a clove cigarette.

The Board additionally prohibits the use of electronic cigarettes in accordance with this policy.

As used in this policy, “use of tobacco” means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth.

Tobacco Use Prohibited

No student is permitted to smoke, inhale, dip or chew tobacco or use electronic cigarettes at any time, including non-school hours:

1. in any building, facility or vehicle owned, leased, rented or chartered by the District or
2. on school grounds, athletic facilities or parking lots.

No student is permitted to smoke, inhale, dip or chew tobacco at any time, including non-school hours, at any school-sponsored event off campus.

Additionally, no student is permitted to possess cigarettes, e-cigarettes, or other tobacco products, papers used to roll cigarettes, lighters or other paraphernalia at any time.

Providing Notice

“No Tobacco” signs will be posted throughout the District at entrances and other appropriate locations in all academic buildings, administrative spaces and athletic fields. Students are provided notice of this policy through student handbooks. District vehicles will display the international “No Smoking” insignia. Announcements will be made during home athletic events both before the event and during intermission, as well as at all school functions where deemed appropriate. School programs will include a written reminder of the no tobacco use on District property policy. Students and parents are given copies of the standards of conduct and statement of disciplinary sanctions, and notified that compliance with the standards of conduct is mandatory.

File: 5512

Enforcement

Disciplinary measures taken against students for violations of this policy comply with the requirements of Federal and State law and related District policies and regulations. Specific measures are outlined in the Student Code of Conduct.

Educational Reinforcement

Tobacco use prevention education is closely coordinated with the other components of the school health program. Staff responsible for teaching tobacco use prevention education has adequate pre-service training and participate in ongoing professional development activities to effectively deliver the education program. Preparation and professional development activities provide basic knowledge about the effects of tobacco use and effects of peer pressure on tobacco use combined with skill practice in effective instructional techniques and strategies and program-specific activities.

The Board subscribes fully to the warning issued by the Surgeon General that cigarette smoke is dangerous to one’s health.

Disciplinary measures taken against students for violations of this policy comply with the requirements of Ohio law and related District policies.

[Adoption date: July 22, 2002]

[Revised: June 9, 2014]

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq. Goals
2000: Educate America Act; 20 USC 6081 through 6084
ORC 2927.02
3313.47; 3313.66; 3313.661; 3313.751; 3794.01; 3794.02;
3794.04; 3794.06
OAC 3301-35-02; 3301-35-03; 3301-35-04
20 USC § 6082

CROSS REFS.: 5611, Student Due Process Rights
5500, Student Conduct/Zero Tolerance
5610, Student Suspension

File: 3215

NO SMOKING/TOBACCO USE ON DISTRICT PROPERTY

The Board of Education is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco use for both users and nonusers, particularly in connection with second hand smoke, are well established. Further, providing non-smoking and a tobacco-free environment is consistent with the responsibilities of teachers and staff to be our positive role models for students.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, or tobacco substitutes, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substances.

In order to protect students and staff who choose not to smoke or use tobacco from an environment noxious to them, and because the Board does not condone smoking or the use of tobacco, the Board prohibits the use of tobacco or tobacco substitute products by professional staff members at all times within any enclosed facility owned or leased or contracted for by the Board, and in areas directly or indirectly under the control of the Board immediately adjacent to locations of ingress or egress to such facilities. This prohibition extends to any Board-owned and/or operated vehicles used to transport students and to all other Board-owned and/or operated vehicles. Such prohibition also applies to: school grounds; any school-related event.

File: 3215

[Adoption date: July 22, 2002]

[Revised: June 9, 2014]

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq. Goals 2000:
Educate America Act; USC 6081 through 6084
ORC 3313.20; 3313.47
3791.031; 3794.01; 3794.02; 3794.04; 3794.06
OAC 3301-35-02; 3301-35-05

CO-CURRICULAR ALCOHOL, TOBACCO AND DRUG POLICY

The Worthington Board of Education believes:

1. Participation in athletics, activities programs and student performance activities ("co-curricular programs") and representing the school in any manner of public performance 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 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 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. The provisions of this policy regarding co-curricular activity participation are in addition to, and do not supersede, any policies and procedures concerning student discipline that may apply.

