



# **STUDENTS' RIGHTS AND RESPONSIBILITIES HANDBOOK**

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2016-2017 ACADEMIC YEAR

The Student Rights and Responsibilities Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. Please take time to become familiar with the important information contained in this Handbook and keep the Handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to your teachers or the building principal. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of May 1, 2016. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the building principal and on the District's web site.

## **EQUAL EDUCATION**

This District provides an equal educational opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") while at school or a school activity should immediately contact the School District's Compliance Officer(s):

Kathleen Jenney  
Associate Superintendent  
614-487-5000

Chris Potts  
Director of Business Services  
614-487-5000

A complaint will be investigated in accordance with the Board policy. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunity.

## **ATTENDANCE**

The Board of Education requires all students enrolled in the schools of this District to attend school regularly in accordance with the laws of the State. The District's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

### **Excusable Reasons for Absence**

The District accepts only the following as reasonable excuses for time missed at school. Each absence shall be explained in writing and signed by the student's parents. The excuse shall be submitted to the office and filed as part of the student's school record. A written excuse for absence from school may be approved for one (1) or more of the following reasons or conditions:

- A. **Personal Illness.** The principal may require a doctor's confirmation if s/he deems it advisable.
- B. **Illness in the Family Necessitating the Presence of the Child.** The principal may require a doctor's confirmation and an explanation as to why the child's absence was necessary.
- C. **Quarantine of the Home.** This is limited to the length of the quarantine as fixed by the proper health officials.
- D. **Death in the Family.** This is limited to a period of three (3) days unless a reasonable cause may be shown for a longer absence.
- E. **Necessary Work at Home Due to Absence or Incapacity of Parent(s)/ Guardian(s).** Any absence arising because of this condition shall only apply to a child over fourteen (14) years of age and shall not extend for a period longer than five (5) days and can be renewed for five (5) additional days. At no time, shall such excuse permit a student to be absent from school for a period of more than ten (10) consecutive days. At the discretion of the Superintendent or his/her designee, a student may be excused for a longer period of time than ten (10) days if a child's parent or guardian has recently died or become totally or partially incapacitated and there is no older brother or sister living in the home who is out of school. In such cases, the Superintendent or his/her designee may request a certificate of a physician attesting to the physical condition of the parent of guardian.
- F. **Observation or Celebration of a Bona Fide Religious Holiday.** Any student shall be excused for the purpose of observing or celebrating a bona fide religious holiday consistent with his/her creed or belief.
- G. **Absence During the School Day for Professional Appointments.** Parents are to be encouraged to schedule medical, dental, legal, and other necessary appointments other than during the school day. Since this is not always possible, when a student is to be absent for part of the day:
  - 1. the student shall have a statement to that effect from his/her parents;
  - 2. the student shall report back to school immediately after his/her appointment if school is still in session.
- H. **Emergency of Other Set of Circumstances.** The Superintendent shall determine whether the reason for the absence constitutes good and sufficient cause.
- I. **Medically Necessary Leave.** A pregnant student will be considered on an excused absence for so long a period as is deemed medically necessary by the student's physician. Written confirmation by the physician may be required.
- J. **Service as Precinct Officer at a Primary, Special or General Election.** Students selected as precinct officials through the program set forth in Policy **5725** shall be excused from school on the day of an election at which the student serves as a precinct official.

Absences that do **not** accumulate against this guideline include field trips and college visits.

### **Planned Absence**

The Board believes that regular attendance, for the number of days prescribed by State law, is essential if the students are to receive the maximum benefit from the education program of the District.

Absences are assumed to serve as a deterrent to expected academic performance. Excessive absenteeism interferes with the valuable teacher-student contact in the classroom. For these reasons, parents/guardians and students are strongly urged to arrange planned absence only when it is an utmost necessity. Parents/Guardians have the responsibility for making sound decisions regarding their child's capability of missing valuable classroom time.

