High School
Student Code of Conduct and Co-Curricular Program
2023-2024

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Worthington Schools Website
www.worthington.k12.oh.us

WORTHINGTON SCHOOLS

ABSOLUTE EXCELLENCE / EXPONENTIAL IMPACT

LINWORTH EXPERIENTIAL PROGRAM

2075 West Dublin-Granville Road Worthington, Ohio 43085

Linworth Staff

Chris Hasebrook, Teacher-Director, English
Amy Kargiotis, Secretary
Laura Zelch, School Counselor, Health, P.E.
Josh Stegman, Math
Amy Bowman, Math, Walkabout
Jen Kubina, English, Walkabout
Jamie Mackin, English
Rosanne Nagel, Social Studies
Mark Shannon, Social Studies
Emily Valdez, Spanish
Lilly Yap, Science
Ian Sample, Science

Main Number - 614•450•6900 Fax - 614•436•0138

Absence Reporting via Email akargiotis@wscloud.org

Linworth website www.linworth.org

See our **Ted Talk**, "A Different Public School Model", at www.youtube.com/watch?v=qOkUZBVLjH0

Block Scheduling

Classes are offered in 1 hour 15-minute blocks on rotating days, giving teachers more time to teach, without cutting the lesson, and giving students more variety in their weekly schedule. The days are labeled Orange and Green; the classes are labeled A, B, C, and D. A normal Linworth class would be labeled Orange C, Green A, Green D, etc.

Experiential Education

Linworth allows students to test what they have learned in real settings in two major ways with Interim and Walkabout.

Interim is a week-long, pre-approved independent study for our freshmen, sophomores, and juniors. Students use Interim to explore careers, interests, or academic pursuits in ways that they could not work in a normal classroom setting.

Walkabout, for our second semester seniors, consists of two nine-week placements where students complete their high school education in real world settings globally and locally. Walkabout calls on students to reflect on what they know, what they are learning, and what they need to know to move forward after high school. In addition to the time at the placement site, it requires extensive journal writing and a weekly seminar for those students in central Ohio.

THOMAS WORTHINGTON HIGH SCHOOL

300 W. Dublin-Granville Road, Worthington, Ohio 43085

Thomas Worthington High School Leadership

Pete Scully, Principal
Nathan Thornhill, Assistant Principal (student last names A – D)
Todd Keenan, Assistant Principal (student last names E – K)
Adrienne Carr, Assistant Principal (student last names L – R)
Brett Shaffer, Assistant Principal (student last names S – Z)
Molly Feesler, Athletic Director
Scott Gordon, Dean of Students
Felicha Smith, Counselor, (student last names A – D)
Kelly Swearingen, Counselor (student last names E – K)
Celeste Preisse, Counselor (student last names L – M)
David Quart, Counselor (student last names N – R)
Stephanie Burns, Counselor (student last names S – Z)

Thomas Worthington High School Phone Numbers

Main Number - 614•450•6200 Fax - 614•450•6391

Absence Call-in Line 614•450•6291
Absence Reporting via Email twhsattend@wscloud.org

Central Office 614•450•6261
Athletics / Co-Curricular 614•450•6288
School Counseling Office 614•450•6296

TWHS website www.worthington.k12.oh.us/Domain/8

	Start Time	End Time	
Period 1	8:40	9:25	45
Period 2	9:30	10:20	50
Period 3*	10:25	11:10	45
Period 4*	11:15	12:00	45
Period 5*	12:05	12:50	45
Period 6	12:55	1:40	45
Period 7	1:45	2:30	45
Period 8	2:35	3:20	45
* Lunch Period	3B, 4A/B, 5A/B		

(There are different schedules for special activities that take place during the school day.)

WORTHINGTON KILBOURNE HIGH SCHOOL

1499 Hard Road, Columbus, Ohio 43235

Worthington Kilbourne High School Leadership

Aric Thomas, Principal
Dominique Alexander, Assistant Principal (Student last names A - K)
Josh Almanson, Assistant Principal
Erica Backhurst, Assistant Principal
Zachary Peterson, Assistant Principal (Student last names L – Z)
Jeffrey M. Todd, Athletic Director
Brianna Abbott, Counselor (Student last names A - Co)
Sarah Schnell, Counselor (Student last names Cr - He)
Lauren Himmel, Counselor (Student last names Hi - Mi)
Erica Mann, Counselor (Student last names Mo - Se)
Molly Lord, Counselor (Student last names Sg - Z)

Worthington Kilbourne High School Phone Numbers

Main Number - 614•450•6400 Fax - 614•450•6560

Absence Call-in Line 614•450•6410
Absence Reporting via Email wkattend@wscloud.org

Administrative Office 614•450•6495
Co-Curricular/Athletics Office 614•450•6425
Counseling Center 614•450•6420 / www.wkhscounselors.com
Student Services 614•450•6455

WKHS website www.worthington.k12.oh.us/Domain/9

	Start Time	End Time	
Period 1	8:40	9:25	
Period 2	9:30	10:20	Announcements
Period 3*	10:25	11:10	
Period 4*	11:15	12:00	
Period 5*	12:05	12:50	
Period 6*	12:55	1:40	
Period 7	1:45	2:30	
Period 8	2:35	3:20	
* Lunch Period			

WORTHINGTON ACADEMY

2341 Snouffer Road, Worthington, OH 43085

Worthington Academy Staff

Sean Flynn, Principal
Ron Waterwash, School Counselor
John Ogg, Social Studies
Clare Volz, English Language Arts
Jeff Webb, Mathematics/Computer Science
Pete Bluvol, Science/Career-Based Intervention

Phone: (614) 450-4100 Fax: (614) 781-0135
Website: http://www.worthington.k12.oh.us/domain/738

Worthington Academy is a blended learning program that allows students to access online content and classroom teachers to support individual learning needs. Worthington Academy will provide an additional educational setting for Worthington high school students that are looking for a different educational environment.
Worthington Academy features a safe, respectful environment that integrates technology, personalized instruction, and supportive relationships. It features:

Academic Focus - A blended learning environment will support the individual needs of students, including credit recovery, credit advancement, and personalized intervention by limiting distractions during a daily work session.
Career Exploration - Students will have opportunities to explore career activities, skill development, work experience, and potential credit through CBIP or Credit Flex.
Counseling Services - Counseling services will work with students and families to focus on the development of self-esteem, reframing our situations to be structured for success.
Goal Setting - Short and long term goals will be established at a Family Pathway Meeting. Goals will be monitored by students, staff, and communicated with family members.

ENGLISH: To access information in this document in Spanish, Arabic, or Portuguese, please contact the staff listed below

SPANISH: Si requiere ayuda en Español, favor de mandar un texto a Sarah Pettigrew al teléfono 614-359-9050 o al email spettigrew@wscloud.org

PORTUGUESE: Para receber assistência em português, por favor ligar para Vitória Lima no número do telefone (614) 398-1860 ou enviar email vlima@wscloud.org

ARABIC:

للحصول على المساعدة باللغة العربية ، يرجى الاتصال بـ صبا شناعة على الرقم 614-973-3563

أو البريد الإلكتروني sshanaah@wscloud.org

OTHER: For assistance in other languages, please contact your child's school and ask for the EL teacher.

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WORTHINGTON CITY SCHOOLS

A HISTORY of WORTHINGTON SCHOOLS

The Worthington community has long been recognized for its traditions of excellence. Thomas Worthington High School, Linworth Experiential Program and Worthington Kilbourne High School share a legacy that is nationally recognized for its progressiveness and quality.

Worthington's first settlers had benefited from sound educational facilities in their original New England communities, and they made it a priority to provide similar opportunities for their children. During the winter of 1804, their first on the Ohio frontier, surveying the town plat led to the designation of a double town lot on the public square (the northeast quadrant of the Village Green) to be reserved for school purposes, and one hundred acres of farmland just west of the town to be rented in support of a school. A temporary log structure on the square was used as a one-room schoolhouse, until it was removed to make way for the Worthington Academy, the premier educational institution in Central Ohio, in 1808. The first principal of the Worthington Academy was John Kilbourn, nephew of Worthington's founder, James Kilbourne.[1]

Over the next 180 years the population of school-age children educated in the Worthington school district grew in numbers as well as in geographical scope. High school buildings were constructed in 1894 on E. Granville Road (where Kilbourne Middle School now stands); in 1916 on W. Granville Road on the school farm lot (now McConnell Arts Center); and in the early 1950s the central portion of Worthington High School (now Thomas Worthington) was built west of the 1916 building. As each high school building was erected, the former building was transformed to serve a different educational purpose.[1]

Following World War II the student population in the Worthington school district soared and elementary and middle school buildings were constructed to serve students in all quadrants of the district, eventually encompassing Sharon and Perry Township school districts as well. In 1973 the Linworth Alternative Program was launched on W. Granville Road, home of a unique alternative high school program featuring a small-school atmosphere with emphasis on experiential learning. Approximately 180 students in grades 9 through 12, from TWHS and WKHS, attend Linworth Alternative.

In 1991 the long-discussed vision of a second high school became a reality, as Worthington Kilbourne High School opened on the fifty-five acre site on a wooded ravine on Hard Road in the northwest Columbus part of the school district. As noted in the dedication program on October 20, 1991: "The construction of Worthington Kilbourne High School did not begin with building plans, but with a comprehensive study of the program which high school students would need to prepare themselves for the 21st century." Nine program components were developed which staff used in developing a philosophy and program objectives for the new high school. With community, staff and school board input, based on visits to high schools in the Midwest and Northeast noted for their excellent educational programs, four high school scenarios were proposed and community feedback was sought in creating the vision of the new high school. Named for James Kilbourne, a leading member of the Scioto Company and a champion of education, the name was chosen by a committee of parents, students and staff with the intention of carrying the tradition of old Worthington to the new school, by including both *Worthington* and *Kilbourne* in its name.[2] Worthington High School was renamed at that time to honor Thomas Worthington, the father of Ohio statehood.

Both high schools are situated on campuses that reflect the natural beauty of the area. Worthington Kilbourne and Thomas Worthington each house students in grades 9 through 12 and have multi-sports complexes. The schools share a natatorium located on the campus of TWHS. And each fall, the football teams of Worthington Kilbourne and Thomas Worthington face off on the field for the "Wo-Town Showdown", something the Scioto Company settlers never could have foreseen!

Sources

[1]Jennie McCormick, *Two Centuries of Education History: Worthington, Ohio*, Worthington Historical Society, 2008, pp. i, 1, 2, 24-28 (available in Worthington libraries)

[2]Program for *The Official Dedication of Worthington Kilbourne High School*, Oct. 20, 1991

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. These documents may also be viewed on the district website **www.worthington.k12.oh.us**

ACADEMIC INTEGRITY

Academic Integrity background: In the Worthington School District, we believe the students, staff, and community are stakeholders in the climate and culture of our school. The schools were founded on the belief that all students can and must learn in order to achieve success in our society. The community and staff further believe that success begins with personal and academic integrity, which are grounded in honesty, trust, fairness, respect, and responsibility.

School Culture – The values of honesty, trust, fairness, respect, and responsibility are worthy of our pursuit in the Worthington schools. The parameters of academic integrity include these five values which we hope to embrace and adjust to our environment. We strive to ensure success, exhibit integrity, and serve humanity through these five essential values.

Honesty – Honesty is the foundation of teaching, learning, research, and service. It is the prerequisite for full realization of trust, fairness, respect, and responsibility. Policies of Worthington schools uniformly deplore cheating, lying, fraud, misrepresentation, theft, and other forms of dishonest behaviors that jeopardize the rights and welfare of our learning community.

Trust – Mutual trust is formed in an academic community that celebrates the free exchange of ideas. Trust enables us to reach our full potential as human beings. We believe people respond to consistent honesty with trust. Only with trust can our learning community believe in the social value inherent in academic inquiry, scholarship, and integrity.

Fairness – Fairness evolves from predictability, clear expectations, consistency, careful listening, and just responses to dishonesty. All students and staff have a role in ensuring an environment embracing fairness.

Respect – Respect is one of the richest rewards of an environment built on fairness. Teaching and learning demand active engagement and mutual respect. Students and faculty must respect their individual roles in order to appreciate diversity, learn and test new skills, build community, and grow from failures. The antithesis of respect is being rude, sarcastic, demeaning, or disruptive to others.

Responsibility – Responsibility requires that each stakeholder protect the integrity of the learning climate. Each person in the Worthington Schools community must be responsible for their own honesty and personal responsibility and to encourage positive conduct by others.

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 an administrator, school counselor, mental health specialist, or the school nurse, where confidential, constructive guidance and assistance are available.

HEALTH OFFICE

A full-time school nurse is available in the Health Office. Emergency illnesses or injuries should be reported to them 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 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 they have 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 them 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 they come 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 them. 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 9-12 are permitted to self-carry over-the-counter medications during school hours. Non-prescription medication must be carried in the original container and limited in quantity to only the amount necessary for one week's dosage. The Over-the-Counter Non-Prescription 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 nurse's office within fourteen (14) days of the student entering school. In addition to this requirement, students entering the district from a foreign country must also present evidence of a negative TB test or chest x-ray report within the last thirty (30) days and prior to entry to school.

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

LIBRARY / MEDIA CENTER

Teachers may schedule classes in the library. Books, unless placed on reserve by a teacher, are due in two weeks with renewals as needed. All reference materials, audiovisual materials, and magazines are in limited circulation. Fines are assessed for overdue materials. Students from Academic Prep may utilize the library if they are doing academic work that can only be done in the library. All students using the library are expected to read, work constructively or study quietly.

TEXTBOOKS

Hardback textbooks are stored, distributed, and collected through the bookroom which is located near the auditorium. Students may pick up and drop off their textbooks prior to and at the end of each semester. Please check posted bookroom hours for availability. Students who do not return their textbooks in good condition will be held responsible for replacement costs and/or fines. Students with outstanding school obligations may not be eligible to participate in school activities or use school parking facilities.

SIGN-POSTING POLICY

1. **ONLY** Worthington Kilbourne or Thomas Worthington organizations or groups with special permission may post signs in the school.
2. *All signs must be approved in the appropriate administrative office. At Worthington Kilbourne, signs are approved in the Co-curricular office. At Thomas Worthington, signs are approved in the Central 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 an office (WKHS Student Services or TWHS Central 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 themself 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 8:40 am and after 3:20 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: Please follow all recommendations from State Health Officials and Ohio Revised Code updates. If it is necessary to drop off an item for your student, please ring at the Visitor Entrance and the office staff will speak with you over an intercom and guide you in this process.

1. **Ohio Revised Code mandates that a visitor must report to the Principal's office** (WKHS--this would be Student Services) **to obtain a visitor's permit.** Visitors, including parents/guardians, must be approved by the office, and are required to sign in at the visitors' kiosk, scanning a driver's license or state-issued ID (which runs a background check of the National Sex Offender Registry), and entering in their destination. A visitor's identification badge with photo will be dispensed and must be worn while in the building.
2. Visitors are not permitted during the first two weeks of school, during the week of semester exams, during state tests, during the last two weeks of school, or during the three days prior to and after Thanksgiving, winter and spring vacations.
3. The approval or disapproval of a visitor's badge will be dealt with on the basis of individual merit.
4. 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 an administrator and host's teachers. A note from the host's parent(s) must be brought to the administrator 48 hours before the proposed visit indicating the reason for the visitor.
5. Counselors may request a student visitor for the same day when parents are from out of town and "shopping" for a school.
6. Students from a Worthington high school wishing to visit another campus must have prior permission from their own administrator and an administrator of the campus being visited.
7. Requests for exceptions to the above guidelines must be obtained at least 48 hours in advance from the appropriate office.

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, and also in Student Services or the Counseling Center at WKHS, or TWHS Central Office. As a final step, it must be turned into 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.

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.

