

**CO-CURRICULAR PROGRAM**

**WORTHINGTON SCHOOLS**

**CO-CURRICULAR  
STUDENT-PARENT  
HANDBOOK**

**2014-2015**

**HIGH SCHOOL  
ATHLETICS & ACTIVITIES**

## **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 interest 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 citizenship. The group conducted a study to determine which character traits were most important to the citizens of Worthington. The findings were (in order):

Responsibility  
Compassion  
Moral Courage  
Commitment  
Cooperation

Respect  
Integrity  
Self-Discipline  
Hard Work  
Courtesy

Honesty  
Spirituality  
Trustworthiness  
Tolerance  
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.

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**Check the Ohio High School Athletic Association website for Association rules and regulations--[ohsaa.org](http://ohsaa.org)**

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

## 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)  
Cheerleading  
Gymnastics (G)  
Ice Hockey  
Indoor Track (B & G)  
Swimming & Diving (B & G)  
Wrestling

### **SPRING**

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

## Thomas Worthington High School Activities

### **SCHOOL GOVERNMENT**

Student Council  
Class Government

### **PERFORMANCE AND ACADEMIC COMPETITION ACTIVITIES**

Academic Honors Program  
Bowling  
Debate Club  
First Robotics Club  
In-The-Know Team  
Jazz Band  
Marching Band  
(Flag Corps, Majorette & Field Commander)  
Mock Trials Team  
National Honor Society  
Ohio Math League  
Pit Orchestra  
Science Fair  
Science Olympiad  
Theatre Productions  
Winter Dance Team  
Winter Guard  
Winter Percussion

### **PUBLICATION STAFFS**

*The Cardinal* (School Yearbook)  
*The Phoenix* (School Newspaper)

### **CLUBS, ORGANIZATIONS AND HONOR SOCIETIES**

Anime Club  
Art Club  
Books and Bagels Club  
Cardinal Stars  
Cards 4 Kids  
Community Service Club  
Diploma of Distinction  
Environmental Club  
Faith Revealed  
Fashion Club  
FCCLA  
Fellowship of Christian Athletes  
Fishing Club  
Freshmen Mentors  
French Club  
Gay Straight Alliance  
International Thespian Society  
Intramural Activities (Dodge Ball, etc.)  
Key Club  
Musical  
National Honor Society  
Powder Puff Football  
Spanish National Honor Society  
Student Athletic Leadership Board  
Student Hosts  
Student Substance Abuse Prevention Program  
Talent Show  
Women in Engineering

# 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)  
Cheerleading  
Gymnastics (G)  
Ice Hockey  
Indoor Track (B & G)  
Swimming & Diving (B & G)  
Wrestling

## SPRING

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

# Worthington Kilbourne High School Activities

## SCHOOL GOVERNMENT

Student Council  
Class Officers

## PERFORMANCE AND ACADEMIC COMPETITION ACTIVITIES

Bowling Club  
Dance Team  
Debate Team  
In-the-Know Team  
Jazz Band  
Marching Band  
Math Club  
Mock Trial Team  
Pep Band  
Science Olympiad  
Theatre Productions

## HONORS GROUPS

Global Language Honor Societies  
(French, Latin, Spanish)  
National Honor Society  
Socratic Society  
Student-of-the-Month

## CLUBS AND ORGANIZATIONS

Best Buddies  
Culture Shock  
Fellowship of Christian Athletes  
French Exchange  
Freshman Mentorship Program  
Gay-Straight Alliance  
Girl Talk  
Interact  
Intramural Basketball  
Link Crew  
One Leg At A Time  
Pottery Crew  
Project MORE  
Prom Fashion Show  
REACH  
Senior Project  
Sports Medicine Club  
Thespian Society  
Writing Awards  
Wolves for Cubs  
Wor-Bots

## PUBLICATION STAFFS

*Prospice* (Literary Magazine)  
*The Creek* (News Contributors)  
*The Ravine* (News Magazine)  
*The Sentinel* (Yearbook Staff)  
*WKHS News* (Video News Team)