The Board has determined reasons for which students may request planned absences that would be excusable following the absence:

- A. an emergency for which it is possible to give prior notice to the principal that was, in the principal's judgment, good and sufficient cause for absence from school;
- B. vacation authorized by parents or guardians;
- C. college visitations;
- D. non-school sponsored educational activities;
- E. circumstances other than (A), (B), (C), and (D) above that in the judgment of the Superintendent or the principal as the Superintendent's designee, constitute a good and sufficient cause for absence from school.

An absence planned in advance for one of the reasons stated above, to become an excused, absence must meet the following guidelines:

- A. The parent/guardian must notify the principal regarding the planned absence by phone or in person in advance of the planned absence. (A ten (10) day notification is desirable, if possible).
- B. The parent/guardian must sign a form in advance of the absence stating the reason for the absence, assuring the accuracy of the request for planned absence, stipulating that all conditions will be met, and indicating that the parent/guardian assumes full responsibility for the student's absence.
- C. Failure to comply with condition in (A) or (B) will result in an unexcused absence for those classes missed. In case of an unexcused absence the following will occur:
  - 1. The student will receive a grade of zero (0) for all assigned work missed during the absence.
  - 2. The parent/guardian will be notified of the unexcused absence.
  - 3. Appeal may be made to the building principal.

At the high school and middle schools, guidance counselors will be informed by the principal regarding student planned absence requests for their review and possible contact with parents. At the elementary schools, this same procedure will be followed with the classroom teachers.

Although teachers will assist the student who misses school because of a planned absence, parents/guardians should realize that teachers must place a higher priority on conducting class activities that benefit those students who remain in school during periods of high student absenteeism than on preparing make-up or supplemental assignments for absent students.

- A. The teachers will be expected to continue to teach the adopted curriculum regardless of the number students absent.
- B. The teachers will give assignments for work missed upon the student's **return** to school.

The ultimate responsibility for completing assignments as prescribed by the adopted curriculum rests with the student.

- A. The student will be responsible for obtaining the missed assignments from the teacher.
- B. The student will be responsible for obtaining notes, etc. as needed from students who attended class lectures, movies, and demonstrations.
- C. The student is responsible for completing all class assignments and examinations.
  - 1. The days allotted for completion of assignments will be equal to the number of days absent.
  - 2. The exception to the above rule will be assignments given ten (10) or more days prior to the planned absence (i.e. long-term projects, papers, presentations, etc.). Such assignments will be due or arranged for presentation within two (2) days of the student's return to school.
  - 3. Student requests for extensions of the allotted time must be approved by the building principal.
- D. If a student cannot complete the assignment or examination before the end of the grading period, then an "incomplete" will be given.

### **Truancy and Habitual Absence**

A student shall be considered truant each day s/he is absent without excuse from his/her assigned location.

Truancy demonstrates a deliberate disregard for the educational program and is considered a serious matter for which administrative action will be taken as follows:

- A. No credit will be recorded for work missed as result of truancy.
- B. A record of the truancy will be entered in the student's record file.
- C. A parent conference may be held.

The disciplining of truant students shall be in accord with Board policies and due process (as defined in Policy 5611) and the Student Code of Conduct. Parents will be notified of their attendance obligations and truancy concerns after five, ten and fifteen unexcused absences.

### **Students Leaving School During School Day**

No staff member shall permit or cause any student to leave the school prior to the regular hour of dismissal except with the knowledge and approval of the principal and with the knowledge and approval of the student's parents.

No student will be released to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the principal.

### **Make-Up Opportunities**

A student may make-up units of study with a properly licensed teacher if prior approval has been granted by the principal.

Students will be given the opportunity for making up work missed due to approved absences. The length of time for completion of make-up work shall be commensurate with the length of the absence.

A student wishing to make-up work should contact his/her teacher to obtain assignments.

### **Tardiness**

- A. Students not in homeroom or in class when the late bell rings are considered tardy.
- B. All students who are tardy to school must report to the principal's office to sign in.
- C. When a teacher detains a student after class, s/he shall issue a late pass for the student's next class.
- D. Teachers are to refer cases of chronic tardiness to the principal.