The Worthington Schools supports the use of vape detectors in the student restrooms for the purpose of discouraging the use of electronic devices. These detectors do not video or audio record; they detect chemicals and monitor frequency noise levels. School board policy prohibits smoking/vaping in school buildings and on school grounds at all times by all persons; this includes vaping with electronic cigarettes and vapor pens. Worthington Schools district policy also prohibits the possession of any tobacco or nicotine products. If a student is in the vicinity of a vape detector that notifies administration of an occurrence of possible vaping, administrators may need to search the student. Students who act as lookouts for smokers, are knowingly present, or in possession of a device may be subject to discipline. Any student in violation of the laws concerning tobacco products and/or smoking, including but not limited to e-cigarettes and vapor pens will be subject to discipline as determined by administration. Students struggling with nicotine related substance abuse and looking for help will be supported in their efforts to live substance free.

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

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 they exercise such rights. Each exercise of an individual's rights must demonstrate respect for the rights of others. The student must recognize the boundaries of their rights and accept the consequences of their 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. Worthington Schools will reciprocate the rules, codes, policies, and guidelines from any school that our student attends for an academic purpose. (ex: DACC, Columbus State, OSU...etc.)

EQUAL EDUCATION OPPORTUNITY

This district provides an equal educational opportunity for all students. The Worthington School DIstrict is committed to having an environment free from all discrimination, including harassment, intimidation, or bullying on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, ancestry, or genetic information. The district prohibits harassment, intimidation, or bullying in the school environment, including all academic, extracurricular, and school-sponsored activities. A student who violates this prohibition will be subject to the potential penalties set forth in the Code of Conduct Discipline section of this handbook.

A staff member, any student, or student's parent or legal custodian who believes that a student has been subjected to harassment, intimidation, or bullying on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, ancestry, or genetic information may

The district employee responsible for receiving and/or investigating reports of harassment are:
Randy Banks, Assistant Superintendent - 614-450-6017
Emilie Greenwald, Dir Secondary Ed. - 614-450-6031

For more information about the district's prohibition against bullying, harassment, and discrimination, please see Board Policies 5517, 5517.01, 5517.02, and 5517.03.

Furthermore, Worthington School District complies with federal laws that prohibit discrimination in programs and activities receiving federal assistance. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color or national origin. The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex. The Age Discrimination Act of 1975 prohibits discrimination on the basis of age. Worthington Schools also complies with the Family Education Rights and Privacy Act of 1994 and grants parents/guardians the right to examine student's official school records. Inquiries regarding unlawful discrimination may be directed to the building principal or the district compliance officer.

STUDENT DRESS CODE

- Safety of students is our first priority. With that in mind it is important that student dress does not conceal a student's identity. The final decision regarding the acceptability of all student dress rests with the school administration.

- Our philosophy behind our student dress guidelines is to do no harm, provide students with equitable access to education, and to not reinforce gender stereotypes.

- We believe that students should dress comfortably for school in a way that helps them be ready to learn in the school environment. Students need to manage their own personal "distractions" without regulating individual students' clothing/self-expression. Our goal is that dress guidelines do not create unintended barriers to school attendance and that they minimize conflict and inconsistent discipline. Our hope is that our teachers should be able to focus on teaching without the additional burden of dress code enforcement. When needed, disciplinary concerns regarding dress guidelines should be referred to the building administration.

Our Goals:

- A safe learning environment.
- Student choice.
- Ability to express identified gender.
- Religious attire is allowed.
- NO offensive images or language, including profanity, hate speech, and pornography.
- NO images or language depicting or advocating violence or the use of alcohol or drugs.
- All are treated equitably regardless of gender/ gender identification, sexual orientation, race, ethnicity, body type/size, religion, personal style.
- For all students at all times certain body parts must be covered. Genitals, buttocks, and nipples must be covered with opaque material. Daily, students must wear:
- Shirt: must cover the majority of the midriff.
- Bottom: pants/sweatpants/shorts/skirt/dress/ leggings.
- Shoes: activity-specific shoe requirements are permitted (for example for sports, recess, gym class).

Students May NOT Wear:

- Violent language or images.
- Images or language depicting drugs or alcohol (or any illegal item or activity).
- Hate speech, profanity, pornography.
- Language or images that create a hostile or intimidating environment based on any protected class.
- Visible underwear. (Please note that inadvertently visible undergarment straps or waistbands are not considered a violation.)
- Sunglasses inside of the building.
- Bathing suits.
- Hats/headwear that conceal the student's identity.

GENERAL RULES OF THE BUILDING

Before and after school: The school building is closed overnight unless there is a supervised, scheduled activity. All students in the building before 8:00 a.m. and after the regular school day must be under the direct supervision of a faculty member, in the Commons, Cafeteria and Main Hall on the first floor. Hallways cannot be blocked in any way that impedes normal traffic. Students who are not involved in a supervised after-school activity must vacate the building and school property by 3:30 pm.

Skateboards, roller blades, scooters, automated moving devices, except those needed for a medical condition: are not permitted in the school buildings at any time. If a student rides one to school, they are asked to check them at Student Services at WKHS or Central Office at TWHS.

Hall Conduct: Pupils passing through the halls on the way to and from classes are expected to maintain a reasonable degree of quiet. Whistling, loud talking, name-calling, running and pushing are not permitted.

Telephone: A telephone in the Student Services at WKHS or Central Office at TWHS is available for student use. Students will not be called out of classes to the telephone except in case of emergency. Students are not to be excused from classes or study hall to make phone calls. Use of classroom phones will be at teacher's discretion.

Lockers: During student registration in August, students will be given the opportunity to request a locker. Student lockers are the property of the Board of Education and are provided solely as a convenience for student use. They are to be used only for the purpose of storing textbooks, school supplies, clothing and lunches and should not be considered as a private place. All students are responsible for keeping lockers clean and free of writing. The Administration reserves the right for a school official to search a locker at any time.

Cellular Phones and other Portable Communication Devices: Students are allowed to bring cell phones into the school zone during school hours. Students may use cell phones in the commons only during their lunch period, in hallways during class exchanges, before 8:40 a.m. and after 3:20 p.m. Cell phones are not to be used in classrooms (except for instructional activities) or hallways during instructional time. Unauthorized use of your cell phone may result in it being confiscated and held until a parent or guardian visits the school to claim it and disciplinary action may result. Repeated violations may result in escalating consequences.

The phone may also be searched as such action is a direct violation of school policy. (Tampering with the phone such as removing the SIM Card, removing the battery, or making the phone inoperable shall be considered insubordination and will be subject to school disciplinary consequences.) The extent of the confiscation and/or search of the cell phone is dependent upon the circumstances present at that time and within the discretion of school authorities. The school cannot be held responsible for confiscated items. Whether or not the cell phone is returned to the student or parent is also dependent upon the circumstances presented at the time of the violation.

Remember: Cell phones, like all other personal items brought by a student into a school zone, may be subject to search. The outcome of that search may result in school sanction and/or a criminal investigation by the police.

Portable electronics are allowed to be used with discretion. We expect to be able to communicate with students at all times. Use of these devices in a classroom is up to teacher discretion.

No student shall possess or use any type of laser device including laser pointers while on school property or while attending a school-sponsored activity on or off school property. Students in violation of this policy are subject to confiscation of the laser device, suspension or expulsion from school, and possible referral to legal authorities. Anyone who discovers a student in possession of a laser device in violation of this policy shall report the violation to the principal.

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

Students are not to bring their own handheld or laptop electronic games during the school day. Frisbees, yo-yo's and other flying devices (drones) are not permitted without the direct supervision of staff. The school day is officially from 8:00 a.m. to 3:20 p.m.

Radios, Musical Instruments, Electronic Devices or other devices producing sound: These devices are prohibited on school grounds between 8:00 a.m. and 3:20 p.m. Radios and audio-playing devices are permitted in common areas if headphones are used, or under the direct supervision of an adult elsewhere in the building. The school is not responsible for lost, stolen or broken audio devices or equipment.

Leaving the building: Students must have permission from a principal or designee to leave the building.

Restricted areas: Students are not permitted in restricted areas unless authorized by school personnel. Restricted areas include but are not necessarily limited to the outdoor areas of the school building. Students found in a restricted area unsupervised may be subject to search.

Open Lunch Forms -- Juniors and Seniors must submit a signed Open Lunch Form in order to be authorized to leave campus for lunch. This form must be on file. While students are out in the community, they are expected to represent Worthington City Schools with class, dignity and decorum. This privilege, if not handled appropriately, may be revoked. Open lunch may also be revoked if school rules are not followed.

Juniors and seniors may leave during an approved option period if they have a signed parent permission form on file.

The Principal reserves the right to close open lunch for any reason.

LATE ARRIVAL / EARLY RELEASE OPTION
Juniors and Seniors

Students must have parent approval forms on file. **All listed guidelines must be followed in order to be eligible for this privilege.** Juniors and seniors may be eligible for the following options depending upon their schedule; schedules should not be manipulated (classes added or dropped) to accommodate late arrival or early release.

Late Arrival / Early Release
Late Arrival and Early Release are both privileges. The administration reserves the right to approve / revoke these privileges at any time. Note: Students who have early release must leave the building or be under the direct supervision of a staff member, or will be assigned an Academic Prep period.

When considering Late Arrival/Early Release, parents and students should make the decision together. It is important that both understand the consequences of the decision and not jeopardize a student's ability to compete for college admissions or similar opportunities by reducing their course load or level of academic challenge in order to generate more free time. Most students competing for similar futures will be taking six and seven courses each of their four years of high school and maintaining a consistent academic profile in their course selection.

Closed Lunch – Grades 9 and 10: Underclassmen have a closed lunch. Outside lunch food may not be brought into the cafeteria for more than an individual student. Students may not have food delivered to the school by any type of restaurant or delivery service. Students may be excused to accompany parents during their lunch period. Parents must sign out their child in the Attendance Office prior to leaving and sign in upon returning.

Student ID's: Students are provided with a student ID which must be carried for proper identification, library privileges, athletic passes, dances, use of open lunch privilege (juniors and seniors only), all Options and attendance procedures. Replacements may be purchased for $5. All students are required to have in their possession a current student ID. Failure to carry your student ID can result in a consequence, including being unable to attend Options.

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 in an appropriate and legal manner while on our campus. Students that violate the following guidelines will be putting themselves and others at risk and if discovered, will face consequences as outlined below.

1. For an Informal Dance, expectations are that the clothes worn that night will be similar to those worn to school, such as T-shirts and jeans. For a Formal Dance, expectations are that the clothes worn that night will be formal attire – gowns, skirts, sports coats, suits, etc. For all dances, student dress, behavior, and dance styles are to be in

accordance with the Student/Parent/Staff Handbook and contribute to the creation of a safe environment. Students arriving in attire that violates the school-day dress code may not be admitted.
2. Students engaging in dangerous, disrespectful, inappropriate, or unsafe behavior will be subject to removal from the dance, suspension, expulsion and/or arrest, depending on the severity of the situation.
3. Students attending a dance at their own home school must present their student ID or be recognized by a staff member to be allowed entry to the dance.
4. Non-Worthington students, or students attending a dance at somewhere other than their home school, are considered "Guests." Guests must also show a photo ID upon arrival. *All guests for dances must be registered by 3:30 p.m. on the last school day before the dance.* Only one guest per student is allowed. **Guests must be in at least Ninth Grade and under the age of 21.** The guest's home school may be contacted and we reserve the right to deny admission to guests with a negative disciplinary record. Non-registered guests may be turned away.
5. Ticket prices for dances will vary depending on the length and formality of the event. Formal dances will offer tickets for sale during the week leading up to the dance.
6. Entry to all dances will be through the front doors only. All coats, jackets, and purses must be checked and left in the coat check area while students are on the dance floor.
7. If bottled water is available for purchase, it must be consumed in a designated area and is not allowed on the dance floor.
8. All DJ's hired for dances have agreed to only use songs that come from a "clean-edit" list. Generally, requests will not be honored during the dance. An exception to this policy may be allowed if the DJ has prepared a list of pre-screened, clean-edit songs for students to choose from.
9. The dance will be monitored by staff, administrators, parents, and police. The parking lot may also be monitored, but the school will not be responsible for damage to or theft from vehicles. Participants park at their own risk.
10. Once a student leaves the building, there will be no re-admittance to the dance. If a situation arises in which a student must travel to and from a vehicle in the parking lot during the dance, s/he must be accompanied by a police officer or staff member.
11. Students determined to be in attendance while in violation of the district's Alcohol, Tobacco, and Other Drug (ATOD) policies will be subject to arrest and removal.
12. Students in violation of the ATOD policies that drove a motor vehicle to the dance will be subject to having that vehicle towed at the owner's expense to an impound lot.

ASSEMBLY EXPECTATIONS

Assemblies and meetings are held throughout the school year for the benefit of the student body. It is expected that all students and staff will attend any special program or meeting in the auditorium (or any other room of the school). The following expectations will be the standard conduct:

1. Feet should be kept on the floor, not placed on the back of the seat in front of you.
2. Courtesy and respect should be shown at all times to those on the stage. Audience members are expected to sit up, watch, and listen.
3. Applause should be used to show appreciation. Whistling, shouting, and stomping feet are not appropriate.
4. Paper or other objects should never be thrown.
5. No food or drink of any kind is ever to be taken into the auditorium or gymnasium. Help to maintain the seats and floor by disposing of gum in waste containers.
6. Everyone is to remain seated until dismissal of any assembly program unless there is an emergency. It is a sign of respect to those on stage as well as to the rest of the audience not to leave during a program.

CAFETERIA

Breakfast will be served in the cafeteria before school. All food purchased must remain in the cafeteria or commons unless approved by a staff member. (See Food in the Halls/Classrooms) The following common courtesies are expected of all persons using the cafeteria:
1. Moving ahead of others in the lunch line is unacceptable.
2. Loud or unusual noises and name-calling are not acceptable in the cafeteria.
3. Throwing food, paper or other items is unacceptable.
4. Students are to remove all material from tables before leaving the cafeteria. All disposable items are to be placed in waste cans provided throughout the cafeteria.
5. Students are to treat cafeteria personnel with courtesy and respect.

FOOD IN THE HALLS / CLASSROOMS

All cafeteria food must be eaten in the cafeteria or commons. Food and/or drink in the auditorium and gymnasiums and all classrooms is prohibited. Note: When appropriate, teachers may make special arrangements to have drinks and food in their classroom or commons.

HEALTH SCREENINGS

Vision and hearing screenings will be conducted for students in grades 7, 9, and 11, along with new students and staff referrals.

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. arrive at the bus stop before the bus is scheduled to arrive;
    b. board, leave, and ride the school bus in an orderly and non-disruptive manner;
    c. sit in their seat from the time of boarding until disembarking;
    d. 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;
    e. refrain from conduct, conversation, or forms of expression which could reasonably be said to offend the ordinary sensibilities of human beings;
    f. not vandalize or otherwise damage a school bus;
    g. not eat, drink, or use tobacco while in a school bus;
    h. not transport animals, dangerous objects or weapons;
    i. not throw objects either out of or within the bus and not extend any part of their body out of a window;
    j. 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
    k. cross all streets at least ten (10) feet in front of the school bus and shall remain visible to the driver at all times;
    l. board or leave the 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 Student Services at WKHS or Central Office at TWHS in time to successfully get a hold of a parent before the bus arrives, the request may be denied.

The Board of Education has installed video cameras on school buses to monitor student behavior. If a student misbehaves on a bus and the students' actions are recorded, the recording will be submitted to the Principal and may be used as evidence of misbehavior.

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.

ACADEMIC PREPARATION, ACADEMIC INTERVENTION AND OPTIONS

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

Students may choose from the following resource options: Academic Assistants, Library, and Computer Lab. Attendance will be taken during this period. Students who leave Academic Prep and attend one of the resource options must sign in with their student ID and must remain the entire period unless given a pass to return to the Academic Prep classroom. Students may also meet with a supervising staff member for tutoring or other academic help during an Academic Prep period. *Students must have a pass from a teacher in order to leave Academic Prep for tutoring.*

Academic intervention is available throughout the day. Academic Assistants are available in the areas of Math, English, Social Studies and Science. Students may drop in for support or may be assigned for intervention.