# 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 his/her individual health, safety and welfare, as well as the health, safety and welfare of all student participants in that program; **therefore**, use of alcohol, tobacco, or drugs (including illegal use of prescription drugs) by students participating in the Co-curricular Program will not be tolerated.
- 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 his/her optimum level the student must make a year-round commitment to prepare mentally, physically and academically; **therefore**, the expectations of non-use are in effect 12 months of the year for the duration of a student's middle school and high school career.
- School officials' ignoring a rumor implies consent; therefore, all reports, information, or rumors will be investigated by coaches, advisors and/or administrators.
- The parent(s)/guardian(s) of a student participant have a right to be informed; **therefore**, the parent(s)/guardian(s) of students will be informed of the results of investigations in which it is determined that the student violated the policy.
- The student body has the greatest access to information concerning student use of drugs, alcohol and tobacco; **therefore**, in order to encourage student referrals, denial of privilege to

participate will not be a penalty for students who self-refer for assistance and who agree to follow policy and assistance recommendations.

- A violation of these expectations is a betrayal of the trust placed in a co-curricular participant by teammates or fellow organizational members, coaches and advisors, and the school community; **therefore**, violations discovered independently from the self-referral process will carry penalties in regard to competition/contests/performances.
- Education and assistance are necessary in promoting a behavior change among students who have made the choice not to follow the coach's/advisor's expectation of non-use; **therefore**, any denial of privilege to participate will be reduced if the student chooses to enter the student assistance program. (The student assistance program includes an educational component for both students and parents and a drug testing component for students.)
- Participation is better than exclusion; **therefore**, the student may remain a participating member of the group/organization as long as he/she follows the assistance recommendations and so long as the student has not been suspended, expelled, or removed from school for violations of the Student Code of Conduct.
- The Co-Curricular, Student Services and Guidance Departments and the school nurse 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 staffs, 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," 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/or 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 completed 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 he/she has a drug or alcohol problem. It enables the young person to get help from a trusted coach or other adult who puts the student in touch with the Student Assistance Program.** 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 his/her penalty with the school for a violation of the Code of Conduct which can include, but is not limited to, suspension or expulsion, which will result in denial of privilege to participate in the Co-Curricular Program while the student is expelled, suspended or removed from school. Upon returning, he/she must also follow the Co-Curricular Policy for first, second, or third violations of the alcohol, drug and tobacco policies.

The policy is intended to supplement and complement all other policies, rules and regulations of the school district regarding student use of drugs, alcohol, 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 restricting than those specified by the Worthington Schools' Co-Curricular Policy.

Banquet: If any co-curricular participant, at the conclusion of the season, is not a team/group member in good standing as a result of not proving substantial effort to complete the required educational assistance programs or proving substantial effort to complete such assistance programming, the student will forfeit the privilege to attend the banquet and to receive all letters and/or awards that would have been awarded at that time.

Senior Recognition Programs: Should a student not complete the Student Assistance Program or prove substantial effort to complete such student assistance programming, the student will not be recognized at the Celebration of Excellence, other school-sponsored recognition or co-curricular achievement, or other public recognition as determined by the Principal.

## **Definitions**

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

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

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

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

**Possession** – Alcohol, tobacco, electronic vapor devices, controlled substance or drug paraphernalia is physically on or in student-participant's body; or physically within his/her personal property (i.e., book or gym bag, coat, etc.); or in his/her home if other students are using or possessing alcohol, tobacco or controlled substance (e.g., hosting a party). Possession will include being present in a car where alcohol or controlled substances are being used or are present. Students acting together with students who are known to have possession of prohibited substances may be deemed to also have possession of such prohibited substances.