## **SEARCH AND SEIZURE**

Administrators may search a student or his/her property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities.

## USE OF WIRELESS COMMUNICATION DEVICES

### High School

Students may use wireless communication devices (WCDs) before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g. extra-curricular activities) and at school-related functions. Use of WCDs, except approved laptops and PDAs, at any other time is prohibited and they must be powered completely off.

### Elementary and Middle School

Elementary and Middle School students may possess a WCD on school property during school hours, provided that the WCD is WiFi-enabled and any cellular data access is disabled. Students may only access the Internet on a WCD through the District's filtered wireless local area network (WLAN). WCDs used in the classroom to access the District's WLAN shall be used for educational purposes only. Whether a WCD may be used in a particular classroom for a specific assignment or project is subject to the discretion of each teacher.

A "wireless communication device" is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), BlackBerries/Smartphones/tablet personal computers, WiFi-enabled or broadband access devices, two-way radios or video broadcasting devices, 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 other information. Students may not use WCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. High school students may use WCDs while riding to and from school on a school bus or other vehicle provided by the Board or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher and/or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Also, during after school activities when directed by the administrator or sponsor, WCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight.

The requirement that WCDs must be powered completely off will not apply when the student obtains prior approval from the building principal.

Students are prohibited from using 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. 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.

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, classrooms, bathrooms and/or swimming pool.

No expectation of confidentiality will exist in the use of WCDs on school premises/property.

Students are prohibited from using 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. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior.

Students are also prohibited from using a WCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their WCDs to receive such information.

Possession and use of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the WCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed. Any WCD confiscated by District staff will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian. WCDs in District custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a WCD to school or to use a WCD at school for a designated length of time or on a permanent basis. A person who discovers a student in possession of or using a WCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their WCDs. The Board assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property, or the unauthorized use of such devices.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents/guardians during the school day with permission of the principal.

Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law, and may be taken, held or turned over to the police. The School reserves the right not to return items that have been confiscated.



## **TECHNOLOGY ACCEPTABLE USE POLICY FOR STUDENTS**

The Upper Arlington City School District (the "School District") is pleased to make available to each student access to interconnected computer systems, internal servers and networks, computer equipment, computer programs, the Internet, and other new technologies and devices within the School District (collectively, the "Technology").

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

This document shall constitute the School District's Technology Acceptable Use Policy for students ("Policy"), and applies to all students who use or otherwise access the Technology either on-site or remotely. A copy of this Policy shall be provided to students and their parents.

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

### **Reporting Misuse of the Technology**

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

### **Permitted Use**

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

**Access**

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

**Purpose and Use**

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

**Unacceptable Uses**

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

- A. Creating, copying, viewing, transmitting, downloading, uploading or seeking sexually explicit, pornographic, obscene, violent, threatening, or other materials that would offend community standards.
- B. Using inappropriate language, including swearing, vulgarities or other language that is suggestive, obscene, profane, abusive, belligerent, harassing, defamatory or threatening. This includes using the Technology to make, distribute or redistribute jokes, stories or other material that would violate this Policy or the School District's harassment or discrimination policies, including material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, sexual orientation or other protected characteristics.
- C. Engaging in harassment, stalking, or other repetitive unwanted communication, or using the Internet in support of such activities.
- D. Offering for sale or use or soliciting the purchase or provision of any substance the possession or use of which is prohibited by law or District policy.
- E. Creating, copying, viewing, transmitting, downloading, or uploading any materials that include information for creating or obtaining an explosive device, dangerous ordinance, or any other materials useful in criminal activities or terrorist acts, or any other materials that violate or encourage others to violate the law or District policy.
- F. Unauthorized copying, modifying, intruding, or attempts to copy, modify or intrude, into the folders, files, data, work, networks, passwords or computers of others, or intercepting and/or forwarding communications intended for others.