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 performances, and student leadership activities in grades K–12, in contrast with curricular programs and activities that are credit bearing and receive a grade. 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 of such substances as defined in and prohibited by the student discipline code. This policy is applicable to middle school and high school students

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 violation penalties are completed.

Prohibited Conduct

No student participating in co-curricular activities shall use, possess, sell, offer to sell, conceal, transmit, or distribute alcohol, tobacco or any drug or drug paraphernalia prohibited by the student discipline code at any time. This prohibition shall be effective 12 months per year and shall be applicable regardless of the location of the student at the time. 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 they remove themselves immediately and report the offense at the earliest possible time.

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% of the season/contests (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/contests (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.

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 12-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 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 and 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 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 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 the regular consequences of an incident that has already occurred. For details see your principal.

Drug Testing

A laboratory selected by the school will conduct drug testing. The student and the student's parents must sign a consent form authorizing the drug testing.

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.

Falsifying or tampering with a sample will result in suspension of the assistance program and a denial of participation privileges.

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. The student will pay tests on additional levels.

A copy of the results will be sent to the designated school official and to the student's parent(s).

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

District administrative personnel may impose denial of co-curricular privileges for violation of this policy, 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 no 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 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, student athlete or student participant in a performance activity who is 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 cocurricular program may observe bona fide religious practices.

[Adoption date: July 22, 2002]

[Revised date: July 24, 2006]

Procedural Issues

If the co-curricular participant is in violation of the Co-Curricular Alcohol, Tobacco and 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 10-0603R 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 alcohol, drug and tobacco policies.

The 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 10-0603-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 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 Schools' 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 or 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 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, 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 – Alcohol, tobacco, controlled substance or drug paraphernalia is physically on or in student-participant's body; or physically within his/her personal property (i.e., book or gym bag, coat, etc.); or in his/her home if other students are using or possessing alcohol, tobacco or controlled substance (e.g., hosting a party). Possession will include being present in a car where alcohol or controlled substances are being used or 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.

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/performance 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

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, 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.
 - b. 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.

APPENDIX B: Do Not Resuscitate Orders

DO NOT RESUSCITATE ORDERS

POLICY STATEMENT:

The Worthington City School District Board of Education will take all reasonable steps necessary to preserve the life and safety of a student enrolled in the school district. Unless ordered by a court or required by law, school district personnel will not comply with any DNR orders. To the extent reasonable, staff members shall provide any written DO NOT RESUSCITATE (DNR) orders which are part of a student's file to emergency personnel and medical personnel when emergency treatment is required.

EMERGENCY PROCEDURES:

- A. If a student has a medical emergency, the staff shall take all reasonable steps necessary to obtain emergency assistance and to preserve the student's life until the student can receive emergency assistance.
- B. To the extent reasonable, staff shall provide DNR orders to emergency and medical personnel. Once the DNR order is initially provided to emergency or medical personnel, the school district shall have no further responsibilities with regard to DNR orders.
- C. Staff shall attempt to notify the student's parent or guardian of the emergency and the steps taken to convey the DNR order.

PROCEDURES FOR DNR ORDERS:

Definitions: DNR order refers to a written order from a physician pursuant to ORC chapter 2133.

STEPS:

If a student has a DNR order on file in the school district, staff are to take the following steps:

- A. The parent or legal guardian will be notified that the school district will take all reasonable steps necessary to preserve life until the individual is under the care of proper emergency and medical authorities.
- B. All DNR orders provided to the school district shall be kept in the student's cumulative file at the building of attendance and updated as necessary.
- C. The parent shall confirm in writing that a DNR order be included in the student's cumulative file and is to be provided to emergency or medical personnel.
- D. Once a parent or physician has provided a DNR order to the school district, the order will be provided to emergency or medical authorities pursuant to the policy unless and until the parent revokes the DNR order in writing, or in an emergency situation, the parent or student's physician verbally revokes the DNR order.