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

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

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

### **Student Leadership Issues**

1. A student leader is defined as anyone appointed or elected to a leadership position in athletics, student government, or other co-curricular activities.
2. Student leaders accept the responsibilities that accompany leadership positions and are expected to be positive role models at all times. Accordingly, they are subject to a higher level of conduct.
3. Any student leader found to be in violation of the ATOD policy will be subject to the following:
  - a. Immediate termination of all leadership positions, awards relating to these positions, and loss of all school or team/activity awards.
  - b. Denial of the opportunity to hold any additional leadership positions for the period of one (1) calendar year from the time of the infraction. Within the calendar year that the student may not serve in a leadership position, the student may, however, petition to run for a leadership position which will commence the following calendar year.
4. Referrals for assistance and student leadership:

- a. Any student leader who refers himself/herself or verifies information provided in a referral by a third party, 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 impact leadership positions, awards or recognition for one calendar year from the date of the infraction.

### **ATOD VIOLATION OCCURS ON SCHOOL GROUNDS OR AT SCHOOL FUNCTION**

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

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

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

#### Use or Possession of Tobacco:

A student shall not use or possess tobacco or tobacco products in any form or otherwise violate Board policy JFCG "Tobacco Use By Students." This also includes a prohibition on smoking or otherwise using tobacco or tobacco products in cars which are on the school campus. Violations will result in Level 3 consequences and a loss of privileges for 5 school days for first offense, 10 days for second offense and 15 for third offense after the suspension, including attendance at after school co-curricular events and activities and driving privileges.

NOTE: Electronic Vapor Devices are categorized as a tobacco product.

**Parent/Guardian and Student Notification of Worthington Schools ATOD policy**

**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_  
**Sport:** \_\_\_\_\_

**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/or 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.*

We acknowledge that we have read and understand the expectations and consequences of the Co-Curricular Drug and Alcohol Policies.

Parent \_\_\_\_\_ Date \_\_\_\_\_

Student \_\_\_\_\_ Date \_\_\_\_\_

**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.

	Violations		Referrals for Assistance	
	CONSEQUENCES	CONSEQUENCES with choice of student assistance program	CONSEQUENCES	CONSEQUENCES with choice of student assistance program
<b>1st</b>	<b>ONE SEASON</b> Denial of privilege to participate	<b>20%</b> denial of privilege to participate <b>IF STUDENT AND PARENT AGREES:</b> 1. Prescribed assistance program; 2. Minimum of two unannounced drug tests in the next calendar year.	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 <b>DENIAL OF PRIVILEGE IF STUDENT AND PARENT AGREE TO:</b> 1. Prescribed assistance program; 2. Three unannounced drug tests within the next calendar year.	
<b>2<sup>nd</sup></b>	<b>ONE YEAR</b> Denial of privilege to participate from date of enforcement for the violation.	<b>50%</b> Denial of privilege to participate <b>IF STUDENT AND PARENT AGREES:</b> 1. Prescribed assistance program; 2. 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. Any referral moves the student to the next level of consequence.	
<b>3rd</b>	<b>CAREER</b> Denial of privilege to participate from date of enforcement for the violation.	<b>ONE YEAR</b> Denial of privilege to participate <b>IF STUDENT AND PARENT AGREES:</b> 1. Assessment and follow recommendations; 3. Minimum of two unannounced drug tests in the next calendar year.		

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 leadership positions, awards or recognition if the prescribed assistance component is followed.

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

(Revised 6/00)



## **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.
- High school fees will be paid directly to the Co-Curricular Office.
- Middle school fees will be paid to the school secretary.
- 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 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: 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 - \$10.00**

Water Polo  
Cheerleading  
Lacrosse  
Boys Volleyball

### **Middle School**

#### **Level I - \$125.00**

All Athletics Teams

#### **Level II - \$85.00**

Fall & Winter Cheerleading

#### **Level III - \$35.00**

Drama Club  
Math Counts  
Musical or Talent Show  
Pep Club  
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**

Fund raising 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 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 him/her.
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 his or her 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, he or she will likely become disenchanted.
7. Get to know the coach(es). Then you can be assured that his or her philosophy, attitudes, ethics and knowledge are such that you are happy to have your child under his or her 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 2014-15 school year an adult/family athletic pass. This pass may be purchased as a single adult pass, a husband/wife pass, and may include children in grades 1-6. The pass will provide the purchaser general admission to all home regular season, high school athletic events at the high school for which the pass was purchased. Middle and high school student passes are available. Costs of these passes can be obtained by calling the Co-Curricular Office at your high school (TWHS – 450-6200 and WKHS – 450-6425).