Options/Senior Privilege allows eligible students freedom during unscheduled time so they can learn to manage their time responsibly while continuing to fulfill their academic goals. Students eligible for the Options program will have the option of using the commons for study, the library, computer lab, and the counseling center during their unscheduled class time. Students must be in supervised areas. Juniors with the Option privilege may have late arrival and/or early release, but they may not leave for lunch or other times during the school day. Seniors may have late arrival and/or early release and can leave for lunch and an adjacent option with written parent permission on file. Juniors and seniors who have failed a course at the end of a nine-week period may be assigned an academic intervention.

The Options program is a privilege for students who exhibit good attendance, are in good academic standing, and abide by the Student Handbook rules. Because Options is a privilege, the school requires these standards to be upheld in order to retain the privilege. Early Release and Late Arrival are privileges that may be taken away as part of a loss of options. Assignment to Academic Intervention in place of Options may result when a student is failing a class at the end of any grading period or needs to pass a portion of any State-mandated assessments.

The principal or designee will be the ultimate arbiter of the Options/Senior Privilege program.

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.

RELIGIOUS HOLIDAYS

Worthington Schools is committed to promoting a learning environment that respects and values Diversity, Equity and Inclusion in order to create a culture of acceptance, and that celebrates and empowers differences. For many students in our schools the observance of religious or cultural traditions is an important part of their personal, family, and community life. These traditions help students understand and preserve their own value systems, cultures, customs and histories.

Worthington Board of Education Policy 5200 provides an excused absence for: "observation or celebration of a bona fide religious holiday." Guardians should notify the school office that their student will be absent for religious leave. Communicating that leave in advance with your student's teachers will aid teachers in accommodating your student.

In addition, Worthington recognizes the following holidays are of major significance to religious and cultural groups in our school district:

Good Friday
Easter
Christmas
Eid Al-Adha
Eid Al Fitr
Diwali
Rosh Hashanah
Yom Kippur

School district employees will make best efforts to not schedule the following during these designated holidays:

- Major Exams
- Reviews for Major Exams
- Standardized Tests
- Other critical/major class components (will vary by course)
- Tryouts for teams, plays, etc…
- One-time or major events (homecoming, prom, graduation, senior nights, state of the schools, orientations, concerts, etc…)

In the event of an unavoidable scheduling conflict, teachers will work with students to make reasonable accommodations. Teachers should be sensitive to the scheduling of quizzes longer than ten minutes on these holidays and attempt to avoid assigning or collecting other major assignments on these days. Students will probably be with their families in observance of these holidays and may not have time available to do the required homework by the initial due date. Absence to observe these holidays should be excused with the same make-up privileges offered to a student who has an excused absence for illness.

School district employees will make best efforts to schedule interscholastic athletic games in a manner that minimizes conflict with the designated holidays recognizing that this will not always be possible due to opponent schedules, tournament schedules, etc. Interscholastic practices are allowed, but students observing their religious holiday should be excused from participation without penalty.

School district employees may arrange for students to participate in one-time or major events on a designated holiday if the scheduling of these events is not controlled by our employees (e.g. academic competitions or conferences organized by third parties). Scheduling of such events must be approved by the building principal and Director of Elementary or Secondary Education.

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:
Call 24-hour Attendance Line or Email:

TWHS 614-450-6210
twhsattend@wscloud.org

WKHS 614-450-6410
wkattend@wscloud.org

Linworth Students call 614-450-6900 / Or email akargiotis@wscloud.org

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 their discretion, accept as valid the reasons for such an absence or reject such reasons.

School is dismissed at 3:20, and students are requested to make all doctor and dentist appointments after school hours.

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:
   TWHS 614-450-6210
   twhsattend@wscloud.org

   WKHS 614-450-6410
   wkattend@wscloud.org

   Or a note from parent turned in to the Attendance Office prior to appointment

2. If it is a same-day appointment, the student is responsible for checking at the attendance office and picking up their 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. The office does not call you down.

3. Student shows the 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 from some Middle School practice.

4. Student signs back in at Attendance Office upon return to school from appointment.

UNEXCUSED ABSENCES

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

Students who are truant, unexcused from class, suspended, emergency removed, absences by consent of the parent or with the parent's knowledge for a reason that is not acceptable to the school (unexcused but verified absences) or absences that are not followed by appropriate documentation from the parent, doctor, or courts or any absence due to being expelled may not receive academic credit for missed assignments. However, students are strongly encouraged to make up missed assignments so they don't miss the learning. The building principal will have sole discretion to enact provisions to allow students to receive credit based upon extenuating circumstances.

UNEXCUSED BUT VERIFIED ABSENCES

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

CLASS CUTTING

Class cutting is defined as not being in the assigned area such as classroom, study hall, commons or homeroom. Class cuts will be treated as an unexcused absence and are a Code of Conduct Violation.

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), they 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 from school will have the opportunity to receive credit for missed assignments, tests, projects or class work (Ohio HB 410). Assignments missed due to out-of-school suspension may be completed for credit. The student is responsible for contacting instructors and making arrangements to receive all assignments. Completed assignments are due upon return to school. If needed, the student will have the same number of days to complete as they were out for the suspension. These assignments may not be assigned a failing grade solely on account of the student's suspension. *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 extensions on a case-by-case basis. Expelled students are not able to make up work after they are withdrawn from school.

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 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 their 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 their class work during the extended planned absence.

COLLEGE VISITS

Students occasionally request an excuse from school for the purpose of visiting and evaluating a college or university. *Up to five (5) c**ollege visitation days per year*** will be allowed for juniors and seniors. Permission for more than this limit can be obtained from your counselor or an administrator.

SKIP DAYS

The Worthington Board of Education, administration and staff do not condone class skip days. Any student participating in a skip day for any length of time will be counted as truant all day and will face the proper disciplinary procedures. **A student may be suspended during semester and final exam schedules**.

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 at school after 8:40 a.m. **are considered tardy. From 8:40 to 8:55 a.m. tardy students should go directly to class and minimize the time lost from class.** At 8:55 or after, students should report to the attendance office to sign in with their Student ID and receive a pass.

Tardiness to any class is a Level 1 violation, and consequences will be enforced by the classroom teacher in accordance with the Student Code of Conduct. Early Release and Late Arrival are privileges that may be taken away as part of a loss of options.

Excused Tardies:

- Illness*
- Doctor appointments with a 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…)
- Car trouble, Missed ride/bus
- Any others that the Office Staff cannot verify.

STUDENT AIDES

A student aide is a Worthington student who is accepted by a staff person to assist with either the performance of office or classroom duties. This student may also be selected given that the student needs additional guidance, mentorship or support from a staff member. Each aide is under the direct supervision of the staff member and will remain in the classroom/office with that staff member. Student Aides may leave the office or classroom to run errands

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

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 is not 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.

SENIOR TAG

Senior tag is an activity that historically has taken place in the spring; however, it is NOT a school-endorsed activity. Please remember that Worthington Schools has a zero tolerance on weapons and look-alike weapons that include squirt guns and other toys used to shoot. Students who have participated in this activity in the past have been injured, and damage has been caused to community property. Worthington Schools cannot be held responsible for issues that arise out of student participation in this non-school related activity. Violations on campus may lead to disciplinary consequences.

DETENTIONS

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

TWHS -- The administration and staff members will assign detentions. Students will be notified of detention day, length, and location, based on who is assigning the detention. Students will be given a 24-hour notice as to the date of the detention. Failure to serve the detention will result in a further consequence. (See Disciplinary Action Chart, Appendix E)

WKHS -- Detentions may be assigned for appropriate reasons by any WKHS staff member. Students will be given a 24-hour notice as to the date of the detention. Being tardy to detention or failure to serve a detention may lead to a further consequence. **An unexcused absence from the further consequence may lead to a Suspension.**

Worthington Academy -- Worthington Academy students will follow guidelines and rules outlined in the Worthington City Schools' Code of Conduct as well as the Worthington Academy Admission Contract. Discipline referrals will be addressed on a case by case basis. For repeated offenses, school personnel may request an intervention meeting with the student and their parent(s).

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 their 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.

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.

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 their assignments or school work completed during such time.

ALTERNATIVE LEARNING SITE (TWHS-ALS)

At times it is necessary to assign students ALS for inappropriate behavior or actions that violate the Code of Conduct. The due process provisions of notice, a hearing, and the right to appeal included in this regulation and in Ohio Revised Code section 3313.66 are not applicable to the assignment of a student to an alternative learning 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 their 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:

l. 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. A student who is suspended shall be permitted to complete any classroom assignments missed because of the suspension, and receive at least partial credit for a completed assignment. Grade reductions on account of the student's suspension are permitted; however, no student may receive a failing grade on a completed assignment solely on account of their suspension.

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.

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, at their 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 themselves and their 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.

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.

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; they 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.

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 formally interrogated by police or any person not affiliated with the school without the knowledge of the school officials. b) Any formal 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 their 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 their person or damage to their 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 their 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 their 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 them 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 their 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 their 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 their 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 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 their 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 their 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 their 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 their 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

GROUNDS FOR 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 their designee shall develop regulations which establish strategies to address student misbehavior. Strategies shall encompass efforts ranging from prevention to intervention. Violation of the Code of Conduct may result in verbal or written warning or reprimand, referral to guidance counselor, parental contact or conference, detention, in-school suspension, community service, emergency removal, referral to law enforcement agencies, suspension or expulsion.

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.

This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity (including Open Lunch and Field Trips). This includes but is not limited to school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs. In addition, this Code of Conduct includes 1) misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property; and 2) misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

The Delaware Area Career Center is an extension of our school program; therefore, students who elect to attend the career center are subject to disciplinary action based upon the Student Code of Conduct of any Worthington High School and/or the Delaware Area Career Center. Consequently, conduct and/or involvement in any activity that may or does result in disciplinary action by one school may be grounds for similar disciplinary action by the other school.

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".

   Note: Students are not permitted to use any CBD products and/or medical marijuana on school grounds or any activities sponsored by or under the jurisdiction of Worthington City Schools. The use or administration of CBD products and/or medical marijuana will not be permitted in health or academic plans for students i.e. 504/IEP/Health Office plans. Federal Law prohibits the administration / use of CBD products and/or medical marijuana.

   "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 of – Alcoholic Beverages
   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 – Alcoholic Beverages
   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.

   See Disciplinary Action Chart (Appendix E)

3C. Failure to Remove and/or Report – Alcoholic Beverages
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)

3D. Use or Possession of – Drugs
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.

3E. Selling or Distributing – Drugs
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. 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. [Police Report]

See Disciplinary Action Chart (Appendix E)

3F. Failure to Remove and/or Report – Drugs
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 their 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, parts or passages of another person's writings, the ideas of another person, or text or work generated by artificial intelligence, and hold them out as or represent them to be the product of their 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."

   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)

9A. **Dangerous Weapons - Firearm:** 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.

   See Disciplinary Action Chart (Appendix E)

9B. **Dangerous Weapons – Weapons Other Than Firearm, Explosion, Incendiary or Poison:**

   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.

See Disciplinary Action Chart (Appendix E)

9C: Dangerous Weapons - Firearm Lookalike:

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.

See Disciplinary Action Chart (Appendix E)

9D. 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, ALS 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 their 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 website.

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 their 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 their 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 their 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 their 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 their 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, "Student Demonstrations and Strikes."

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)

14A. Electronic Devices - Devices: No student shall use electronic devices for gaming, such as computer games, laptop computers, multimedia tablets, personal communication devices (PCD's), except as provided, or use is expressly permitted in advance, by the school or classroom teacher.

See Disciplinary Action Chart (Appendix E)

14B. Electronic Devices – Laser: 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.

See Disciplinary Action Chart (Appendix E)

14C. Electronic Devices – Cell Phone: 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.

See Disciplinary Action Chart (Appendix E)

14D. Electronic Devices – Sexting: 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)

15A. 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)

15B. Serious Bodily Injury: An incident that results in serious bodily injury to oneself or others. Serious Bodily Injury is defined as "A bodily injury that involves substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ or faculty (18 U.S.C. § 1365(3)(h)).

See Disciplinary Action Chart (Appendix E)

15C. Assault: Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally bullying, inflicting or attempting to inflict bodily harm upon another person. Physical assault of a staff member, student, or other person associated with the District, regardless of whether it causes injury, will not be tolerated. Any intentional, harmful or potentially harmful physical contact or bullying initiated by a student against a staff member will be considered to be assault. Assault may result in criminal charges and may subject the student to expulsion.

See Disciplinary Action Chart (Appendix E)

16A. 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)

16B. False Alarm/Bomb Threat: Any threat (verbal, written, or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or to harm students or staff.

See Disciplinary Action Chart (Appendix E)

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

See Disciplinary Action Chart (Appendix E)

18. 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)

19. 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)

20. 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)

21. 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)

22A. Sexual Misconduct: No student shall engage in any sexual conduct or sexual contact.

See Disciplinary Action Chart (Appendix E)

22B. Unwelcome Sexual Contact: Unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive education or work environment (i.e., pinching, grabbing, suggestive comments, gestures or jokes or pressure to engage in sexual activity).

See Disciplinary Action Chart (Appendix E)

23. 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)

24. Theft: A student shall not take nor receive or attempt to take or receive into their 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)

25A. Unauthorized Sale: A student shall not sell or attempt to sell any object or substance that has not been properly authorized by the Superintendent, principal or their designee for sale to any person on school premises.

See Disciplinary Action Chart (Appendix E)

25B. Unauthorized Distribution: A student shall not distribute or attempt to 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)

26A. Unauthorized Use of Fire, Possession or Use of Combustibles and Propellants – explosive, incendiary, or poison gas: 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)

26B. Unauthorized Use of Fire, Possession or Use of Combustibles and Propellants – 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)

27. 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)

28. 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)

29A. Violation of Law: A student shall not violate any law or ordinance.

See Disciplinary Action Chart (Appendix E)

29B. 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, ALS or OSS.

See Disciplinary Action Chart (Appendix E)

30. **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.

See Disciplinary Action Chart (Appendix E)

31. **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.

See Disciplinary Action Chart (Appendix E)

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

See Disciplinary Action Chart (Appendix E)

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 their 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 their 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 their 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 their 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.

Expulsion may result in the loss of credit for courses being taken at school, at the Delaware Area Career Center, or at any college or university, whether under an Educational Option, College Credit Plus enrollment, or at the student's own expense.

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 their 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 their 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 their 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 their 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 their 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 their 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. Nothing herein shall prevent school officials from pursuing any action against any student with or without a disability available under law including, but not limited to, notification of law enforcement or other governmental authorities, filing of criminal charges or civil action, filing for an injunction or other legal action to remove a student from school, or any other action that may be necessary to protect the health, safety or educational environment of the student or others or to protect property.

2. In all cases of normal disciplinary procedures where a student is removed from a curricular or extracurricular activity or from school premises for a period of less than one school day and is not subject to suspension or expulsion, the due process requirements of these procedures do not apply.

3. School officials may notify law enforcement or other governmental authorities of student misconduct or illegal activities at any time. As required by the Federal Gun Free Schools Act, students who bring a firearm to school or on to property owned or controlled by the Board while school is in session; to school-sponsored activities or events whether on or off school premises; on school premises whether or not school is in session; in any vehicle whose use is controlled or organized or arranged by the school; or at any time when the student is subject to the authority of the Board 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, **they may be referred to law enforcement authorities for appropriate action.**

LOSS OF DRIVERS LICENSE FOR DROPPING OUT, VIOLATIONS OF DRUG / ALCOHOL POLICIES OR HABITUAL ABSENTEEISM

Consistent with the Board of Education adoption of this aspect of the Ohio School Law, the superintendent is authorized to notify the Registrar of Motor Vehicles and juvenile court judge l) when a person withdraws (drops out) from school, 2) when the person is habitually absent from school (10 consecutive days or 15 days in a semester) without a legitimate excuse or, 3) when a person is a repeat violator of the school's drug/alcohol policy, is found to be selling or distributing any quantities or possessing any large quantities, or is expelled from school for the use or possession of alcohol or drugs. When notified the registrar of Motor Vehicles will suspend the temporary instruction permit or operator's license or deny the opportunity to obtain such a permit or license of a person who is the subject of such notice until the person becomes age 18, returns to school or receives a General Educational Development certificate, or the privileges otherwise are restored.