[Adoption Date: September 27, 1999]

LEGAL REFERENCE: ORC 2133

FILE: 10-0803.05

APPENDIX C: FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Annual Notification of Rights under FERPA Worthington School District

The Family Educational Rights and Privacy Act (FERPA) affords parents and students 18 years of age or older (“eligible students”) certain rights with respect to the student’s education records. 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 the 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 ask the District to amend a record that they believe is inaccurate, misleading, or in violation of the 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 to 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 for 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 disclosures 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 officials 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 special task (such as an 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 education 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 weight and height, if a member of an athletic team.

Parent(s), 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 student’s 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 authorized 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 , or 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 parents claim the student as a dependent, 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 Avenue, SW
Washington, DC 20202-4605

APPENDIX D: ELECTRONIC/NETWORK ACCEPTABLE USAGE POLICY

File: 7540.03

STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

The Worthington School District (the "School District") is pleased to make available to each student access to interconnected computer systems, computer equipment, computer programs, the Internet, and other new technologies within the School District (collectively, the "Network").

Access to the School District's Network is provided as a privilege and as an educational tool. In order to continue enjoying access to the Network, each student must take responsibility for appropriate and lawful use of this privilege. Students are responsible for their behavior on the Network just as they are in a classroom, school hallway or other School District property. While the School District may make reasonable efforts to supervise student use of Network access, the ultimate responsibility for exercising and promoting responsible use of this access is that of the student, under the guidance of their parents.

This document shall constitute the School District's Computer Network and Internet Acceptable Use Policy for students ("Policy"), and applies to all students who use or otherwise access the Network either on-site or remotely.

Each student is responsible for reading and abiding by this Policy. If you (parent or student) have any questions about the provisions of these policies, you should contact the building principal or the principal's designee. Any use of your account that violates these policies may result in your access being withdrawn and/or additional disciplinary action. Violations of these policies are considered violations of the Student Code of Conduct and may result in disciplinary action up to and including suspension, expulsion, and/or referral to law enforcement if appropriate. The District reserves the right to seek reimbursement of expenses and/or damages arising from student violations of these policies.

Reporting Misuse of the Network

In addition to following the terms of this Policy, you must report any misuse of the Network to a teacher or to a building administrator. Misuse means any violation of this Policy, such as commercial use of these resources, criminal activity, inappropriate content of e-mail sent to you by someone, or any other use that is not included in this Policy but has the intent or effect of harming another or another's property or that constitutes inappropriate conduct.

Permitted Use

Access to the Network is a privilege, not a right, and as such it may be suspended or revoked by the School District at any time for any reason. The School District may also limit access, at any time, without warning, and for any period of time. By accepting network access, users waive any and all rights of privacy in connection with their communications over the network, or communications achieved through the use of District equipment, software or connectivity, including but not limited to protections provided by State and Federal law.

Access

Network resources are only for use by authorized users and access may not be shared or transferred. Students shall not share their passwords or otherwise allow anyone to gain unauthorized access to the Network or the Internet. If you think someone may know your password, tell a teacher or building administrator immediately. A student is subject to disciplinary action for any violations of this Policy committed by someone else who, with the student's express or implied permission or through the student's negligence, accesses the Network with the student's password.

Purpose and Use

The School District is providing you access to its Network primarily to support and enhance your educational experience. Uses that interfere with normal District business or violate District policies are strictly prohibited, as are uses for the purposes of engaging in or supporting any kind of business or other profit-making activity. If you have any doubt about whether a contemplated activity is permitted, you must consult with a teacher or building administrator to help decide if a use is appropriate.

Unacceptable Uses

Other prohibited uses and activities include, but are not limited to:

- A. Creating, copying, viewing, transmitting, downloading, uploading or seeking sexually explicit, pornographic, obscene, violent, threatening, or other materials that would offend community standards.
- B. Using inappropriate language, including swearing, vulgarities or other language that is suggestive, obscene, profane, abusive, belligerent, harassing, defamatory or threatening. This includes using the Network to make, distribute or redistribute jokes, stories or other material that would violate this Policy or the School District's harassment or discrimination policies, including material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, sexual orientation or other protected characteristics.
- C. Engaging in harassment, stalking, or other repetitive unwanted communication, or using the Internet in support of such activities.
- D. Offering for sale or use or soliciting the purchase or provision of any substance the possession or use of which is prohibited by law or District policy.
- E. Creating, copying, viewing, transmitting, downloading, or uploading any materials that include information for creating or obtaining an explosive device, dangerous ordinance, or any other materials useful in criminal activities or terrorist acts, or any other materials that violate or encourage others to violate the law or District policy.
- F. Unauthorized copying, modifying, intruding, or attempts to copy, modify or intrude, into the folders, files, data, work, networks, passwords or computers of others, or intercepting and/or forwarding communications intended for others.
- G. Copying, downloading, uploading or transmitting student information or other confidential information.
- H. Uploading, downloading, copying, redistributing or republishing copyrighted materials without permission from the owner of the copyright. The District intends to strictly abide by the Copyright Laws of the United States, as expressed in the District Copyright Policy 2531. Any materials used that are covered by Copyright shall be used by permission or through "fair use" or other allowable methods created by the Copyright Act.
- I. Soliciting political contributions through the Network from any person or entity or conducting any type of campaign business including creating or transmitting information in support of a school levy.
- J. Hacking, altering, harming, destroying or interfering with the normal operation of software, hardware, data of another user, other District Network resources, or the use of the District Network to do any of the same acts on the Internet or outside Networks. This includes any attempt to go around District filters and other protection devices.
- K. Degrading or disrupting the operation of the Network or engaging in other activities that waste limited computer, paper or telephone resources or that cause unnecessary traffic are prohibited. Even for non-commercial or apparently "harmless" purposes, they use up limited resources.
- L. Installing or downloading software or hardware without the prior consent of a District administrator. Students may not repair, reconfigure, or modify Network equipment, computers or systems. Student members shall not remove, alter or copy District software for their own personal use or for the use of others.
- M. Supporting any kind of business or other profit-making activity. You may not sell or buy anything over the Internet, and you may not solicit or advertise the sale of any goods or services.
- N. Violating the standards of academic or personal integrity, including but not limited to plagiarism, disseminating untrue information about individuals or groups, or maliciously hiding your true identity.
- O. Using cellular telephones on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

Freedom of Speech

By giving users access to this system, the School District does not intend to create a limited or a public forum for the expression of opinion. The network exists as part of the function of the governmental mission of the District, and is operated solely in support of that mission. Neither the public, nor staff, nor students are invited to use the network in expression of their opinion. The District fully supports the right of all students, staff and the public to express their opinion through legitimately established public and limited forums dedicated to that use.

Privacy

Network access is provided as a tool for educational and administrative uses. The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the Network and any and all materials, files, information, software, communications (including emails) and other content transmitted, received or stored in connection

with this usage, and to use such content for any legal purpose. All such information, content and files shall be and remain the property of the School District and you do not have any expectation of privacy regarding those materials. Network administrators may review files and intercept communications for any reason, including but not limited to purposes of maintaining system integrity and ensuring that users are complying with this Policy.

Web Sites

Web sites created through the Network and/or linked with the School District's official web site must relate specifically to District-sanctioned activities, programs or events. Web sites created using the Network or the School District's equipment, or web sites created as part of a classroom or club assignment or activity are the sole and exclusive property of the School District. The School District reserves the right to require that all material and/or links with other sites found to be objectionable be altered or removed.

As above, the School District does not intend to open web pages for the expression of opinion, and specifically does NOT intend for its web pages to be a public or limited forum for students, staff or citizens. Web pages exist solely in support of the School District mission as determined by the administration.

Failure to Follow Policy

If you violate this Policy, you may be subject to disciplinary action. You may lose your access to the Network, which the School District may refuse to reinstate for the remainder of your time as a student at Worthington Schools. At the maximum, you may be suspended or expelled.

You breach this Policy not only by violating the above Policy yourself, but also by failing to report any violations by other users that come to your attention. A violation of this Policy may also be a violation of the law and subject the user to criminal or civil investigation and prosecution.

It is a violation of this policy to use any electronic technology, including but not limited to any software, hardware, or externally provided service, or to do any other act in an effort to disguise your network or internet activities.