## **A-T-O-D CARDS**

Prior to starting practice, each student is required to have the ATOD Policy Card on file at the Co-Curricular Office. The card must be signed by both the student and the student's parents. The purpose of the card is to *inform* both the student and his/her 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 his/her 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 \$200.00 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, all contests, performances and meetings will be cancelled. If there is a "Traveler Advisory" issued by the State Highway Patrol, no teams will travel out of Central Ohio. Playing games in central Ohio will be determined by the location of the game and the severity of the weather. Any exceptions to this policy must be approved by the building principal. All decisions regarding practices on days of emergency closings will be made by 10:00 a.m. No practices will be held before noon.

## **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 encouraged to first contact the concession stand manager.

## **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](http://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 9-0707) 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 extra-curricular 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 extra-curricular 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.

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.

**This policy will be effective August 24, 2000.** Eligibility for the first nine-week grading period will be based on regulations in effect prior to the passage of this policy. Eligibility based upon passing 2.5 semester courses will go into effect in the third nine week period of the 2000-2001 academic year.

[Adoption Date: July 27, 1998]; [Revised: February 7, 2000]

***Key Eligibility Dates***

First Grading Period: August 18 – October 16

Eligibility Changes: October 24

Second Grading Period: October 20 – December 19

Eligibility Changes: January 12

Third Grading Period: January 6 – March 20

Eligibility Changes: March 27

Fourth Grading Period: March 23 – May 28

## **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 (450-6140). **Facility permits must be completed and on file. All use of facilities will require custodial support and may require payment of custodial fees. No custodians are regularly scheduled to work on Sundays.**

**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 insure 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.

## **HAZING / ANTI-HAZING**

Hazing activities of any type are inconsistent with the educational process and will be prohibited at all times. No administrator, faculty member, or other employee of the Worthington School District shall encourage, permit, condone or tolerate any hazing activities.

A student shall not subject any other students to abusive or ridiculous activities or harass any other student with unnecessary or disagreeable tasks. Students shall not plan, encourage or participate in any form of hazing. Hazing is defined as doing any act or coercing another, including a victim, to do any act of initiation into any organization that creates a risk of mental or physical harm. Permission, consent or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. Violation may lead to disciplinary action and/or legal action as contained in ORC 2307.44.

Administrators, faculty members, and all other district employees will be particularly alert to possible situations, circumstances or events which might include hazing. If hazing or planned hazing is discovered, involved students will be informed by the discovering school employee of the prohibition contained in this policy and will be required to end all hazing activities immediately. All hazing incidents will be reported immediately to the Superintendent.

Administrators, faculty members, students and all other employees who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in accordance with Ohio Law.

Written copies of this policy will be distributed to all district students and employees following its official adoption by the Board. In addition, this policy will be incorporated into building, staff and student handbooks and will be the subject of discussion at employee staff meetings or in-service programs.

[Adoption Date: May 14, 1990] LEGAL REF.: ORC 2307.44  
File: JGG

## **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 his/her 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 his/her 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 his/her 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 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 among within the OCC, central Ohio, and Ohio.
  - c. Existing infrastructure of officials or league/organization to support the sport.
  - d. Available facilities to support 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. 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.

## **PHYSICAL EXAMINATION CARDS**

Members of athletic teams and members of some activities' groups must have physical cards turned in to the Co-Curricular Office before the student practices or competes. Physical cards are only valid for one calendar year after 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**

CARDS/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 freshman 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.

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 his/her 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 (i.e. lacrosse), 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](mailto: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 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 Director of Athletics or the building Director of Activities 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 parent.