SEARCH AND SEIZURE

The Board of Education recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner.

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Such spaces remain the property of the Board and, in accordance with law, may be the subject of random search. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official. The Board directs the school principals to conduct a routine inspection at least annually of all such storage places.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicles, of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

Administrators are permitted to conduct a random search of any student's locker and its contents at any time, providing proper notice has been posted in the locker areas of each building.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.

Administrators are authorized to arrange for the use of a breath-test instrument for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the Superintendent has reasonable suspicion that illegal drugs or devices may be present in a school. This means of detection shall be used only to determine the presence of drugs in locker areas and other places on school property where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or with organizations certified in canine detection and is not to be used to search individual students unless a warrant has been obtained prior to the search.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal who shall seek the freely offered consent of the student to the inspection. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

DRIVING AND PARKING REGULATIONS

The Board of Education and Administration believe it is a privilege for students to drive to and from school. Therefore it is the responsibility of each student driving to school and parking to comply with the regulations established regarding student parking and driving. Worthington Schools is not liable for damage or responsible for any loss from vehicles parked or operated on district property.

A. Parking of Vehicles Driven by Students

1. A student shall not park a motorized conveyance in any visitor or faculty parking area or in any location on school premises other than in a designated student parking lot between the hours of 7:00 a.m. and 5:00 p.m. on school days unless otherwise notified.
2. Students shall park only in marked spaces within the student parking lot and shall not park in spaces reserved for "Visitors," "Staff" or "Handicapped" parking; in turn lanes; beside curbs painted yellow; or in areas where parking or stopping or standing of vehicles is forbidden by sign.

B. Registration of Vehicles Driven by Students

1. A student who desires to drive and park a motor vehicle on school premises shall make an application for and, if approved, purchase the use of a parking permit from **MyPaymentsPlus** (or the Student Services Office at WKHS or Central Office at TWHS) for a fee of $40.00. Eligibility for parking permits will be decided on a yearly basis by the high school administration. Parking permits remain the property of Worthington Schools and must be surrendered at the school's request. Permits are used subject to adherence to established Driving and Parking Regulations.
2. A lost or stolen parking permit must be reported immediately to the Office of Student Services at WKHS or Central Office at TWHS. Students who lose their permits or have them stolen have five school days in which to recover their lost permit. During the five-day recovery period, students must display their copy of the Lost Parking Permit Reporting Form on their dashboard. If after five school days a student has not recovered the lost permit, a replacement permit must be purchased for $10 if the student wishes to continue to drive and park on campus.
3. A student must not sell, give, or otherwise transfer a parking permit to another student or person. An updated license number of the student's vehicle must be communicated to the Student Services Office at WKHS or Central Office at TWHS. NOTE: Any student who has a student parking permit must be in a registered vehicle when entering campus.
4. The student parking permit shall be displayed in the front windshield of the motor vehicle at all times while the vehicle is being driven or parked on campus.

C. General Regulations for Student Driving & Parking:

1. A student shall not violate any law or ordinance regarding the operation of a motor vehicle or any regulation set forth herein while on school premises, under school authority, or at any school-sponsored activity, function, or event.
2. A student shall operate a motor vehicle on school premises safely and at a speed consistent with existing conditions. Students should use head-in parking.
3. A student operating a motor vehicle on school premises shall yield the right-of-way to pedestrians, school buses, and the directions of a staff member.
4. A student who operates a motor vehicle on school premises shall have a valid operator's license and the motor vehicle shall be insured against liability for personal injury and property damage caused by the student driver. The Board of Education shall not be liable for the student driver or for the vehicle and its contents.
5. A motor vehicle parked on school premises in violation of parking and driving regulations shall be subject to being ticketed by the police or being towed away at the owner's expense.
6. A student shall not drive or park a motor vehicle on school premises when their privilege to do so has been suspended or revoked.
7. All students, pedestrians and drivers shall follow the direction of school personnel and abide by school regulations.
8. Any student who has had parking privileges revoked for the remainder of the school year may not purchase a one-day tag or legally park on campus by any other means.
9. The use of tobacco, alcohol or drugs in school parking areas, violation of school parking or driving regulations, or the violation of any law or ordinance when on school premises may result in disciplinary actions such as: the assignment of detentions, suspension, expulsion, or emergency removal.
10. Seniors and juniors may not transport an underclassman during the lunch periods as lunch is closed to ninth and tenth graders. Students eligible to leave campus are not permitted to transport ineligible students off school grounds.

D. Disciplinary Actions for Violation of These Regulations

1. Disciplinary action may result from the violation of any of the regulations set forth herein. The circumstances of a particular offense may result in suspension or revocation of a student's parking permit without refund, or

more severe disciplinary action. In general, there are three levels of discipline for parking violations but administrative discretion may be used. Level one may include detentions, loss of driving and parking privileges. Level two may include multiple consequences and/or loss of driving and parking privileges. Level three may include a one to three-day suspension, the student vehicle being ticketed, towed (at vehicle owner's expense) and/or the loss of driving and parking privileges for the remainder of the year.

2. Any student displaying a parking permit which is counterfeited or has been reported as lost or stolen may be subject to suspension (3 to 5 days) from school under the Code of Conduct for Students. Also loss of parking privileges may be applied on a case by case basis.

ACADEMIC POLICIES AND COUNSELING SERVICES

Students are expected to adhere to all of the course and academic policies for each of the high schools they attend. Please refer to each school's website for the most recent versions of the Course Planning Handbook (WKHS) or the Course Description Guide (TWHS).

WORTHINGTON SCHOOLS

CO-CURRICULAR STUDENT-PARENT HANDBOOK

2023-24

HIGH SCHOOL ATHLETICS & ACTIVITIES

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Check the Ohio High School Athletic Association website for Association rules and regulations--ohsaa.org

The student handbook at each school will also provide more guidance as needed.

A Message to Student Participants in the Worthington Schools'

Co-Curricular Program and Their Parents

Participation in athletics and activities is an exciting time for both students and their parents. The purpose of this handbook is twofold: first, to provide you with an understanding of the philosophy upon which our programs are grounded; and, second, to provide you with operational information which will assist you as your student participates in the program.

The mission of the Co-Curricular Department is as follows:

> The Worthington Schools' Co-Curricular Program will provide diverse opportunities for personal growth through the development of student participants' unique interests and/or talents.

As a department, we value the following:

- Teamwork and cooperation
- Honesty, integrity, ethics, and sportsmanship
- Striving for excellence
- Holistic growth of the individual

Student Participation in the Co-Curricular Program

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

1. Participation in a co-curricular sport/activity is a privilege, not a right.
2. All participants will be subject to the rules and regulations of the respective sport/activity including the Co-Curricular A-T-O-D Policy.
3. Participants will be advised in writing of all regulations by their respective advisors or coaches prior to their participation in order for each student to determine the feasibility of such participation.
4. Violation of rules and regulations may result in loss of privilege to participate or other disciplinary action.

Character and Citizenship

Partners for Community and Character is a group within the Worthington School District which was formed to promote character and community. The group conducted a study to determine which character traits were most important to the citizens of Worthington. The findings were (in order):

Responsibility	Respect	Honesty
Compassion	Integrity	Spirituality
Moral Courage	Self-Discipline	Trustworthiness
Commitment	Hard Work	Tolerance
Cooperation	Courtesy	Service

These characteristics are the building blocks for successful teams and successful athletes. Moreover, these characteristics provide the foundation for successful people. Successful coaches will seize each and every opportunity to emphasize the importance of these characteristics with their teams.

Thomas Worthington High School Athletic Programs

FALL
Cheerleading
Cross Country (B & G)
Field Hockey
Football
Golf (B & G)
Soccer (B & G)
Tennis (G)
Volleyball (G)
Water Polo (B & G)

WINTER
Basketball (B & G)
Bowling (B & G)
Cheerleading
Gymnastics (G)
Ice Hockey
Indoor Track (B & G)
Swimming & Diving (B & G)
Wrestling (B & G)

SPRING
Baseball
Lacrosse (B & G)
Softball
Tennis (B)
Track & Field (B & G)
Volleyball (B)

Worthington Kilbourne High School Athletic Programs

FALL
Cheerleading
Cross Country (B & G)
Field Hockey
Football
Golf (B & G)
Soccer (B & G)
Tennis (G)
Volleyball (G)
Water Polo (B & G)

WINTER
Basketball (B & G)
Bowling (B & G)
Cheerleading
Gymnastics (G)
Ice Hockey
Indoor Track (B & G)
Swimming & Diving (B & G)
Wrestling (B & G)

SPRING
Baseball
Lacrosse (B & G)
Softball
Tennis (B)
Track & Field (B & G)
Volleyball (B)

ALCOHOL, TOBACCO AND OTHER DRUG EXPECTATIONS FOR PARTICIPANTS IN THE CO-CURRICULAR PROGRAM

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

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

- Use of controlled drugs, alcohol, or tobacco by any high school or middle school student inhibits attainment of individual potential; it is illegal; and it jeopardizes the student's health and safety; **therefore**, use of alcohol, tobacco, or drugs (including illegal use of prescription drugs) by students participating in the Co-curricular Program will not be tolerated.

- Use of alcohol, tobacco, or drugs (including illegal use of prescription drugs) by a student creates an environment which compromises their individual health, safety and welfare, as well as the health, safety and welfare of all student participants in that program; **therefore**, use of alcohol, tobacco, or drugs (including illegal use of prescription drugs) by students participating in the Co-curricular Program will not be tolerated.

- Participation of the Co-Curricular Program affords students many growth and learning opportunities centered around the commitment to reach one's own potential while contributing to team and/or organizational success. These are valuable learning opportunities that we want to make available to students; **therefore**, it is our desire to keep students interested and involved in programs and denial of privilege to participate will be a progressive consequence.

- Student participants will be held to a higher standard of accountability and conduct than the student who chooses not to represent a Worthington School because the participant is in a highly visible setting as a leader and performer; **therefore**, use of alcohol, tobacco, or drugs (including illegal use of prescription drugs) will not be tolerated by students who participate in the Co-Curricular Program.

- For a middle school or high school student to perform at their optimum level the student must make a year-round commitment to prepare mentally, physically and academically; **therefore**, the expectations of non-use are in effect 12 months of the year for the duration of a student's middle school and high school career.

- School officials' ignoring a rumor implies consent; therefore, all reports, information, or rumors will be investigated by coaches, advisors and/or administrators.

- The parent(s)/guardian(s) of a student participant have a right to be informed; **therefore**, the parent(s)/guardian(s) of students will be informed of the results of investigations in which it is determined that the student violated the policy.

- The student body has the greatest access to information concerning student use of drugs, alcohol and tobacco; **therefore**, in order to encourage student referrals, denial of privilege to participate will not be a penalty for students who self-refer for assistance and who agree to follow policy and assistance recommendations.

- A violation of these expectations is a betrayal of the trust placed in a co-curricular participant by teammates or fellow organizational members, coaches and advisors, and the school community; **therefore**, violations discovered independently from the self-referral process will carry penalties in regard to competition/contests/performances.

- Education and assistance are necessary in promoting a behavior change among students who have made the choice not to follow the coach's/advisor's expectation of non-use; **therefore,** any denial of privilege to participate will be reduced if the student chooses to enter the student assistance program. (The student assistance program includes an educational component for both students and parents and a drug testing component for students.)

- Participation is better than exclusion; **therefore**, the student may remain a participating member of the group/organization as long as they follow the assistance recommendations and so long as the student has not been suspended, expelled, or removed from school for violations of the Student Code of Conduct.

- The Co-Curricular, Student Services and Guidance Departments and the school nurse are interrelated; **therefore**, these departments must share information in an effort to promote a lifestyle among students that is drug, alcohol and tobacco free.

NOTE: Professional judgment will be used regarding the sharing of confidential information with school staff, however, we believe that when all resources are called upon for assistance more help can be provided to the student. Once a student enters the school-based assistance program, the student will be considered to have self-referred.

NOTE: Consequences by level are not carried from middle school to high school. The first violation of these expectations by a high school student is a level one violation. Additionally, a student who participates in both athletic and activity programs may be subject to consequences in both athletics and activities programs.

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

The Worthington Board of Education Believes:

1. Participation in athletics, activities programs and student leadership activities ("co-curricular programs") is a privilege extended to those students willing to make a commitment to attempt to develop their talents and skills to the ultimate level.

2. Participation in co-curricular programs affords students' growth and learning opportunities for personal development and team participation and contribution.

3. Students who participate in co-curricular activities are highly visible school leaders and performers. Accordingly, such students should be held to a higher standard of conduct and behavior than those who do not participate.

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

5. The use of alcohol, tobacco or drugs will result in the loss of some or all of the privilege of participation in co-curricular activities. Students who participate in the student assistance program, as provided in this policy, should receive a lesser consequence in recognition of their participation.

Prohibited Conduct for Pupils Participating in Co-curricular Activities

As used in this policy, "co-curricular activities" include all athletic programs, activities programs and student leadership activities. Student leadership includes appointed or elected leadership positions in athletics, student government or other co-curricular activities. References to the use, possession or sale of "alcohol," "tobacco," "electronic vapor devices," "CBD products," 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 pupils participating in co-curricular activities. The prohibitions and penalties provided in this policy will be imposed in addition to, and not in the place of, penalties for conduct otherwise prohibited by the student conduct code. **Co-Curricular consequences will be imposed after school student conduct code violation penalties are complete**.

Prohibited Conduct

No student participating in co-curricular activities shall use, possess, sell, offer to sell, conceal, transmit, or distribute alcohol, tobacco, electronic vapor device, 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 percent of the season/contest (or, in the case of non-athletic activities, an equivalent period) for students who promptly enter and successfully complete the Student Assistance Program, as defined in this policy.

Second violation (Level 2)
A second violation of this policy will result in denial of the privilege of co-curricular participation for one calendar year from the date the violation is determined. The penalty will be reduced to a loss of participation for one-half of the season/contest (or, in the case of non-athletic activities, an equivalent period) if the student promptly enters and successfully completes the Student Assistance Program.

Third Violation (Level 3)
A third violation of this policy shall result in denial of all privileges or 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 or distribution of Drugs

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

Student Assistance Program

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

1. A substance abuse assessment or other appropriate assessment as determined by the school representative. Assessment shall be done by an independent agency at the student's or parent's expense.

2. An educational component for students and parents to be determined by the school representative in cooperation with the student and parent.

3. Participation in the Student Assistance Program includes student and parent consent to at least three unannounced drug tests to be provided at time determined by the school representative during the 12 month period following determination of the violation. In appropriate circumstances, the Student Assistance Program may provide for more than three drug tests as agreed between the school representative, the student, and parent(s). All drug testing beyond the first level will be conducted in accordance with school district guidelines and be done at the expense of the student or parent.

Failure to pass any drug test will be considered a violation of the Co-Curricular Alcohol-Tobacco-Drug Policy and will result in consequences being invoked as a subsequent violation.

Any reduction in co-curricular participation is conditioned on satisfactory completion of the education components of the policy by both the student and parent(s) and the drug testing component on the part of the student.

Self-Referral

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. **The intent of permitting self-referral is to show support toward the student athlete who comes to realize they have 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**. Self-referral may be denied if based on information that would otherwise come to the attention of the school district. Self-referral will not be permitted for a student who is presently in the Student Assistance Program, including the drug-testing period or has already had a violation. **It is not intended to be used as a way to avoid the regular consequences of an incident that has already occurred. For details see your principal.**

Drug Testing

1. Drug testing will be conducted by a laboratory selected by the school.

2. The student and the student's parents must sign a consent form authorizing the drug testing.

3. Drug testing may be requested by the school representative or other appropriate school officials at any time, including times outside the normal school day or school week. Upon such request students will be expected to provide a urine sample at school or at the designated laboratory within a reasonable time as specified by the school official. Failure to do so will be deemed a positive test and will result in a denial of participation privileges. The sample will be divided into multiple specimens, one or more of which will be retained in the event confirmation testing is necessary.