Warranties and Indemnification

The School District makes no warranties of any kind, either express or implied, in connection with its provision of access to or use of its Network. It shall not be responsible for any claims, losses, damages or costs (including attorneys' fees) of any kind suffered, directly or indirectly, by any student arising out of the student's use of, or inability to use, the Network. Each student is responsible for backing up his or her files, and the School District shall not be responsible for any loss or deletion of data. The School District is not responsible for the accuracy of information obtained through electronic information resources, and this information should be used at the student's own risk.

By accessing the Network, you are agreeing to cooperate with the School District in the event of the School District's initiating an investigation of use or access to the Network through your account, whether that use is on a School District computer or on another computer outside of the Network. By accessing the Network, you are further agreeing to indemnify and hold the School District and the Data Acquisition Site and all of their administrators, teachers and staff harmless from any and all loss, costs, claims or damages (including attorneys' fees) resulting from access to and use of the Network through your account, including but not limited to any fees or charges incurred through purchases of goods or services by the user.

Updates

You may be asked from time to time to provide new or additional registration and account information to reflect developments in the law or technology, and you must provide this information in order for you to continue receiving access to the Network. If, after you have provided your account information, some or all of your information changes, you must notify the Director of Technology or other person designated by the School District to receive this information.

Wireless Communication Devices (WCDs)

The School Board and the Superintendent, Administration and Staff, consider the Internet and digital technologies as valuable resources, but acknowledge they must be used responsibly. Digital citizenship represents more than technology literacy. Successful, technologically fluent, digital citizens live safely and civilly in an increasingly digital world. The School Board and the Superintendent believe the teaching of safe and responsible online behavior is essential in the lives of students and is best taught in partnership between home and school.

Next Generation students and staff spend increasing amounts of time online, learning and collaborating. They recognize that information posted on the Internet is public and permanent and can have a long-term impact on an individual's life and career. Expectations for students online are no different than face-to-face interactions.

Part I will specify the WCD Policy, including a definition and examples of Wireless Devices.

Part II outlines positive uses of WCD in the school setting.

Part III identifies unacceptable use of WCD in school or while attending a school-related activity.

[Adoption Date: January 23, 2012]

File: 5136, 5516

Part I: Worthington Schools WCD Policies

The Worthington Schools recognize and embrace the demands of an ever-changing digital world. In response, we also embrace the appropriate use of WCDs as an educational advantage for our students that can be utilized as a resource to help promote digital citizenship, technological fluency, and effective use of executive functioning skills, high yield instructional strategies, collaboration, and the acquisition of all Digital Literacy skills. Furthermore, we believe that the aforementioned skills are critical for learners to acquire, polish, and utilize as they compete in a globally competitive marketplace.

The Internet contains a vast array of educational offerings for students. Many of these offerings are categorized as social networking sites where students from all over the world can share ideas, collaborate on projects and learn from one another. While the Board recognizes that misuse of social networking sites can distract students, they are and will be a fact of life in the world they inherit and therefore, we incorporate approved social networking sites to help teach students safety and responsibility in the online world.

Although we allow smart phones and other WCDs, the District will not be responsible for WCDs that are lost or stolen.

Definition: A WCD or Wireless Communication Device is defined as a device that emits or receives a signal, or otherwise summons or delivers a communication.

Examples of WCDs: Cellular and wireless telephones, iPods/MP3 Players/iPads, pagers/beepers, personal digital assistants (PDAs), all types of smart phones, any WiFi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or any handheld internet device.

Part II: Positive uses of WCDs

- A) Creation of files, projects, videos, web pages and podcasts using network and internet resources in support of educational objectives.
- B) Participation in blogs, wikis, bulletin boards, approved social networking sites and groups and the creation of content for podcasts, e-mail and web pages that support educational objectives.
- C) Publishing original educational material and/or curriculum related materials in compliance with copyright laws. Sources outside the classroom or school must be cited appropriately.
- D) Publishing student work with parental permission.
- E) Use of any mobile devices (such as cell phones, cameras, media players, etc.) for teacher-approved learning purposes.
- F) Use of the network, internet resources, and any mobile devices for incidental personal use in accordance with all District policies and guidelines.
- G) Use on a school bus provided that use does not provide a distraction to the driver or negatively impact the safety and wellness of other students in any way at the discretion of the bus driver, classroom teacher, sponsor/advisor/coach.
- H) Any other use for educational purposes that is designated as acceptable by District or building level administration, and implemented into classroom instructional practices by the classroom teacher.