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 accept seriously 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 Participants 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 contest and shall in no way limit the

discretionary authority of the Commissioner as specified in the OHSAA Tournament Regulations. In accordance the 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 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 Policy

Updated June 9, 2014

File: GBK

## **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.: JFCG, Tobacco Use by Students  
KGC, Smoking on District Property

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File: JFCG

**TOBACCO USE BY STUDENTS**

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

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

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

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

Tobacco Use Prohibited

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

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

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

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

### Providing Notice

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

File: JFCG

### 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.: JFA, Student Due Process Rights  
JFC, Student Conduct/Zero Tolerance  
JGD, Student Suspension  
JGE, Student Expulsion  
Student Handbooks

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File: KGC

### **NO SMOKING/TOBACCO USE ON DISTRICT PROPERTY**

Smoking and the use of tobacco products are prohibited at all times in all buildings owned and/or operated by the Board and on all grounds, including athletic fields and stadiums, 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 volunteer or school visitor 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. school grounds, athletic facilities or parking lots.

#### Tobacco Use Prohibited

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

“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 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.

#### Enforcement

Citizens failing to comply with this policy are educated as to State law and the Board’s policy on smoking. Persons refusing to extinguish smoking materials are directed to leave school property and may be fined by the Ohio Department of Health or its designees.

This policy shall be posted at all of the entryways of the District buildings and grounds.



[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

CROSS REFS.: GBK, Prohibition of Smoking and Use of Tobacco  
JFCG, Tobacco Use by Students

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## 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 discipline 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/or report the offense at the earliest possible time.

## **CONSEQUENCES**

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

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

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

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

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

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

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

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

### **Student Assistance Program**

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

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

Participation in the Student Assistance Program includes student and parent consent to at least three unannounced drug tests to be provided at times determined by the school representative during the 12-month period following determination of the violation. In appropriate

circumstances, the School Assistance Program may provide for more than three drug tests as agreed between the school representative, the student and parent. All drug testing beyond the first level will be conducted in accordance with District guidelines and be done at the expense of the student or parent.

Failure to pass any drug test will be considered a violation of the co-curricular alcohol, tobacco and drug policy and will result in consequences being invoked as a subsequent violation.

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

### **Self-Referral**

The intent of permitting self-referral is to show support toward the student who comes to realize he/she has a drug or alcohol problem. It enables the young person to get help from a trusted coach or other adult who puts the student in touch with the Student Assistance Program. A student may self-refer to the student assistance program one time during the student's enrollment. There will be no loss of privilege to participate in co-curricular activities based on self-referral provided the student successfully completes the Student Assistance program. Self-referral may be denied if based on information that would otherwise come to the attention of the District. Self-referral will not be permitted for a student who is presently in the Student Assistance program, including the drug-testing period or has already had a violation. It is not intended to be used as a way to avoid the regular consequences of an incident that has already occurred. For details see your principal.

### **Drug Testing**

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

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

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

The school will pay for all drug tests (other than any tests conducted as part of an assessment at the beginning of the

Student Assistance Plan) on the first level. The student will pay tests on additional levels.

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

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

### **Due Process**

District administrative personnel may impose denial of co-curricular privileges for violation of this policy, including building athletic directors and those persons charged with the direction of building activities programs. Prior to the determination of any violation of this policy the District administrator shall advise the student of the conduct considered to be a violation and give the student an opportunity to respond to the charge. A student found to be in violation of this policy may appeal that determination to the building principal or the director of co-curricular activities. Any such appeal must be in writing and must be submitted no later than the end of the second school day following the day the violation was determined. The decision of the building principal shall be made in writing and shall be given to the student. The student may appeal the decision of the building principal or director of co-curricular activities to the Superintendent. Any such appeal must be in writing and must be submitted to the Superintendent not later than the end of the second day following receipt by the student of the decision of the building principal or director of co-curricular activities. The decision of the Superintendent or designee, shall be final. During the time any appeal is pending, all penalties provided in this policy shall be enforced.