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

5. The school will pay for all drug tests (other than any tests conducted as part of an assessment at the beginning of the Student Assistance Plan) on the first level. Tests on additional levels will be paid by the student.

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

7. Prior to the testing procedure, the student may voluntarily provide information as to any prescription medication being taken which information will be provided to the testing laboratory.

Due Process

Denial of co-curricular privileges for violations of this policy may be imposed by district administrative personnel, including building athletic directors and those persons charged with the directing 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. 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 to the Superintendent or designee. Any such appeal must be in writing and must be submitted to the Superintendent no later than the end of the second school day following the receipt by the student of the decision of the building Principal. The decision of the Superintendent, or designee, shall be final. During the time any appeal is pending, all penalties provided in this policy shall be enforced.

Miscellaneous

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

[Adoption Date: October 14, 1996]
LEGAL REFS.: ORC 3313.66; 3313.661; 3313.664
CROSS REFS.: 10-0601, Student Due Process Rights; 10-0603.07, Tobacco Use by Students; 10-0603.08, Drug and Alcohol Abuse by Students / Prevention of Chemical Abuse; 10-0700, Student Discipline and subcodes; 10-0803.04, Administering Medicines to Students

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, electronic vapor device, or tobacco, the student must first serve their 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, they 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, electronic vapor devices, 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 restrictive 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, their 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 to 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. An athletic season is defined by the number of contests in a season. 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, electronic vapor devices, controlled substance or drug paraphernalia is physically on or in student-participant's body; or physically within their personal property (i.e., book or gym bag, coat, etc.); or in their home if other students are using or possessing alcohol, tobacco or controlled substances (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/ performances or participation.

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

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

Student Leadership Issues

1. A student leader is defined as anyone appointed or elected to a leadership position in athletics, student government, or other co-curricular activities.

2. Student leaders accept the responsibilities that accompany leadership positions and are expected to be positive role models at all times. Accordingly, they are subject to a higher level of conduct.

3. Any student leader found to be in violation of the ATOD policy will be subject to the following:
   a. Immediate termination of all leadership positions, awards relating to these positions, and loss of all school or team/activity awards.
   b. Denial of the opportunity to hold any additional leadership positions for the period of one (1) calendar year from the time of the infraction. Within the calendar year that the student may not serve in a leadership position, the student may, however, petition to run for a leadership position which will commence the following calendar year.
   c. If the one (1) calendar year for which a student may not serve in a leadership position expires by the date their potential term of office would begin, that student is eligible to run for election or be considered for appointment to student leadership positions.

4. Referrals for assistance and student leadership:
   a. Any student leader who refers themself 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. Referrals for assistance will carry no consequences for team participation, but will deny leadership positions, leadership awards or and leadership recognition for three (3) months from the date of the infraction.
   c. If the three (3) months for which a student may not serve in a leadership position expires by the date their potential term of office would begin, that student is eligible to run for election or be considered for appointment to student leadership positions.

ATOD VIOLATION OCCURS ON SCHOOL GROUNDS OR AT SCHOOL FUNCTION

Consequences: Use or Possession of Alcoholic Beverages or Drugs—Level 3

1st Violation – 5 day 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 – 10 day out of school suspension (suspension may be reduced to 5 days with completion of Student Assistance Program). Loss of privileges for 30 school days after the suspension, including attendance at after school co-curricular events and activities and driving privileges. Police Report.

3rd Violation – 10 day out of school suspension with recommendation for expulsion. Police Report.

**Special Note: See Discipline Action Chart for more details and note that if a student disregards the loss of privilege consequence, the penalty is doubled.

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 or otherwise using tobacco or tobacco

products in cars which are on the school campus. Violations will result in Level 3 consequences and a loss of privileges for 5 school days for first offense, 10 days for second offense and 15 for third offense after the suspension, including attendance at after school co-curricular events and activities and driving privileges.
NOTE: Electronic Vapor Devices are categorized as a tobacco product.

Parent/Guardian and Student Notification of Worthington Schools ATOD policy

Summary of the Co-Curricular Drug and Alcohol Policies

GOALS of the POLICIES:

1. To encourage non-use of alcohol, tobacco and other drugs by students who participate in the Co-Curricular Program.
2. Help students learn and grow through making individual choices which will have a positive effect on assisting them reach their maximum potential as performers on a team or in an organization.
3. Provide a healthy, safe and secure environment in which students can participate.

EXPECTATIONS & CONSEQUENCES:

Expectation: 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 code of conduct 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 such student reports the offense at the earliest possible time.

Consequences: Co-Curricular consequences will be imposed after school student conduct code violation penalties are completed.

I. SELLING, DISTRIBUTING OR TRAFFICKING IN ALCOHOL OR CONTROLLED SUBSTANCES

Consequence: Co-curricular participants selling, distributing or trafficking in illegal drugs or controlled substances (steroids etc.) shall be denied the privilege to participate in all co-curricular activities and practices for one calendar year from the date of the offense.

II. USE OR POSSESSION OF ALCOHOL, TOBACCO OR OTHER DRUGS (including CONTROLLED SUBSTANCES)

Consequence:

First Level Violation: Denial of privilege to participate for **ONE SEASON.**
Second Level Violation: Denial of privilege to participate for **ONE YEAR** from date of enforcement for the violation.
Third Level Violation: Denial of privilege to participate for the remainder of the student's **CAREER**.

Consequence if the student elects to participate in the STUDENT ASSISTANCE PROGRAM:

First Level Violation: **20%** of a season/contest denial of privilege to participate and participation in the Student Assistance Program
1) prescribed educational assistance for parents and student, and;
2) student successfully testing negative on a minimum of two unannounced drug tests within the next calendar year.

Second Level Violation: **50%** of a season/contest denial of privilege to participate and the Student Assistance Program
1) prescribed educational assistance for parents and student, and;
2) student successfully testing negative on a minimum of three unannounced drug tests within the next calendar year.

Third Level Violation: **ONE YEAR** denial of privilege to participate and the Student Assistance Program
1) prescribed educational assistance for parents and student, and;
2) student successfully testing negative on a minimum of three unannounced drug tests within the next calendar year.

STUDENT LEADERSHIP ISSUES:

1) At all levels, student leadership positions will be denied for one calendar year from the date of infraction, nor will the student receive any awards or recognition relating to these positions.
2) Positive drug tests will result in reinstatement of the original denial of privilege and will be a violation on the next level.

III. REFERRAL FOR ASSISTANCE

Self-referral is designed to provide the opportunity for students to enter the student assistance program.

Self-referral will not carry **DENIAL OF PRIVILEGE** *IF STUDENT AND PARENT AGREE*:

1) prescribed educational assistance for parents and student
2) student successfully testing negative on a minimum of two unannounced drug tests within the next calendar year.

Additionally:

1) One referral per career;
2) No referrals while drug testing; and
3) Referral moves the student to the next level.

NOTE: This is only a summary of the Co-Curricular ATOD Policies. The complete policy can be found in the schools' Student Handbooks and in the Co-Curricular Student/Parent Handbook.

Worthington Schools
Consequences for Violation of Expectation Not to Use or Possess
Drugs, Controlled Substances, Alcohol or Tobacco

Goal of Co-Curricular Program – To afford students growth opportunities through helping them learn to take a commitment to reaching their full potential and contributing to a team or organizational goal in a healthy, safe, and secure environment.

Goal of the ATOD Expectations:

1. Non-use of ATOD by student participants.
2. Help kids learn and grow through making individual choices which will have a positive effect on assisting them reach their maximum potential as performers on a team or in an organization.
3. Provide a healthy, safe and secure environment in which students can participate.

<table>
<tr><th></th><th colspan="2">Violations</th><th colspan="2">Referrals for Assistance</th></tr>
<tr><th></th><th>CONSEQUENCES</th><th>CONSEQUENCES
with choice of student assistance program</th><th>CONSEQUENCES</th><th>CONSEQUENCES
with choice of student assistance program</th></tr>
<tr><td>1st</td><td>ONE SEASON
Denial of privilege to participate</td><td>20% denial of privilege to participate IF STUDENT AND PARENT AGREES:
1. Prescribed assistance program;
2. Up to three unannounced drug tests within the next calendar year.</td><td colspan="2" rowspan="3">Self-referral is designed to provide the opportunity for students to enter the student assistance program.

Self-referral is a violation, the first of which will carry no DENIAL OF PRIVILEGE IF STUDENT AND PARENT AGREE TO:
1. Prescribed assistance program;
2. Three unannounced drug tests within the next calendar year.

Additionally:
1. One referral per career;
2. No referrals while drug testing; and
3. Any referral moves the student to the next level of consequence.
4. Leadership penalty is for three (3) months from incident allowing student to participate, but not in a leadership role.
5. A positive drug test will be considered a violation and student moves to the next level of consequences.</td></tr>
<tr><td>2nd</td><td>ONE YEAR
Denial of privilege to participate from the date of enforcement for the violation.</td><td>50% Denial of privilege to participate IF STUDENT AND PARENT AGREES:
1. Prescribed assistance program;
2. Up to three unannounced drug tests within the next calendar year.</td></tr>
<tr><td>3rd</td><td>CAREER
Denial of privilege to participate from the date of enforcement for the violation.</td><td>ONE YEAR
Denial of privilege to participate IF STUDENT AND PARENT AGREES:
1. Assessment and follow recommendations;
3. Up to three unannounced drug tests within the next calendar year.</td></tr>
</table>

In addition, a student who violates the ATOD policy will not serve in any school leadership positions for one calendar year from the date of the infraction, nor will the student receive any awards or recognition relating to these positions. Referrals for assistance will carry no consequences for team participation, but will impact leadership positions, awards, or recognition for three (3) months from the date of the infraction.

A positive drug test will be considered a violation, and the student will move to the next level of consequences.

(Revised 8/15)

GUIDELINES FOR CO-CURRICULAR FEES
WORTHINGTON HIGH SCHOOLS AND MIDDLE SCHOOLS

The Worthington Board of Education recognizes that co-curricular activities represent an extension of the overall school program. Such programs contribute to the educational goals of the district and assist in promoting the educational growth of each student participant. Although students and parents are being asked to assume a portion of the expense of co-curricular participation through an increased fee structure, it is hoped that no students will elect not to participate in the co-curricular experience due to financial constraints. Should students and their families have difficulty affording participation fees, they are encouraged to contact their coach, advisor, a teacher or an administrator for assistance. Requests will be handled in a confidential manner.

Collection of Fees:

- All fees are due prior to the first game or performance.
- Co-curricular fees will be paid directly to the Co-Curricular Office or paid through: www.mypaymentsplus.com.
- Checks should be made out to the school.
- A receipt will be given upon cash payment.

Multiple Sport/Activity Participation:

- Each athlete must pay the full pay to participation fee for each sport/activity.

Refunds:

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

Hardship Cases:

- If a student qualifies for the subsidized lunch program, participation fees will be waived for free lunch and reduced by half for reduced lunch. (Forms are available in the principal's office.)
- In special cases students can contact their coach, advisor, teacher or administrator for assistance.

CLASSIFICATION OF FEES

High School

Level I - $125.00

All High School Athletics Teams
No fee: Bowling, Ice Hockey, Indoor Track, Water Polo

Level II - $85.00*

Fall & Winter Cheerleading
Dance Team
Jazz Band
In-the-Know Team
Marching Band
Mock Trials Team
Winter Percussion

***Catastrophic Insurance Fee - $5.00**

Water Polo
Cheerleading

Middle School

Level I - $125.00

All Athletics Teams

Level II - $85.00

Fall & Winter Cheerleading

Level III - $35.00

Drama Club
Math Counts
Yearbook
Drill Team
Olympics of the Mind

NOTE: A nominal fee will be charged for intramural participation at all levels

SUPPORT GROUP GUIDELINES

One of the factors that contribute greatly to the quality of the co-curricular programs within the Worthington School District is the tremendous interest and support given to these activities by the parents of the participants. Support has come in many forms: monetary, time and morale. Unequivocally, this support is greatly appreciated by staff, faculty, and administration.

The Worthington School District has become a multiple high school district. It has become increasingly more important that there is inter-school and intra-school coordination of co-curricular programs. A school program is defined as any activity which relates to activities sponsored by the Worthington Board of Education. Accordingly, the Ohio Revised Code indicates that the Board of Education is obligated to approve every contribution and expenditure made for a school program whether those funds be district funds or monies donated to school programs from outside sources.

From a practical, operational standpoint and from a legal perspective, it is important that there is accountability on the part of support groups as they relate to school programs. In order to achieve this accountability, the following guidelines have been established by the Worthington School District. These guidelines have been approved by the District Co-Curricular Committee, consisting of the two High School Principals, the four Middle School Principals, and the two High School Directors of Athletics. Additionally, these guidelines have been reviewed by the Superintendent of schools and by the district's legal counsel.

SECTION I – DEFINITION OF SUPPORT GROUP

A group will be considered a support group and subject to the support group guidelines when a group of people wish to elect officers, set-up a treasury, and organize to support a school-sponsored co-curricular activity.

SECTION II – CONSTITUTION AND BY-LAWS

1. The voting members of a group shall be limited to: (a) the parents or guardians of students of the school district, (b) residents of the school district, (c) alumni of the Worthington School District, and (4) individuals employed within the district. The coach or advisor to the co-curricular activity shall be an ex-officio member of the group. A group may, but is not required to, establish membership requirements and dues, provided, however, that no student shall be excluded from participation in a co-curricular activity because dues were not paid to, or membership secured in, the group.
2. Each group shall adopt a constitution or set of by-laws to govern its organization, membership, activities, and financial accountability. Such constitution or by-laws, and any amendments to same, shall be submitted to and remain on file with the Athletic Director.
3. School district facilities may be used for group meetings or other activities, and a fee for such use may be charged by the school district in accordance with the policy of the Board of Education. The following are minimum standards for group meetings or other activities:
   - Notice of the date, time and place of each business meeting or activity shall be given to the coach or advisor at least five (5) days prior to the meeting or activity;
   - Minutes of a group business meeting will be prepared and submitted to the Athletic Director;
   - A school district representative (i.e., coach, advisor or administrator) should be present at each group business meeting; and
   - No alcoholic beverages shall be present at group meetings or at any group activities where students are present.

SECTION III – FUND-RAISING AND ACCOUNTABILITY

Before commencing in any fund-raising activities, and in no case less than annually, each group shall prepare and submit to the Athletic Director for its approval a budget which shall identify anticipated sources of revenue of, and uses of funds by, the group. Each group shall prepare and submit to the Athletic Director an annual financial statement which, at a minimum, shall set forth the actual sources of revenue of, and uses of funds by, the group. The following are minimum standards for group fund-raising activities.

- Each group fund-raising activity including promotion or advertising plans, spirit item sales or concession sales shall be approved in advance by the Athletic Director which shall place the activity on a master schedule and endeavor, through coordination with other groups, to avoid conflicting or competing fund-raising activities;

- Funds received by a group fund-raising activity shall be accounted for in accordance with student activity fund regulations of the Ohio Auditor of State which shall be made available to the Treasurer of each group;
- No group fund-raising activity shall involve any form of gambling prohibited by local or state law;
- Door-to-door solicitation by students shall be supervised by responsible non-students; individual solicitors shall be provided with group identification and shall present it upon request; a receipt for the contribution received shall be provided to the contributor without request; and all solicitations shall comply with any applicable local laws or regulations governing door-to-door solicitation;
- Each receipt for a contribution shall contain a printed statement indicating whether and, if so, why it is tax-deductible by the donor under the Internal Revenue Code or regulations of the Internal Revenue Service.
- Where required by the Internal Revenue Code or regulations of the Internal Revenue Service, each group shall prepare and file a tax return, a copy of which shall be filed.
- All communication with the Co-Curricular Committee should be addressed to the Athletic Director.