- G. Copying, downloading, uploading or transmitting student information or other confidential information, except as permitted by law and Board Policy 8830.
- H. Uploading, downloading, copying, redistributing or republishing copyrighted materials without permission from the owner of the copyright. The District intends to strictly abide by the Copyright Laws of the United States, as expressed in the District Copyright Policy 2531. Any materials used that are covered by Copyright shall be used by permission or through "fair use" or other allowable methods created by the Copyright Act.
- I. Soliciting political contributions through the Technology from any person or entity or conducting any type of campaign business (other than student organization-related elections) including creating or transmitting information in support of a school levy.
- J. Hacking, altering, harming, destroying or interfering with the normal operation of software, hardware, data of another user, other District Network resources, or the use of the District Technology to do any of the same acts on the Internet or outside Networks. This includes any attempt to go around District filters and other protection devices.
- K. Degrading or disrupting the operation of the Technology or engaging in other activities that waste limited computer, paper or telephone resources or that cause unnecessary traffic are prohibited. Even for noncommercial or apparently "harmless" purposes, they use up limited resources.
- L. Installing or downloading software or hardware without the prior consent of a District administrator. Students may not repair, reconfigure, or modify Technology equipment, computers or systems, without prior consent from a District administrator. Students members shall not remove, alter or copy District software for their own personal use or for the use of others.
- M. Supporting any kind of private business or other profit-making activity for personal gain. You may not sell or buy anything over the Internet in connection with any private business enterprise for personal gain. You may not solicit or advertise the sale of any goods or services in connection with any private business enterprise for personal gain.
- N. Engaging in general recreational web browsing, instant-messaging or playing games unless it is during non-class time, or otherwise permitted.
- O. Violating the standards of academic or personal integrity, including but not limited to plagiarism, disseminating untrue information about individuals or groups, or maliciously hiding your true identity.

- P. Using cellular telephones or WCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.
- Q. Downloading music, movies or games is prohibited unless specifically authorized for education- related activities.

### **Freedom of Speech**

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

### **Privacy**

Technology access is provided as a tool for educational and administrative uses. The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the Technology and any and all materials, files, information, software, communications (including emails) and other content transmitted, received or stored in connection with this usage, and to use such content for any legal purpose. All such information, content and files shall be and remain the property of the School District and you do not have any expectation of privacy regarding those materials. Technology administrators may review files and intercept communications for any reason, including but not limited to purposes of maintaining system integrity and ensuring that users are complying with this Policy.

### **Web Sites**

Web sites created through the Technology and/or linked with the School District's official web site must relate specifically to District-sanctioned activities, programs or events. Web sites created using the Technology or the School District's equipment, or web sites created as part of a classroom or club assignment or activity are the sole and exclusive property of the School District. The School District reserves the right to require that all material and/or links with other sites found to be objectionable be altered or removed. As above, the School District does not intend to open web pages for the expression of opinion, and specifically does NOT intend for its web pages to be a public or limited forum for students, staff or citizens. Web pages exist solely in support of the School District mission as determined by the administration.

### **Failure to Follow Policy**

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

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

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

### **Warranties and Indemnification**

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

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

### **Updates**

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

## **PROTECTION AND PRIVACY OF STUDENT RECORDS**

The School District maintains many student records including both directory information and confidential information.

Directory information includes: a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received, honor rolls, and scholarships.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all "directory information" upon written notification to the Board.

Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education

records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student request that prior written consent be obtained.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers. Students and parents have the right to review and receive copies of all educational records. Cost for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to a school administrator. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

Consistent with the Protection of Pupil rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or the student's parents;
- B. mental or psychological problems of the student or the student's family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the principal.

The Superintendent will notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others (for that purpose); and

- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRa. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

Informal inquiries may be sent to the Family Policy Compliance Officer via the following email addresses: [FERPA@ed.gov](mailto:FERPA@ed.gov) and [PPRA@ed.gov](mailto:PPRA@ed.gov).