### **Miscellaneous**

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

[Adoption date: July 22, 2002]

[Revised date: July 24, 2006]

### **Procedural Issues**

If the co-curricular participant is in violation of the Co-Curricular Alcohol, Tobacco and Drug Policy and is caught on school property or at a school-related function not on the property of the Worthington City Schools or is otherwise in violation of the Student Code of Conduct 10-0603R for an offense related to drugs, alcohol or tobacco, the student must first serve his/her penalty with the school for a violation of the Code of Conduct which can include, but is not limited to, suspension or expulsion, which will result in denial of privilege to participate in the Co-Curricular Program while the student is expelled, suspended or removed from school. Upon returning, he/she must also follow the Co-Curricular Policy for first, second, or third violations of the alcohol, drug and tobacco policies.

The policy is intended to supplement and complement all other policies, rules and regulations of the school district regarding student use of drugs, alcohol and tobacco. Student participation in co-curricular activities is subject to the Student Code of Conduct 10-0603-R, including any and all penalties for violation of the Student Code of Conduct.

Failure to follow through with the recommended student assistance program will result in the enforcement of all denial of privilege penalties until the student assistance program is resumed.

Students may choose to enter the Student Assistance Program at any time after a violation.

If a student transfers from one school in the Worthington City Schools to another school within the district, the co-curricular records shall transfer with the student as will any consequences or required assistance programs. If a student transfers into a Worthington School from outside the district and is currently serving a consequence for an ATOD violation, the consequences administered by the original school will remain in effect unless the consequences would be more restricting than those specified by the Worthington Schools' Co-Curricular Policy.

**Banquet:** If any co-curricular participant, at the conclusion of the season, is not a team/group member in good standing as a result of not proving substantial effort to complete the required educational assistance programs or proving substantial effort to complete such assistance programming, the student will forfeit the privilege to attend the banquet and to receive all letters and/or awards that would have been awarded at that time.

**Senior Recognition Programs:** Should a student not complete the Student Assistance Program or prove substantial effort to complete such student assistance programming, the student will not be recognized at the Celebration of Excellence, other school sponsored

recognition or co-curricular achievement, or other public recognition as determined by the Principal.

## Definitions

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

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

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

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

**Possession** – Alcohol, tobacco, controlled substance or drug paraphernalia is physically on or in student-participant's body; or physically within his/her personal property (i.e., book or gym bag, coat, etc.); or in his/her home if other students are using or possessing alcohol, tobacco or controlled substance (e.g., hosting a party). Possession will include being present in a car where alcohol or controlled substances are being used or are present. Students acting together with students who are known to have possession of prohibited substances may be deemed to also have possession of such prohibited substances.

**Assessment/Primary Assistance** – Building administration, coaches, school counselors, and the certified district drug and alcohol counselor will decide what constitutes an adequate and approved assessment/assistance plan, completion of the assistance

plan, and when the co-curricular participant may return to competition/contests/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 himself/herself or verifies information provided in a referral by a third party, but then refuses to follow the co-curricular policy in regard to assistance, will be subject to the consequences listed in 3a and 3b above.
  - b. Self-referrals for assistance will carry no consequences for team participation, but will impact leadership positions, awards or recognition for one calendar year from the date of the infraction.

## **APPENDIX B: Do Not Resuscitate Orders**

### **DO NOT RESUSCITATE ORDERS**

#### **POLICY STATEMENT:**

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

#### **EMERGENCY PROCEDURES:**

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

#### **PROCEDURES FOR DNR ORDERS:**

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

#### **STEPS:**

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

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

**[Adoption Date: September 27, 1999]**

**LEGAL REFERENCE: ORC 2133**

**FILE: 10-0803.05**

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

## Annual Notification of Rights under FERPA Worthington School District

The Family Educational Rights and Privacy Act (FERPA) affords parents and students 18 years of age or older (“eligible students”) certain rights with respect to the student’s education records. Those rights include:

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

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

1. The student’s name;
2. The student’s address;
3. The student’s date of birth;
4. The student’s participation in officially recognized extracurricular activities or sports;
5. The student’s awards or honors; and
6. The student’s weight and height, if a member of an athletic team.

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

and social organizations) from receiving the information.