SECTION IV – USE OF FUNDS

Group funds shall be used only to further the Co-Curricular Program which the group supports, and shall not insure to the benefit of any individual except for the payment of actual services rendered in furtherance of the co-curricular purpose of the group. Except for a modest non-cash gift of appreciation, a coach or advisor shall not receive anything of value, either directly or indirectly, from the group. A group which desires to make a contribution, in any form, to the co-curricular program which it supports or to the school district generally, shall make such desire known to the Board of Education through the Athletic Director. The Board of Education will accept and recognize the contribution.

SECTION V – STUDENT PARTICIPANT RECOGNITION

A major purpose of each support group is to recognize the accomplishments of students who participate in co-curricular activities. To that end, each group is encouraged to appropriately recognize those accomplishments through awards in accordance with expense guidelines established by the committee. In consultation with the school principal, group activities to recognize student participants in co-curricular activities shall be scheduled to encourage and promote intra-school unity and cross-group recognition. Group recognition events shall be planned so as to permit the attendance of a participant student's family and friends without unreasonable expense in doing so. Groups are urged to take advantage of school facilities.

SECTION VI – GROUP INSURANCE

All parent support groups that are officially recognized by the Board of Education are covered under the district's liability insurance policy.

SECTION VII – RELATIONSHIP OF COACHES AND ADVISORS

A coach or advisor shall be responsible to the building principal and the Athletic/Activities Director for the activities of the group and shall, consistent with this regulation and on behalf of the school district, provide support, guidance, and assistance to the group. The designation or employment of a coach or advisor is the exclusive responsibility of the Board of Education and the administrative staff.

SECTION VIII – MIDDLE SCHOOLS

Fundraising activities in middle schools or the school district shall be limited to parent-teacher or similar non-student organizations, using this regulation as a guideline for such activities in consultation with the building principal.

POLICY ON RAFFLES

Raffles will be classified in two ways:

Maintenance Raffles: Raffles having as prizes an item(s) valued at less than $1,000, projected profits will be less than $7,500, and the profits from the raffle will be used to subsidize "normal" expenditures of the support group (banquet, awards, coach/advisor gifts, transportation, meals, lodging, minor equipment and supplies, etc.)

Enhancement Raffles: Raffles having as prizes an item(s) valued at more than $1,000 and profits from the raffle will be used to purchase major equipment or make major facility changes (approved by the district).

General Regulations for Raffles:

1. All raffles and other games of chance must be approved by the high school principal/designee.
2. The raffle must have a stated purpose for which funds are to be used. These must be approved by the school principal/designee.
3. All items to be raffled must be owned by the raffling support group.
4. Tickets may not be purchased or sold by students.
5. Raffles may be conducted at school events under the guidelines established by the principal/designee (who, how, where, when, etc.).
6. Tickets may not be sold through blanket solicitation in neighborhoods or telemarketing firms.
7. An accounting of all raffles must be made to the principal/designee.
8. No support group that has a patron drive may conduct a maintenance raffle.
9. A maximum of one raffle/game of chance per year will be allowed for each support group.

Maintenance Raffles:

Following the above guidelines, maintenance raffles may be conducted by individual support groups.

Enhancement Raffles:

Enhancement raffles may be conducted only by CARDS/WOLVES or other "collective" support groups (PTA, PTO, etc.). These groups may conduct larger raffles but must establish a structure similar to that of the program, concessions or the summer basketball league to afford support groups the opportunity to participate.

[Adopted: August 20, 1996]

CARDS and WOLVES

CARDS (Thomas Worthington High School) and *WOLVES* (Worthington Kilbourne High School) are made up of the presidents of the individual support groups and serve as an umbrella to all support groups and to the Athletics' Department of each high school. The purposes of these two groups are:

1. To provide a forum for support group presidents to talk about issues that are of an interest to all athletic teams;
2. To provide continuity in the administration concessions, game programs, summer basketball league, etc.;
3. To provide opportunities for support groups to raise funds as participants in concessions, program, summer basketball league, etc.,
4. To provide financial support for projects which may affect all sports (examples: scholar athlete program, weight training equipment and facilities, training room equipment and support, etc.).

The groups meet several times each year. Additional information about *CARDS* and *WOLVES* can be obtained from the athletic directors in each building.

FUND RAISING

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

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

4. All money collected by school-sponsored organizations (excluding parent support groups) must be turned in to the school treasurer in the Co-Curricular Office as soon as collected. Funds need to be deposited before a purchase order can be issued. Holding collected money for one large deposit will delay payment of the purchase order.
5. Students and/or parents are responsible for all merchandise or the cash value of the merchandise distributed to them.
6. **Patron drives are limited to only those already in existence**.

All program advertising, concession sales and gate receipts of any kind will be administered solely by the Worthington Schools.

PROGRAMS/ADVERTISING

All programs distributed or sold at athletic events which contain advertising will be done through the umbrella support group of the respective school. This is a coordinated program effort in which support groups for all sports will have the opportunity to generate funds through the sale of advertising if they so desire. Each athlete in season will have the opportunity to have their picture in the program if the coach desires and the group funds the printing. Rosters with no advertising may be distributed at events if that is the wish of the coach and the group.

SUPPORT GROUP LIABILITY INSURANCE

All parent support groups that are officially recognized by the Board of Education are covered under the district's liability insurance policy.

SUPPORT GROUP GUIDELINES

See the *Worthington City Schools Support Organizations Handbook* for a full description of support group guidelines.

TEAM POSTER GUIDELINES

The purpose of a team poster/picture is to highlight the student-athletes involved; display the season schedule, and possibly provide opportunities for advertisements. The team posters/ pictures also represent Worthington City Schools as they are displayed throughout the community. This being said, the Athletic Department has established the following guidelines for Team Posters and Team Pictures.

1. Student-Athletes must be in team uniform, team warm-up or other appropriate attire. If team uniform exposes chest (examples: boys water polo, boys swimming) then all the student-athletes must be in a team uniform.
2. Please use and highlight school colors and logos.
3. All team posters/pictures that will be on display need to be approved through the athletic department. Please email proofs for approval before printing posters or program pictures.

THE ROLE OF PARENTS IN INTERSCHOLASTIC ATHLETICS

Communicating with Your Children

1. Make sure your children know that win or lose, scared or heroic, you love them, appreciate their efforts, and are not disappointed in them. This will allow them to do their best without fear of failure. Be the person in their life they can look to for constant positive reinforcement.

2. Teach them to enjoy the thrill of competition, to be "out there trying," to be working to improve their skills and attitudes. Help them develop the feeling for competing, for trying hard, for having fun.

3. Try your best to be completely honest about your child's athletic ability, competitive attitude, sportsmanship and actual skill level.

4. Don't compare the skill, courage, or attitude of your child with other members of the team.

5. Be helpful but don't coach them. It's tough not to, but it is a lot tougher for the child to be flooded with advice and critical instruction.

6. Don't compete with the coach. If your child is receiving mixed messages from two different authority figures, they will likely become disenchanted.

7. Get to know the coach(es). Then you can be assured that their philosophy, attitudes, ethics and knowledge are such that you are happy to have your child under their leadership.

8. Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before overreacting.

9. Make a point of understanding courage and the fact that it is relative. Some of us climb mountains and are afraid to fly. Some of us will fly but turn to jelly if a bee approaches. Everyone is frightened in certain areas. Explain that courage is not the absence of fear, but a means of doing something in spite of fear and discomfort.

10. Try not to relive your athletic life through your child in a way that creates pressure; you lost as well as won. You were frightened, you backed off at times, you were not always heroic. Don't pressure your child because of your pride. Athletic children need their parents, so you must not withdraw. Remember, there is a thinking, feeling, sensitive, free spirit out there in that uniform who needs a lot of understanding, especially when their world turns bad. If they are comfortable with you win or lose, then they are on their way to maximum achievement and enjoyment.

Communicating with the Coach

Communication You Should Expect From Your Child's Coach
- Philosophy of the coach
- Expectations the coach has for your child, as well as all players on the squad
- Locations and times of all practices and contests
- Team requirements (fees, special equipment, off-season conditioning)
- Procedure should your child be injured
- Disciplines that result in the denial of your child's participation.

Communication Coaches Expect From Parents
- Concerns expressed directly to the coach
- Notification of any schedule conflicts well in advance
- Specific concerns in regard to a coach's philosophy and/or expectations

Appropriate Concerns to Discuss with Coaches
- The treatment of your child, mentally and physically
- Ways to help your child improve
- Concerns about your child's behavior

Issues Not Appropriate to Discuss with Coaches
- Playing time
- Team strategy
- Play calling
- Other student-athletes

Appropriate Procedure for Discussing Concerns with Coaches
- Call to set up an appointment with the coach (contact the athletic administrator to set up the meeting if unable to reach the coach)
- Do not confront a coach before or after a contest or practice (these can be emotional times for all parties involved and do not promote resolution)

What if the Meeting with the Coach Did Not Provide Satisfactory Resolution?
- Call to set up an appointment with the athletic administrator
- Determine the appropriate next step at this meeting

ATHLETIC PASSES

The Worthington High Schools Athletic Departments will offer for the 2022-2023 school year athletic passes for purchase. The pass will provide the purchaser general admission to all home regular season, high school and middle school athletic events. Costs of these passes can be obtained by calling the Co-Curricular Office at your high school (TWHS – 614-450-6225 and WKHS – 614-450-6425).

A-T-O-D CARDS

Prior to starting practice, each parent and student is required to have agreed electronically to the ATOD Policy. The purpose of the electronic agreement is to *inform* both the student and their parents as to the expectations placed upon student participants in regard to the use of alcohol, drugs and tobacco, and the consequences if the student should be found in violation of these policies.

ATTENDANCE (CLASS) REGULATIONS

As outlined in the respective student handbooks, any Worthington High School student participating in the Co-Curricular Program must be present in at least one-half of their regularly scheduled classes on the day of a contest or practice in order to be able to participate that day. One-half defined as 50% attendance in class periods that count towards graduation. Exceptional situations can be appealed to the principal or designee. It is the responsibility of the student/parent to notify the coach/advisor of any situation which may limit participating in a contest/performance/ practice.

AWARDS

Student participants may receive an award or merchandise as a result of participation in school or non-school competition from any source, provided the value does not exceed $500.00 per award. (OHSAA Bylaw 5-1-1).

CANCELLATION OF CONTESTS DUE TO EMERGENCY CONDITIONS

If the Worthington Schools are closed due to a weather emergency, decisions on evening extra-curricular contests, performances and meetings will be made by noon by the Assistant Superintendent, or designee.

CONCESSION SALES

Cards and *Wolves* will have first rights to refuse the opportunity to use athletic concession stands for fundraising. Support groups who will be using concession-like food products for fund-raising or tailgating, are required to first contact *Cards* and *Wolves* for approval.

ELIGIBILITY

All Students who wish to participate in any co-curricular activity sponsored by the Worthington Board of Education must meet the academic eligibility requirements, by-laws, and general sport regulations adopted by the OHSAA. Specific information can be found at ohsaa.org.

Please check with your principal or athletic administrators if you have any questions on athletic eligibility.

In addition there are local school standards which apply:

The Worthington Board of Education recognizes that extra-curricular activities of the school district such as interscholastic athletic events, plays and musical performances (Worthington Board of Education Policy 2431) represent an extension of the overall school program. All such programs must contribute to the goals of general education to justify their existence in the curriculum.

In order to be granted the privilege to participate in interscholastic extracurricular activities, students must make normal academic progress toward graduation. Accordingly, the Academic Eligibility Policy will reflect the academic standards that a student must attain in order to progress toward graduation.

An interscholastic extra-curricular activity is defined as a school-sponsored student activity not included in the graded course of study, which has a competitive component or a public performance.

To be eligible to participate in an interscholastic extracurricular activity, the Board requires that high school students (grades 9-12) meet all Ohio High School Athletic Association (OHSAA) regulations; **pass a minimum of five one-unit courses** (or the equivalent which count towards graduation) during the preceding nine-week grading period; and **attain a GPA of 1.0 or greater in those five courses**. In addition, high school students **must pass 2.5 units of credit from the previous semester.**

Middle school students (grades 7 and 8) must meet all OHSAA regulations, five (5) courses they attempt during a nine-week period, and attain a GPA of 1.0 or greater in those courses.

Failing grades will not make a student ineligible, provided the above requirements are met. Credits earned in summer school, or other methods approved by the building principal, may be used to make up unearned semester credit. E-school or other opportunities may be used to make up unearned semester credit. Two weeks after the end of the grading period a student may petition the principal or designee to regain eligibility early by entering into a credit recovery contract approved by the building principal. A student who recovers the credit shall be immediately eligible.

Failure to comply with grading period (nine weeks; or, nine weeks and semester) eligibility requirements will result in loss of eligibility for the succeeding nine-week grading period.

Worthington City Schools
Eligibility Academic Requirements Summary

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

1. Participation in a co-curricular sport/activity is a privilege, not a right.
2. All participants will be subject to the rules and regulations of the respective sport/activity, the governing body's bylaws and guidelines and the WCS Student/Parent Handbook including the Co-Curricular Alcohol Tobacco and Other Drugs (A-T-O-D) Policy.
3. Participants will be advised in writing of all regulations by their respective advisors or coaches prior to their participation in order for each student to determine the feasibility of such participation.
4. Violation of rules and regulations may result in loss of privilege to participate or other disciplinary action.

Academic Eligibility

To be academically eligible to participate in a co-curricular sport/activity a student must meet four standards.

1. Participants must be enrolled in a minimum of five (5) one-credit courses (or the equivalent) throughout the duration of the sport/activity. *OHSAA Standard*
2. Participants must have received passing grades in a minimum of five (5) one-credit courses (or the equivalent) during the immediately preceding grading period for each grading period throughout the duration of the sport/activity. *OHSAA Standard*
3. Participants must earn a minimum of a 1.0 GPA in the immediately preceding grading period throughout the duration of the sport/activity. *OHSAA Standard*
4. Participants must have earned 2.5 credits the immediately preceding semester (applicable to the first and third grading period). *Worthington Schools Standard*

Notes: No work completed outside of the immediately preceding grading period may be used to satisfy the second and third standard. No work done outside of the school year (i.e. summer school) may be used to satisfy any of the first three standards. A question regarding what measure is considered adequate progress should be directed to the athletic director by the student and/or parent.

Understanding Student Educational Options

A traditional year-long course worth one-credit or a semester-long course worth ½-credit where students and teachers meet daily are the standard courses in which most students are typically enrolled. However, there are many other educational options available to students such as College Credit Plus, Credit Flex, Blended Learning and E-School courses. Additionally, there are outstanding programs available to students such as Linworth, the Career Center and the Worthington Academy. While these options are great for participants, they can cause some confusion as to how they can be "counted" with regard to the first two academic standards that students must meet to be academically eligible to participate in co-curricular activities. Some clarity is provided within this document. Additional questions should be directed to both the student's counselor and to the athletic director.

How to Count Courses

Standard Courses

- A year-long course valued at 1-credit will count as one of the five required courses.
- A semester long course valued at ½-credit will count as one of the five required courses.

Non-standard Courses

- A semester long course valued at ¼-credit will not count as one of the five required courses. It would be one-half of one of the required courses.

- A semester long course valued at 1-credit will count as two of the five required courses.
- A semester long course valued at 1.5-credits will count as three of the five required courses.

Courses Earning College Credit with a High School Instructor

- A year-long course that is valued at 5 university semester credits is valued at 1 high school credit and will count as one of the five required courses.
- A semester-long course that is valued at 5 university semester credits is valued at 1 high school credit and will count as two of the five required courses.
- A semester-long course that is valued at 3 university semester credits is valued at 1 high school credit and will count as two of the five required courses.