## **STUDENT CODE OF CONDUCT**

A major component of the educational program (at the school) is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with Federal, State and local laws and rules and Board policies and Administrative Guidelines, and in a way that respects the rights and safety of others. Staff will take corrective action to discipline a student and/or to modify the student's behavior when a student's behavior does not fall within these parameters.

School staff may report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools, including the removal of a student from school grounds in appropriate circumstances.

### **Expected Behaviors**

Students are expected to:

- A. act courteously to adults and fellow students;
- B. be prompt to school and attentive in class;
- C. work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
- D. complete assigned tasks on time and as directed;
- E. help maintain a school environment that is safe, friendly, and productive;
- F. act at all times in a manner that reflects pride in self, family, and in the School.

### **Classroom Environment**

It is the responsibility of students, teachers, and administrators to maintain a classroom environment that allows:

- A. a teacher to communicate effectively with all students in the class; and
- B. all students in the class the opportunity to learn.

### **Dress and Grooming**

Students are expected to dress appropriately at all times. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted.

### **Gangs**

Gangs that initiate, advocate or promote activities that threaten the safety or well-being of persons or that are disruptive to the school environment will not be tolerated. Incidents involving initiations, hazing, intimidations or related activities that are likely to cause harm or personal degradation are prohibited.

## **STUDENT DISCIPLINE CODE**

Each of the behaviors and/or types of misconduct described below are prohibited and may subject the student to disciplinary action including, but not limited to, student conference, parent/guardian notification, parent/guardian conference, detention, in-school discipline, suspension and/or expulsion from school. Furthermore, any criminal acts committed at or related to the School will be reported to law enforcement officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

### **1. Possession/use of drugs and/or alcohol**

Possessing, using, transmitting or concealing, purchasing or attempting to purchase, or being under the influence of any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood altering drugs, counterfeit controlled substances, look-alikes, over the counter stimulants or depressants, anabolic steroids, or drug-related paraphernalia.

### **2. Possession/use of tobacco**

Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products or electronic cigarettes or similar devices in school, on school grounds, on school buses, and at any interscholastic competition, extra-curricular event, or other school-sponsored event. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. Smoking of electronic, "vapor", other substitute forms of cigarettes, or clove cigarettes is also prohibited.

### **3. Use and/or possession of a firearm**

Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the Superintendent using the guideline(s) set forth in Board Policy 5610. Firearm is defined as any weapon (including a starter gun) that will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in the Federal Gun-Free Schools Act of 1994). Firearms include any unloaded firearm and any firearm that is inoperable but that can be readily operated.

### **4. Use and/or possession of a weapon**

A weapon is any device that may be used for offensive or defensive purpose, including but not limited to conventional objects such as guns, pellet guns, knives, or club type



implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion.

A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade or any similar device that is used for, or is readily capable of causing death or serious bodily injury.

**5. Use of an object as a weapon**

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, and jewelry.

**6. Knowledge of dangerous weapons or threats of violence**

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.

**7. Arson**

Intentional or purposeful destruction or damage to school or district buildings or property by means of fire. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.

**8. Physically assaulting a staff member/student/person associated with the District**

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

**9. Verbally threatening (either orally, in writing or otherwise expressed) a staff member/student/person associated with the District**

Any oral or written statement or otherwise expressed action that a staff member, student, or other person associated with the District reasonably feels to be a threat will be considered a verbal threat. Profanity directed toward a staff member in a threatening tone may also be considered a verbal threat. Confrontation with a student or staff member that bullies, intimidates, or causes fear of bodily harm or death is also prohibited.

**10. Misconduct against a school official or employee, or the property of such a person, regardless of where it occurs.**

The Board prohibits misconduct committed by a student against a school official or employee or his/her property, including, but not limited to, harassment (of any type), vandalism, assault (verbal and/or physical), and destruction of property.

### **11. Misconduct off school grounds**

Students may be subject to discipline for their misconduct even when it occurs off school property when the misconduct is connected to activities or incidents that occurred on property owned or controlled by the District.