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

1. To authorized federal officials or state or local educational authorities;
  2. The disclosure is in connection with financial aid for which the student has applied or which the student has received;
  3. The disclosure is to State or local officials if a state law adopted prior to November 19, 1974 permitted disclosure;
  4. To organizations conducting studies for , or on behalf of, educational agencies or institutions;
  5. To accrediting organizations to carry out their accrediting functions;
  6. To parents of eligible students if the parents claim the student as a dependent, as defined in the Internal Revenue Code;
  7. To comply with a judicial order or subpoena; or
  8. In a health or safety emergency.
- D. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA are:

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

# APPENDIX D: ELECTRONIC/NETWORK ACCEPTABLE USAGE POLICY

File: EDE

## Electronic/Network Acceptable Usage Policy

Technology can greatly enhance the instructional program as well as the efficiency of the District. The Board recognizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks. Computers and use of the District network or on-line services support learning and enhance instruction, as well as assist in the administration. Computer networks allow people to interact with many computers; the Internet allows people to interact with hundreds of thousands of networks. All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege or other discipline action. Unacceptable uses of the computer/network include but are not limited to:

1. violating the conditions of the Ohio Revised Code dealing with students' and employees' rights to privacy;
2. using profanity, obscenity or other language which may be offensive to another user;
3. reposting (forwarding) personal communication without the author's prior consent;
4. copying commercial software in violation of copyright law;
5. using the network for financial gain, for commercial activity or for any illegal activity;
6. accessing and/or viewing inappropriate material and
7. downloading freeware or shareware programs.
8. hacking or other processes to disrupt or provide unauthorized access to any network or network devices.

The Board recognizes the increasing impact of new and emerging technologies on our society and ultimately its students. To this end the Board believes the District must provide the opportunity for students, staff and the community to develop the knowledge, skills and attitudes necessary to function effectively in this increasingly technological world. The Board believes these opportunities are necessary and best realized through the development of a systematic and evolutionary plan for the continued integration of technology into instruction. The Board recognizes that the purpose of such a plan will be to provide the best possible educational opportunities, while determining future changes necessary in order to remain current with evolving technologies having educational potential. The Board recognizes the importance of these opportunities through its continued support, encouragement and commitment to provide the necessary physical and human resources to accomplish the task. The Superintendent/designee develops a plan to address the short- and long-term technology needs and provide for compatibility of resources among school sites, offices and other operations. As a basis for this plan, he/she examines and compares the costs and benefits of various resources and identifies the blend of technologies and levels of service necessary to support the instructional program.

Because access to on-line services provides connections with other computer systems located all over the world, users (and parents of users who are under 18 years old) must understand that neither the school nor the District can control the content of the information available on these systems. Some of the information available is controversial and sometimes offensive. The Board does not condone the use of such materials. Employees, students and parents of students must be aware that the privileges to access on-line services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established. A user's agreement is signed to indicate the user's acknowledgment of the risks and regulations for computer/on-line services use.

[Adoption date: July 22, 2002]

[Revised: February 13, 2012]

LEGAL REFS.: U.S. Const. Art. I, § 8  
Family Educational Rights and Privacy Act; 20 USC 1232g et seq.  
ORC 1329.54-1329.67  
3313.20  
3319.321  
20 USC 1232g; 34 CFR, § 99.1 et seq.

CROSS REFS.: IB, Academic Freedom  
IIBG, Computer-Assisted Instruction  
JFC, Student Conduct/Zero Tolerance

File: EDE



## **Electronic/Network Acceptable Usage Policy**

The District will exercise reasonable effort to limit student access to inappropriate materials, but cannot provide assurance that all materials are appropriate. The ultimate responsibility for monitoring electronic network usage is that of the student and the student's parent or guardian or, in the case of staff member usage, the staff member using the system. The District further provides no assurance that any specific information, service or system presently available on the electronic network will continue to be available. Access to the electronic network is a privilege which will be lost in the event of failure to comply with any of the terms of the Worthington City Schools' Acceptable Usage Policy (AUP), a policy which must be read and approved in writing by each staff member, student and in the cases of students under the age of 18, the student's parent or guardian.