Courses Earning College Credit with a College/University Instructor

- These courses are awarded credit using the following table:

College/University Credit Value	High School Credit Value	Number of the 5 Required Courses
1 semester credit	0.333 semester credits	0.666 courses
2 semester credits	.666 semester credits	1.332 courses
3 semester credits	1 semester credit	2 courses
4 semester credits	1 semester credit	2 courses
5 semester credits	1 semester credit	2 courses

Considerations

Blended Learning Courses: Students who are enrolled in a blended learning course should count the course just as they would a traditional style course. They will receive grades from their teacher at the end of each term.

Physical Education and Health Courses: Health is a semester long course valued at ½-credit. This course may be counted as one of the five 1-credit courses. However, the following Wellness for Life courses are semester-long courses that are valued at ¼-credit: Flex and Tone, Personal Wellness, Strength Training, Wellness for Life, and Yoga. They will count as one-half of a 1-credit course. Students who are taking one of the identified Wellness for Life courses need five (5) additional courses to meet the eligibility standards.

E-School Courses: Students may be enrolled in one or more e-school courses during any given grading period. Some students may meet often with an adult to oversee e-school progress while others may be responsible to maintain progress on their own. However progress is monitored, a student must make adequate progress in their e-school course during each grading period. For an e-school course that is valued at ½-credit, the student must complete at least 50% of the course with passing marks during the first 9-weeks of a semester and complete the course with passing marks by the end of the semester. Students who complete an e-school course during the first 9-weeks of the semester must continue to meet standard 1 in the second 9-weeks of the semester. In this scenario, each e-school course will count as one of the five 1-credit courses.

The Worthington Academy: Students enrolled in online courses at the Worthington Academy should treat those courses as described above under E-School Courses. Worthington Academy students and their parents should discuss co-curricular eligibility requirements with the Worthington Academy Principal during the initial intake meeting and with the home school athletic director.

College Credit Plus: Students who take College Credit Plus courses either on our campuses or at a college/university must make adequate progress in the course(s) during each WCS grading period, regardless of when the college/university assigns final grades. In this scenario, adequate progress is defined by the college/university and the courses instructor. Given that student grades at the college/university are afforded protection by the Family Educational Rights and Privacy Act, the high school does not have access to interim grades for these courses. Therefore, at the end of the WCS first and third grading periods, students will be required to have their instructor complete a University Grade Report Form for each of their college/university courses and return it to the athletic

office. The form requires a student and a parent signature prior to the instructor completing the form. Students who do not return the form by the specified date will be withheld from participation until it is on file with the school.

Credit Flex Courses: Students who take a course through the credit flex option must make adequate progress in the course during each grading period. Students may count the course as one of the five 1-credit courses provided that they are working for one semester on a course valued at ½-credit or for one year on a course valued at 1-credit. A student who is working for one year on a course valued at ½-credit **will not** be able to count the course. Adequate progress is determined by the teacher of record supervising the student's work. The teacher of record will be required to submit in writing that the student is making adequate progress at an acceptable level at the end of each grading period. Without the written submission of progress submitted to the athletic office, the student will be withheld from participation.

Linworth: Most of a student's courses at Linworth are a semester course valued at ½-credit or are a yearlong course valued at 1-credit. Those courses each count as one of the required five courses. There are some courses offered that exceed those credit values. Please refer to the section on How to Count Courses to determine how to count these courses. Please direct your questions regarding these courses to the Linworth Director and to the athletic director.

Career Center Courses: The semester courses at the career center may be valued at ½-credit, 1-credit or 1.5-credits. Please refer to the section on How to Count Courses to determine how to count these courses. When the WCS grading period ends prior to the career center grading period students may be withheld from participation until it is determined that they are making adequate progress in their career center courses.

Key Eligibility Dates
First Grading Period: August 17 – October 20
Eligibility Changes: October 27

Second Grading Period: October 21 – December 21
Eligibility Changes: January 10

Third Grading Period: January 5 – March 9
Eligibility Changes: March 16

Fourth Grading Period: March 10 – May 24

FACILITY USAGE

Scheduling of athletic facilities for games, regular practices and practices during vacations and holidays must be coordinated through the Athletic Director at each building. All other rooms/spaces are scheduled through the Facility Coordinator at TWHS or WKHS. The scheduling of some specialized areas will require additional contacts; e.g., auditorium manager, kitchen – Food Services (614-450-6140). **Facility requests must be completed online and be approved by the building and district personnel**. **All use of facilities will require custodial support and may require payment of custodial fees. Weekend activities will incur custodial personnel costs.**

Students and parents will be permitted to use facilities only when scheduled and supervised by a staff member.

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

1. Secure approval and establish a date for the event from the Co-Curricular Office before announcing it. The date will be checked against the Master Calendar to ensure proper facilities and equipment.
2. Establish responsibility for the various phases of the event. It is suggested that you have a complete list of the students responsible for the assigned tasks.
3. Establish responsibility for clean-up.

Student Hazing (Board Policy 5516)

Hazing activities of any type are inconsistent with and disruptive to the educational process, and prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to or associated with Board-sponsored activities (e.g., extracurricular teams, clubs, or groups) or incidents that have occurred on school property. No administrator, employee, faculty member, teacher, consultant, alumnus, or volunteer of the District shall encourage, permit, authorize, condone, or tolerate any hazing activities. The preceding prohibition includes recklessly permitting the hazing of any person associated with the District. Additionally, no student shall plan, encourage, or engage in any hazing.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any class, team, or organization or any act to continue or reinstate membership in or affiliation with any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse. No person shall recklessly participate in the hazing of another. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, employees, faculty members, teachers, volunteers of the District shall be alerted to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Additionally, no administrator, employee, faculty member, teacher, consultant, alumnus, or volunteer of the District who is acting in an official and professional capacity shall recklessly fail to immediately report the knowledge of hazing to a law enforcement agency in the county in which the victim of hazing resides or in which the hazing is occurring or has occurred. Students, administrators, employees, faculty members, and teachers who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

The Superintendent shall distribute this policy to all students, Board employees, consultants, and volunteers, and shall incorporate it into building, staff, and student handbooks. It shall also be posted on the District's website. This policy shall be the subject of discussion at employee staff meetings or in-service programs.

Board employees and volunteers shall not intentionally remain ignorant of hazing or potential hazing activities.

CO-CURRICULAR STUDENT DISCIPLINE

Participation in co-curricular (extracurricular) activities is a privilege extended to students who meet eligibility requirements for participation in a co-curricular activity. One of the eligibility requirements is compliance with this policy. Other eligibility requirements include, but are not limited to, compliance with the Student Code of Conduct; compliance with all other applicable policies and regulations of the Board; compliance with any additional rules established by the co-curricular activity adviser or coach, including athletic training rules; and compliance with Ohio High School Athletic Association requirements.

As used in this policy, the term "co-curricular activity" includes all athletic programs, activities programs and performances and student leadership activities. This policy is applicable to students at all grade levels (K-12) 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 Code of Conduct.

Students who violate the Student Code of Conduct, any policies and regulations of the Board, rules established by the advisor or coach of a co-curricular activity in which the student participates, or Ohio High School Athletic Association requirements are subject to suspension or removal from their privilege of participation in any particular or all co-curricular activities. The principal, assistant principal or other District administrative personnel are authorized to suspend a student from any or all co-curricular activities. The suspension shall be for a maximum of permanent denial of participation in any particular or all co-curricular activities for the remainder of the student's school enrollment. In addition to suspension from participation, an advisor or coach may assign any other penalty other than suspension to a student (e.g., extra practice time, parent conference, limited participation).

Students who violate the co-curricular alcohol, tobacco and drug policy are subject to the specific provisions of policy, including the due process provisions and consequences specified and are not governed by this policy.

Students who are suspended or expelled from school or have been subject to emergency removal from school pursuant to a violation of the Student Code of Conduct are also automatically denied participation in co-curricular activities for an equal period of time. No additional due process beyond that provided by the Board is available to the student and this policy does not apply to the period of time the student is suspended, expelled or otherwise removed from school pursuant to regulation. However, a student may be suspended from a co-curricular activity for a period of time that extends beyond any suspension, expulsion, or emergency removal from school and such additional suspension from any particular or all co-curricular activities is pursuant to this policy. This policy applies only to the suspension of an eligible student from all participation in and attendance at the co-curricular activity, as part of the team or co-curricular group, for a period of time of one day of participation or more. This policy is not applicable in the case of normal disciplinary procedures in which a student is removed from the co-curricular activity for less than one day of participation in the activity. This policy has no applicability whatsoever to the advisor's or coach's day-to-day decisions related to selection of students for a team, competition, or co-curricular activity; the level of participation of a student in a particular competition or activity; or the discipline of a student by an advisor or coach that consists of any penalty other than the complete suspension of a student from participation in and attendance at the co-curricular activity as part of the team or co-curricular group. (e.g. a coach/advisor may determine that a student may attend a practice, competition, or performance as part of a team or student co-curricular group but may determine that the student will not compete in a particular athletic event or participate in a particular performance or activity. This is not considered to be a suspension from a co-curricular activity as defined in this policy since the student is still attending the activity as part of the school team or group and the provisions of this policy do not apply.).

Prior to any suspension from any particular or all co-curricular activities, the principal, assistant principal, or other District administrator shall advise the student of the conduct considered to be a violation of this policy. The student will be given an opportunity to informally meet with the principal, assistant principal, or other District administrative personnel to challenge the reasons for the intended suspension or to otherwise explain their actions.

Any suspension will be determined by the principal, assistant principal or other school administrative personnel who informally meets with the student.

An administrator or a co-curricular advisor, coach, or teacher may remove a student under an emergency removal basis from a co-curricular activity under that advisor's, coach's, or teacher's supervision without the due process provisions of this policy if the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting a co-curricular activity, school, or any school-related activity held on or off school premises. If a student is removed pursuant to this paragraph on an emergency removal basis, the student shall be provided with an opportunity to informally meet with the principal, assistant principal, or other school District administrative personnel within three (3) school days from the time the initial removal is ordered in order for the student to challenge the reasons for the intended suspension or to otherwise explain their actions.

A student may appeal a suspension from a co-curricular activity. During the time any appeal is pending, all penalties in this policy shall be enforced. The director of co-curricular activities is designated as the co-curricular appeal hearing officer. The appeal must be in writing and must be received by the director of co-curricular activities not later than the end of the second school day following the date that the student was notified of the suspension from co-curricular activities.

The director of co-curricular activities shall mail or otherwise provide a decision, in writing, to the student regarding the appeal. The decision of the director of co-curricular activities shall be final and is not subject to any further appeal.

The informal meeting with the administrator prior to a suspension and any appeal of a suspension are not formal judicial proceedings. There is no right to cross-examination or question school District personnel or any other person. The rules of evidence and rules of civil procedure do not apply. All procedures and decisions to the informal meeting or any appeal are subject to the sole discretion of the administrator or co-curricular appeal hearing officer, as applicable. [Adoption date: July 22, 2002] LEGAL REF.: ORC 3313.664

NEW CLUB / ACTIVITY PROCEDURE

1. Students should contact the Athletic Director to discuss the procedure for establishing a new club/activity.
2. A faculty advisor for the activity must be named. (The Athletic Director may have a recommendation or the students may contact an interested teacher.) The staff person who is willing to serve as advisor must write a letter indicating their willingness.

3. The students should then schedule a meeting of "interested students," with the advisor present, to establish the approximate number of the "interest group." This meeting should be announced to the entire student body.
4. At the organizational meeting the purposes or objectives of the club should be decided and listed. These purposes or objectives must then be presented to the Athletic Director for review by the high school administration.
5. After administrative approval of the purposes has been granted, the students and advisor should structure a constitution for the group. When completed, the constitution must be presented to the Athletic Director for approval.
6. Two copies of the constitution should be sent to the Co-Curricular Office for the club's official file.
7. The advisor may then contact the school treasurer regarding the opening of an activity account. Names of officers should be recorded in the Co-Curricular Office.

PROGRAM EXPANSION, NEW TEAMS, OR ADDITIONAL ATHLETIC PROGRAM PERSONNEL

1. Growth will be considered in two categories:
   a. Programs which are new to the district.
   b. Expansion of the current program in the forms of additional teams or additional personnel to coach existing teams.
2. Critical factors to be considered with possible program expansion
   a. Internal interest in the future.
   b. External interest as measured by interest within the OCC, central Ohio, and Ohio.
   c. Existing infrastructure of officials or league/organization to support the sport.
   d. Available facilities to support the program or team.
   e. Additional funding needs (personnel, transportation, facilities, operating expense, custodial grounds, maintenance, and administration).
3. Once a program becomes affiliated with the district, the program must conform to all policies of the school, the district, the OCC, and the OHSAA.
4. Support for programs may be phased in as determined by the Board of Education. Phases are as follows:
   - Non-Interscholastic Status (school program) – unfunded by the district.
   - Interscholastic Phase I – unfunded (letters awarded and recognition given by school)
   - Interscholastic Phase II – funding coach/advisor stipend (one year minimum)
   - Interscholastic Phase III – funding transportation (one year minimum)
   - Interscholastic Phase IV – funding operating budget (one year minimum)

   The Board of Education may elect to introduce a sport into the school program on any of these levels. Once entered into the school program, the Board of Education may elect to advance the sport to the next level after considering the critical factors. The request will be processed as follows:
   a. The sponsor of the proposal
   b. Building principal
   c. Superintendent
   d. Board of Education

NON-WORTHINGTON STUDENTS

Non-Worthington students are not permitted to practice or work-out with teams on a regular basis. There are certain instances, as a courtesy to other schools, when this is appropriate. The participant(s) must be accompanied by their coach/advisor and may practice with our teams/groups or utilize our facilities as approved by the Co-Curricular Office.

PARTICIPATION CONFLICTS (Students)

Many students in Worthington participate in a variety of curricular, co-curricular and extra-curricular activities. Students and parents must understand the expectations of each of the activities in which they are involved and work to avoid conflicts that might compromise their abilities to meet the requirements established by each of these activities. The following guideline should be used to determine a student's participation when a conflict in scheduling arises: A performance (athletic event, contest, play, concert, etc.) has priority over any practice or rehearsal. When two events of equal value conflict, the student may participate in the event of their choice without fear of penalty or

consequence. Students are to inform coaches/advisors of conflicts as soon as they become aware of them. Students are responsible for foreseeing and resolving potential conflicts at the beginning of the season.

OUT-OF-STATE TRAVEL

All requests for out-of-state travel must be made to the building director of activities/athletics. District funds will not be used to fund travel to out-of-state destinations. No student participants should be excluded because they are unable to afford the cost of such travel. All OHSAA and school regulations must be followed.

REQUIRED PHYSICAL EXAMINATION

Members of athletic teams and members of some activities' groups must have a current physical examination turned in to the Co-Curricular Office before the student practices or competes. Physicals are only valid for 13 months after the date of the examination.

CONCUSSIONS

H.B 143 requires a youth sports organization to provide to the parent or other guardian of an individual who wishes to practice for or compete in an athletic activity the Department's concussion and head injury information sheet. Each co-curricular participant must have this form signed by the parent/guardian before each sport season to acknowledge receipt of the information sheet before participation.

SALARIES OF COACHES / ADVISORS

Bylaw 6-2-1 of the OHSAA stipulates that the board of education shall be the only authority in determining the salary or any other form of compensation for coaches.

SCHOLAR-ATHLETE AWARDS

WOLVES – Scholar-athlete recognition is given by the umbrella support group of each high school. The award is based upon the GPA for the preceding semester. Any student who is a team member and has a GPA of 3.25 or greater for the preceding semester will be awarded scholar-athlete recognition. For freshmen participating in a fall sport or activity, the award will be based upon the first semester GPA and will be presented early in the second semester.

CARDS – Scholar-athlete recognition is given by the umbrella support group of each high school. The award is based upon quarterly GPA. Fall sports use 1st quarter marks. Winter sports use 2ndr quarter marks. Spring sports use 3rd quarter marks. Any student who is a team member and has a GPA of 3.25 or greater for the corresponding quarter, will be awarded scholar-athlete recognition.
OCC – The OCC will recognize one scholar-athlete per school from each OCC sponsored sport. The recipient must be a senior with a GPA of 3.5 or better.