Part III: Unacceptable Uses of WCDs

- A) Federal law prohibits the use of WCDs to capture, record or transmit the words (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images.
- B) Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal.
- C) The use of WCDs that contain built-in cameras (i.e., devices that take still or motion pictures, whether in a digital or other format) is prohibited in locker rooms, and bathrooms.
- D) Federal law permits the search of WCDs on school premises/property with reasonable suspicion by administration.
- E) It is prohibited to use a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.
- F) It is prohibited to use a WCD in any way that may cause any disruption to learning or the educational process within a school building.
- G) Possession of WCD during any standardized assessments is prohibited. (i.e. PSAT, SAT, ACT, AP, OGT, OAA etc.)
- H) The use of WCDs during any summative assessment (including but not limited to quizzes, unit tests and semester exams) without the explicit permission of the instructor is prohibited.

LEGAL REFS.: ORC 3313.20; 3313.753
18 USC 2511/Wire Tapping Law
IV Amendment/Search and Seizure Policy

CROSS REFS.: New Requirements for CIPA
2260 - NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY
7540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY
5500 - STUDENT CONDUCT
5840 - STUDENT GROUPS
5517 - ANTI-HARASSMENT
5517.01 - BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR
Student Handbooks

[Approval Date: January 23, 2012]

File: 5136, 5516

APPENDIX E: DISCIPLINARY ACTION CHART

Level I Violation	Level II Violation	Level III Violation
<i>Violation that has the potential to negatively impact a safe learning environment.</i>	<i>Violation that may cause harm or potential harm to person or property.</i>	<i>Possible violation of law. Violation that may cause harm or potential harm to person or property.</i>
<p><i>1st violation: warning [teacher call home]</i></p> <p><i>2nd violation: detention [teacher call home]</i></p> <p><i>3rd violation: 2 detentions [teacher call home]</i></p> <p>For these types of violations, at least three contacts to parents will have been made by teachers to change this behavior.</p> <p><i>4th violation: progressive discipline</i></p> <p><i>5th violation: progressive discipline</i></p>	<p><i>1st violation through 5th violation: range from 1 detention to 10 days Out-of-School Suspension (OSS)</i></p>	<p><i>1st violation: range from 1 detention to 10 days OSS up to possible recommendation for expulsion and possible police notification</i></p>
	1B. Class Cuts	3A. Alcoholic Beverages and Drugs: Use or Possession
	1C. Truancy	3B. Alcoholic Beverages and Drugs: Selling or Distributing
	2. Computer, Abuse of Hardware, Software or Other School Technology (<i>Penalties may also include suspension or loss of usage privileges</i>)	4. Unauthorized Touching 9A. Dangerous Weapons
1A. Tardiness	3C. /9B./30B. Failure to Remove and/or Report	10. Harassment, Bullying and Intimidation or Other Degrading, Disgraceful, Discriminating and/or Racist Acts
13. Dress and Expression (<i>Penalties may also include a request for change of clothes</i>)	5. Cheating and Plagiarism (Academic Dishonesty)	15B. Possessing or Using Laser Devices
15. Electronic Devices (<i>Penalties may also include confiscation</i>)	6. Conduct on Buses (May also include suspension of transportation privileges)	15D. Possessing, Taking, Disseminating, Transferring or Sharing Illegal Images Electronically
<p>All Level I violations counts reset each quarter.</p>	7. Damage to Private Property (<i>Penalties may also include restitution</i>)	16. Fighting
	8. Damage to School Property	17. Frightening or Intimidating Acts
	11. Disruption	19. Hazing
	12. Disruptive Demonstration	20. Insubordination
	14. Driving (<i>Penalties may also include suspension or loss of parking privileges</i>)	23. Sexual misconduct
	15C. Cell Phone Violations	24. Sexual harassment
	18. Gambling	25. Theft
	21. Leaving School Premises and/or Improper Area	27. Unauthorized Use of Fire
	22. Misrepresentation and Forgery	29. Use or Possession of Tobacco
	26. Unauthorized Sale or Distribution	30A. Violation of Law
	28. Profane, Vulgar or Abusive Language or Gestures	31. Other Conduct 32. Repeated Violations or Other Circumstances