### **Terms and Conditions for Electronic Network Usage**

#### **1. Acceptable Use**

Access to the electronic network is made available for the purpose of supporting educational research, education and collaboration in and among educational institutions in the United States and elsewhere. All electronic network usage must be consistent with these purposes, the terms of this AUP and all provisions of law governing the actions of the user.

#### **2. Uses Not Acceptable**

The following are examples of types of specific conduct that is not an acceptable electronic network use. The enumeration of the following is by way of example and not by way of limitation.

- A. Transmission or reception of any material in violation of any United States or state regulation, including the unauthorized transmission or reception of copyrighted material; the transmission of any harassing, threatening or obscene material, or material protected by trade secret; transmission of any vulgar or obscene material.
- B. Use of the electronic network for any commercial purpose or for political lobbying (other than the expression of personal views).

#### **3. Privacy**

The District reserves the right to monitor, inspect, copy and review at any time and without prior notice any and all usage of the electronic network and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the District and no user shall have any expectation of privacy in such material.

#### **4. Warranties/Indemnification**

The District makes no warranties of any kind, either express or implied, in connection with the electronic network access provided under this agreement, nor shall the District be responsible for any loss, cost or damages of any kind suffered, directly or indirectly, by any user of the electronic network under this agreement. By signing this agreement the user, and, in the case of a minor student, the student's parent or guardian agrees to indemnify and hold the District harmless from any and all loss, cost or damages resulting from the use of the computer network authorized under this agreement, including but not limited to any fees or charges incurred through purchases of goods or services by the user over the electronic network.

#### **5. Security**

A password is provided each authorized user under this agreement. User agrees not to disclose his/her password to any person and to use only the password provided in accessing the system. User will notify the building principal or principal's designee of any improper password use on the part of any person and any other security problem observed in connection with the electronic network usage.

#### **6. Vandalism**

Vandalism is any unauthorized attempt to harm, modify or destroy data of another user, the electronic network or any computer system connected to the electronic network. This includes, but is not limited to, the uploading or creation of computer viruses. Vandalism is strictly prohibited.

#### **7. Controversial or Offensive Material**

Access to the electronic network is provided for educational purposes only. Students, staff and parents or guardian are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. It is the responsibility of each user to control his/her use of the system to the proper uses and avoid access to or use of inappropriate material. Any user becoming aware of the access to such material by any other user shall immediately report that access to the building principal or principal's designee.

#### **8. Network Etiquette**

All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- A. Be polite. Use appropriate language. No swearing, no vulgarities, no suggestive, obscene, belligerent or threatening language.
- B. Beware of illegal activities which are strictly prohibited.

- C. Do not reveal your personal address or phone numbers or that of any other students or colleagues.
  - D. Do not arrange a face-to-face meeting with another computer user without parental permission if you are a minor.
  - E. Note that electronic mail (e-mail) and other files are not guaranteed to be private. People who operate the system do have access to all mail and may read what is sent or received. Inappropriate or illegal messages or activities will be reported to law-enforcement authorities.
  - F. Do not use the network in such a way that would disrupt the use of the network by other users.
  - G. All communications and information accessible via the electronic network should be assumed to be private property. Proper observation of copyright laws is expected and citations for material abstracted must be made.
  - H. When using building-assigned accounts, the user should remember that he/she is representing the building each time that account is used.
  - I. A user should not reveal his/her password to anyone. Anyone with your password can change it, thus making it impossible for you to access the account.
9. **Termination of User Privileges**  
Violation of any of the above may result in the reduction, limitation or termination of the user privileges at any time following due process procedures. Violations of the policy and regulations by students is also a violation of the District Student Discipline Code and may result in punishment as provided therein. Violation on the part of staff may result in appropriate discipline or termination of employment.

[Approval date: July 22, 2002]

[Revised: February 13, 2012]

File: EDE-R

## 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: JFCK-R

### Part I: Worthington Schools WCD Policies

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

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

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

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

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

### Part II: Positive uses of WCDs

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

### Part III: Unacceptable Uses of WCDs

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

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

CROSS REFS.: New Requirements for CIPA  
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

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## APPENDIX E: DISCIPLINARY ACTION CHART

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

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