STUDENT LEADERSHIP

Serving in a student leadership position (whether appointed or elected) for a co-curricular program, team or activity shall be considered a privilege. Student leaders are expected to demonstrate exemplary citizenship. Any student leader who is disciplined for a major infraction of the schools' Student Conduct Code may be removed from their leadership position upon the recommendation of the advisor/coach and approval of the principal.

TEAM AND ORGANIZATIONAL RULES

Coaches/advisors may establish expectations and consequences for student participants dealing with specific issues related to improving the team/organization and improving general student deportment and performance.

INSURANCE COVERAGE

Prior to the beginning of practice, all students are to be offered the opportunity to enroll in a Worthington Schools' endorsed insurance program. This program should be utilized by students who do not have insurance coverage of their own. The Worthington Schools do not carry insurance to cover injuries incurred in co-curricular activities (athletics

and activities programs). Each student can obtain an application for insurance from the Co-Curricular Office. If the student decides to enroll, the parent must complete and return the application and fee to the Co-Curricular Office. Enrollment in this program may occur at any time during the year.

All parents and student participants will be required to sign the liability waiver acknowledging the cautions, considerations and responsibilities to increase the safety and enjoyment of interscholastic athletics. (See Ohio High School Athletic Association Handbook regarding catastrophic accident insurance and tournament coverage.)

For those sports not officially sanctioned by the OHSAA, the District purchases a blanket catastrophic insurance coverage through Loomis and Lapann. This is a secondary coverage; primary coverage is always the Student's/parents' primary insurance. The deductible is $25,000. Basically the policy will pay the claimant costs exceeding $25,000 that are not covered by the primary insurance. Costs incurred and paid for by the primary insurance count toward the deductible. So for example, if the injury costs $30,000, and the parent experiences a co-pay of 10% and therefore pays $3,000 out of pocket, the $27,000 paid by insurance satisfies the deductible on the catastrophic plan, so the parent may seek reimbursement for the $3,000 out-of-pocket costs.
Procedures for submitting a claim are as follows:

1. District sends notification on letterhead to Karen Boller, Loomis & Lapann, kboller@loomislapann.com), indicating student name, parent name, date of injury, and brief description. This must be done within 60 days of the event.
2. Karen will contact the parent with information on how to submit a claim should the total costs exceed $25,000 deductible.

TOURNAMENTS

The Worthington Schools will host league, sectional, district, regional and state tournaments, as well as major invitational events of our own. All of these events must be approved in advance by the Co-Curricular Office. Individual head coaches are responsible for the management of all tournaments except those run by the OCC, the District or the OHSAA. The tournament manager or head coach must coordinate all aspects of the tournament through the Athletic Director. Appropriate entry fees must be charged to opponents to offset total tournament costs. The Co-Curricular Department will provide personnel to successfully operate all school-sponsored tournaments through the Athletic Director. Appropriate entry fees must be charged to opponents to offset total tournament costs. The Co-Curricular Department will provide personnel to successfully operate all school-sponsored tournaments and will work with tournament managers to provide the appropriate support for all district or state tournaments. Appropriate concession support shall be coordinated through the concessions chairperson.

TRANSPORTATION AND TRAVEL GUIDELINES

Bus Guidelines for Athletics/Activities Trips

- Athletic trips are an extension of the school district and students should behave as though their parents are on board with them. **Students must stay in their seats and not move around.** Noise level should not be so loud that the driver cannot hear emergency vehicles, or concentrate on driving the bus during adverse weather and traffic conditions.
- **Students must exit the bus by the front service door.**
- Any equipment necessary for the team must not block the aisle, service door or emergency door.
- Student participants should remove any shoes that have metal spikes or cleats on them.
- **There will be no eating or drinking on the bus at any time.** There is a state regulation governing this rule. This eliminates the possibility of any student choking on food, etc., while en route.

Non-Bus Travel: The building Athletic Dir. must approve all modes of transportation in non-district owned vehicles.

Alternative Transportation for Individual Students: Other than in very unusual circumstances, all students will travel to and from events with the team/group. Should unusual circumstances arise, the principal or designee may permit, with a written request from the parent, in advance, an alternative mode of transportation for individual students. Students may travel only with their own parents.

Overnight Trips: On an overnight trip, the sponsoring group must pay for the bus driver's lodging and meals. Bus drivers cannot be housed with students.

SPORTSMANSHIP

STUDENT CONDUCT POLICY

As a prospective student-athlete, you are expected to seriously accept the responsibility and privilege of representing your school and community while participating in interscholastic athletics. School and athletic department personnel expect you to treat opponents with respect; respect the judgment of contest officials; abide by contest rules; display no behavior that could incite fans or other participants in the contest or which is intended to embarrass, ridicule or demean others under any circumstances including on the basis of race, relation, gender or national origin; cooperate with officials, your coaches and other participants to ensure a fair contest, and live up to the high standard of sporting conduct that has been established by your school.

SOCIAL MEDIA GUIDELINES FOR CO-CURRICULAR PARTICIPANTS

Participating and competing for Worthington is a privilege. Co-Curricular Participants are held in the highest regard and are seen as role models in the community. As leaders you have the responsibility to portray your team/activity, your coaches/advisors, our school, and yourselves in a positive manner at all times. Facebook, Twitter and other social media sites have increased in popularity globally, and are used by the majority of co-curricular participants in one form or another.

Co-Curricular Participants should be aware that third parties--including the media, faculty, future employers and college officials--could easily access your profiles and view all personal information. This includes all pictures, videos, comments and posters. Inappropriate material found by third parties affects the perception of the Co-Curricular Participant and our school. This can also be detrimental to a Co-Curricular Participant's future options (i.e. college, profession). Examples of inappropriate and offensive behaviors concerning participation in online communities may include depictions or presentations of the following:

- Photos, videos, comments or posters showing the personal use of alcohol, drugs and tobacco.
- Photos, videos, and comments that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.
- Pictures, videos, comments or posters that condone drug-related activity. This includes but is not limited to images that portray the personal use of marijuana and drug paraphernalia.
- Content online that is unsportsmanlike, derogatory, demeaning or threatening toward any other individual or entity (examples: derogatory comments regarding another school; taunting comments aimed at a student-athlete, coach or team at another school and derogatory comments against race and/or gender). No posts should depict or encourage unacceptable, violent or illegal activities (examples: hazing, sexual harassment/assault, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking, and illegal drug use).

If you are ever in doubt of the appropriateness of your online public material, consider whether it upholds and positively reflects your own values and ethics as well as those of our school community. Remember, always present a positive image and do not do anything to embarrass yourself, the team, or your family. Failure to adhere to this policy and guidelines may result in consequences that include suspension from your team/activity, and you may be subject to additional penalties imposed by the school.

Signs, Banners, Noisemakers, and Substances Thrown on Playing Floor – Signs, school banners, pennants, shakers, noisemakers such as horns, bells, sirens, drums, etc. are NOT PERMITTED! The use of confetti, tearing up of newspapers, and programs is not permitted. Throwing powders, such as but not limited to rosin or talcum powder, is prohibited. Use may result in a technical foul and charges administered for clean-up.

Spectators Attire – Shirts and appropriate attire must be worn at indoor contests.

STUDENT PARTICIPATION CONDUCT PENALTY

Any student ejected for unsportsmanlike conduct or flagrant foul shall be ineligible for contests for the remainder of that day, as well as for all contests in that sport until two regular season/tournament contests are played at the same level as the ejection. (One contest in football.)

If the ejection occurs in the last contest of the season, the student shall be ineligible for the same period of time as stated above in the next sport in which the student participates. A student under suspension may not sit on the team bench, enter the locker room or be affiliated with the team in any way traveling to, during, or traveling after the contest(s).

A student who is ejected a second time shall be suspended for the remainder of the season in that sport. A student who has been ejected for unsportsmanlike conduct for the second time in the season during the last contest shall be ineligible for a period of time/number of contests subject to the discretion of the Commissioner. The period of ineligibility shall commence during the next sport in which the student participates.

It is the responsibility of the local school authorities to ensure that this regulation is enforced. When an ineligible student is allowed to participate, forfeiture of the contest is mandatory. This regulation shall apply to all regular season and tournament contests and shall in no way limit the discretionary authority of the Commissioner as specified in the OHSAA Tournament Regulations. In accordance with Bylaw 8-3-1, the decisions of contest officials are final.

SPORTSMANSHIP – A TOTAL TEAM EFFORT

COACHES

- Always set a good example for participants and fans to follow, exemplifying the highest moral and ethical behavior.
- Instruct participants in proper sportsmanship responsibilities and demand that they make sportsmanship the number 1 priority.
- Respect judgment of contest officials, abide by rules of the event and display no behavior that could incite fans.
- Treat opposing coaches, participants and fans with respect. Shake hands with officials and the opposing coach.
- Develop and enforce penalties for participants who do not abide by sportsmanship standards.
- Work with parents and support groups to help them understand the importance of good sportsmanship.

PARTICIPANTS

- Treat opponents with respect. Shake hands prior to and after contests. Do not embarrass, demean, taunt or intimidate your opponent with ridiculing motions, finger pointing and trash talking.
- Respect judgment of contest officials, abide by rules of the event and display no behavior that could incite fans.
- Cooperate with officials, coaches and fellow participants to conduct a fair contest.
- Accept seriously the responsibility and privilege of representing school and community; display positive public actions at all times.
- Live up to the high standard of sportsmanship established by the coach.

PARENTS, OTHER FANS

- A ticket is a privilege to observe a contest and support high school activities.
- Be an exemplary role model by positively supporting teams in every manner possible, including content of cheers and signs.
- Do not use profanity or displays of anger that draw attention away from the game.
- Encourage surrounding fans to display only sportsmanlike behavior and respect all fans, coaches and participants. Treat competition as just a game.
- Applaud during introduction of players, coaches, and officials.
- Recognize players' performance with applause, regardless of team.
- Show concern for an injured player, regardless of team.
- Respect decisions made by contest officials.
- Do not blame the loss of the game on officials, coaches or participants. Players on your team are already under the stress of competition. Your actions toward officials can add to their stress and frustration both during and after competition.
- Be a fan, not a fanatic.

SPIRIT GROUPS

- Stimulate desired crowd response using only positive cheers, signs and praise without antagonizing or demeaning opponents.
- Treat opposing spirit groups and fans with respect.
- Recognize outstanding performances on either side of the playing field or court.
- Know the rules and strategies of the contest in order to cheer at proper times.
- Maintain enthusiasm and composure; serve as a role model.

SCHOOL ADMINISTRATORS

- Develop a program for teaching and promoting the ideals and fundamentals of good sportsmanship within the school, the league/conference and state.
- Provide appropriate supervisory personnel for each interscholastic event.
- Support participants, coaches and fans who teach and display good sportsmanship.
- Recognize exemplary behavior and actively discourage undesirable conduct by participants, coaches and fans.
- Attend events whenever possible.

Promote
Sportsmanship
Ethics
Integrity

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

Updated July 1, 2018

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.

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

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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.

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
5610, Student Expulsion
Student Handbooks

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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 they have 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 co curricular 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 their 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, they 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 restrictive 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, their 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 to 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 their personal property (i.e., book or gym bag, coat, etc.); or in their home if other students are using or possessing alcohol, tobacco or controlled substances (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/performances or participation.
Denial of Participation – The student-participant may not play but must practice, travel and sit with team/group at events (for various activity programs, this requirement will be defined as applicable by the advisor and the co-curricular coordinator) during any percentage denial of privilege which is less than one season. The student

participant will not wear the school uniform at the contest or performance. This restriction is effective immediately following the determination that the policy has been violated.

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

Student Leadership

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 themself 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 their 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 ascreeningd/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 email 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 their 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 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 learner**s** 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 smartphones, 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 their 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
AC, Nondiscrimination
EDE, Computer/Online Services (Acceptable Use and Internet Safety)
JFC, Student Conduct (Zero Tolerance)
JFCEA, Gangs
JFCF, Hazing and Bullying (Harassment, Intimidation and Dating Violence)
Student Handbooks

[Approval Date: January 23, 2012]

File: 5136, 5516

APPENDIX E: DISCIPLINARY ACTION CHART

<table>
<tr><th>Level I Violation</th><th>Level II Violation</th><th>Level III Violation</th></tr>
<tr><td>Violation that has the potential to negatively impact a safe learning environment.</td><td>Violation that may cause harm or potential harm to person or property.</td><td>Possible violation of law. Violation that may cause harm or potential harm to person or property.</td></tr>
<tr><td rowspan="5">1st violation: warning [teacher call home]
2nd violation: detention [teacher call home]
3rd violation: 2 detentions [teacher call home]
For these types of violations, at least three contacts to parents will have been made by teachers to change this behavior.
4th violation: progressive discipline
5th violation: progressive discipline</td><td>1st violation through 5th violation: range from 1 detention to 10 days
Out-of-School Suspension (OSS)</td><td>1st violation: range from 1 detention to 10 days OSS up to possible recommendation for expulsion and possible police notification</td></tr>
<tr><td>1B. Class Cuts
1C. Truancy</td><td>3A. Alcoholic Beverages: Use or Possession
3B. Alcoholic Beverages: Selling or Distributing
3D. Drugs – Use or Possession
3E. Drugs – Selling or Distributing</td></tr>
<tr><td rowspan="2">2. Computer, Abuse of Hardware, Software or Other School Technology (Penalties may also include suspension or loss of usage privileges)</td><td>4. Unauthorized Touching</td></tr>
<tr><td>9A. Dangerous Weapons - Firearm
9B. Dangerous Weapons – Other than Firearm
9C. Dangerous Weapons – Firearm Lookalike</td></tr>
<tr><td>1A. Tardiness</td><td>3C./3F./9D./29B. Failure to Remove and/or Report</td><td>10. Harassment, Bullying and Intimidation or Other Degrading, Disgraceful, Discriminating and/or Racist Acts</td></tr>
<tr><td>13. Dress and Expression (Penalties may also include a request for change of clothes)</td><td>5. Cheating and Plagiarism (Academic Dishonesty)</td><td>14B. Electronic Devices - Laser
14D. Electronic Devices - Sexting</td></tr>
<tr><td>14A. Electronic Devices (Penalties may also include confiscation)</td><td>6. Conduct on Buses (May also include suspension of transportation privileges)</td><td>15A. Fighting
15B. Serious Bodily Injury
15C. Assault</td></tr>
<tr><td rowspan="11">All Level I violations counts reset each quarter.

Academic Intervention resets at the semester.</td><td>7. Damage to Private Property</td><td>16A. Frightening or Intimidating Acts
16B. False Alarm / Bomb Threat</td></tr>
<tr><td>8. Damage to School Property</td><td>18. Hazing</td></tr>
<tr><td>11. Disruption</td><td>19. Insubordination</td></tr>
<tr><td>12. Disruptive Demonstration</td><td>22A. Sexual Misconduct
22B. Unwelcome Sexual Conduct</td></tr>
<tr><td>14C. Electronic Devices – Cell Phone</td><td>23. Sexual Harassment</td></tr>
<tr><td>17. Gambling</td><td>24. Theft</td></tr>
<tr><td>20. Leaving School Premises and/or Improper Area</td><td>26A. Unauthorized Use of Fire – Explosive
26B. Unauthorized Use of Fire - Spray</td></tr>
<tr><td>21. Misrepresentation and Forgery (Non-academic Dishonesty)</td><td>28. Use or Possession of Tobacco</td></tr>
<tr><td>25A. Unauthorized Sale
25B. Unauthorized Distribution</td><td>29A. Violation of Law</td></tr>
<tr><td>27. Profane, Vulgar or Abusive Language or Gestures</td><td>30. Other Conduct</td></tr>
<tr><td>32. Driving</td><td>31. Repeated Violations or Other Circumstances</td></tr>
</table>

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.