Note: Any violation that violates the law or may cause an imminent harm to person or property may result in a police report being filed.

APPENDIX F: DEFINITIONS

Academic Intervention: A student may be denied the privilege to receive honors or recognition. Juniors and Seniors who fail a course at the end of a nine-week period are placed on Academic Intervention in place of Options. Students who have no failing grades on their following report card will be removed from Academic Intervention.

Class Cutting: A student's not being in an assigned area such as classroom, study hall, commons or homeroom during any part of the school day.

Community Service: The superintendent may require a student to perform community service in conjunction with or in place of a suspension (including, but not limited to, imposing a community service requirement beyond the end of the school year in lieu of applying the suspension into the following school year). Use of this community service option and any related reporting and monitoring of students performing such community service shall be determined by the superintendent, in his or her discretion.

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

Improper Area: This includes all of the school grounds excluding the Commons. Students may not be in an improper area without permission from a staff member.

Permanent Exclusion is defined as the student's being 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:

1. Illegal conveyance or possession of deadly weapons or dangerous ordinance on school premises.
2. Carrying or being in possession of concealed weapons on school property or at a school activity.
3. Selling or offering to sell, or possessing a controlled substance.
4. Committing one of the following on School property or at a school function: aggravated murder, murder, voluntary manslaughter, involuntary manslaughter, felonious assault, aggravated assault, felonious sexual penetration, rape, or gross sexual imposition.
5. Complicity in any of the above-described violations regardless of whether or not the act of complicity was committed on school property or at a school activity.
6. Any other acts for which a student may be subject to permanent exclusion.

Student Expulsion: The Superintendent of schools may expel a student from school. Except as specified below as related to firearms and knives, 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 R.C. 3313.66(F) related to permanent exclusion. Students who are expelled for a period of time that exceeds the number of school days remaining in that school year may be expelled for the remaining days at the beginning of the next 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 only which does not involve a related suspension or expulsion from school is governed by Board of Education Policy 5610.05/5616/5617 and not by this regulation.

Student Suspension: The superintendent of schools, the principal, or an assistant principal 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 the suspension takes place, the superintendent may apply any remaining part or all of the suspension to the following school year. Unless otherwise indicated in the Notice of Suspension or Expulsion, students who are suspended or expelled from school are automatically suspended or expelled from all school activities and all co-curricular activities, as part of the student's suspension or expulsion from school, for the same period of time as the suspension or expulsion. A suspension from a co-curricular activity only which does not involve a related suspension or expulsion from school is governed by Board of Education Policy 5610.05/5616/5617 and not by this regulation.

Summer Transition: 8th grade students transitioning to the 9th grade will follow and are subject to the 8th grade handbooks until reading and acknowledging receipt of the high school handbook.

Truancy is defined as the absence of a student for other than an accepted valid reason for all or part of a day when school is in session. Even when the absence occurs with parental knowledge and consent, the principal need not accept as valid the reason given for the absence.

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; he/she may be referred to law enforcement authorities for appropriate action.

Students shall be afforded due process of law both preceding and following suspension or expulsion in accordance with federal and state law and policies and regulations adopted by the Board.

A right of appeal shall be afforded students and their parent, guardian or custodian in cases of suspension or expulsion in accordance with federal and state laws and policies and regulations adopted by the Board.

Expulsion of handicapped students shall follow the requirements of state and federal law including, when required by law, a determination of whether the misconduct is related to the handicapping condition.

Unexcused Absence is defined as an absence from an assigned area that is not approved by the school administration. Such an absence may be with or without parental knowledge.

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