Misconduct is defined as any violation of the Student Discipline Code.

### **12. Extortion**

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law.

### **13. Gambling**

Gambling (i.e., playing a game of chance for stakes) includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on any school activity in which they are involved may also be banned from that school activity.

### **14. Falsification of school work, identification, forgery**

Falsifying signatures or data, or refusing to give proper identification or giving false information to a staff member. This prohibition includes, but is not limited to, forgery of hall/bus passes and excuses, as well as use of false IDs.

Plagiarism and cheating are also forms of falsification and will subject the student to academic penalties as well as disciplinary action. Cheating includes misrepresenting another person's work as his/her own, or assisting someone in such misrepresentation.

### **15. Bomb Threats, and other false alarms and reports**

Making a bomb threat (i.e., intentionally giving a false alarm of a bomb) against a school building or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one (1) school year. Additionally, intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm is prohibited. It should be remembered that false emergency alarms or reports endanger the safety forces that are responding to the alarm/report, the citizens of the community, and the persons in the building. What may seem like a prank, is a dangerous stunt that is against the law and will subject the student to disciplinary action.

### **16. Terroristic Threat**

Threatening, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another.

### **17. Possession and/or use of explosives and/or fireworks**

Possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat (including, but not limited to explosives and chemical-reaction objects such as smoke bombs and poppers). Additionally, possessing or offering for sale any substance, combination of substances or article prepared to produce a visible and/or audible effect by combustion, explosion, deflagration or detonation.

### **18. Trespassing**

Although schools are public facilities, the law allows the Board to restrict access to school property. Being present in any Board-owned facility or portion of a Board-owned facility when it is closed to the public or when the student does not have the

authorization to be there, or unauthorized presence in a Board-owned vehicle; or unauthorized access or activity in a Board-owned computer, into district, school or staff computer files, into a school or district file server, or into the Network. When a student has been removed, suspended, expelled, or permanently excluded from school, the student is prohibited from being present on school property without authorization of the principal.

**19. Theft, or knowingly receiving or possessing stolen property**

Unauthorized taking of property of another person or receiving or possessing such property. Students caught stealing will be disciplined and may be reported to law enforcement officials. Students should not bring anything of value to school without prior authorization from the Principal. The School is not responsible for personal property.

**20. Insubordination/Disrespect**

Students are expected to comply with the reasonable directions of staff. Willful refusal or failure to follow or comply with an appropriate direction given by a staff member, or acting in defiance of staff members.

**21. Damaging property (Vandalism)**

Defacing, cutting, or otherwise damaging property that belongs to the school, district, other students, employees or others and disregard for school property.

**22. Persistent absence or tardiness**

Attendance laws require students to be in school all day or to have a legitimate excuse for their absence. Penalties for unexcused absences can range from detention to a referral to court and/or revocation of the student's driver's license.

**24. Truancy**

Unexcused absence from school or class for any part of the school day (leaving school or class without permission).

**23. Unauthorized use of school or private property**

Students must obtain permission to use any school property or any private property located on school premises. Any unauthorized use of school property, or private property located on school premises, shall be subject to disciplinary action.

**24. Refusing to accept discipline**

Students failing to comply with disciplinary penalties may face enhanced penalties for such action.

**25. Aiding or abetting violation of school rules**

Assisting other students in the violation of any school rule. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

**26. Displays of affection/sexual activities**

Affection between students is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Sexual activity of any nature is prohibited and will result in disciplinary action.

**27. Unauthorized possession of electronic equipment or Misuse of Technology/WCDs**

The School will supply any electronic equipment or devices necessary for participation in the educational program. Students shall not use or possess any electronic equipment on school property or at any school sponsored activity without the permission of the Principal. Examples of prohibited devices include but are not limited to radios, “boom-boxes”, headphones, CD/MP3 players, portable TV’s, electronic games/toys, and the like. Unauthorized electronic equipment will be confiscated from the student by school personnel and disciplinary action will be taken. Students must use technology and WCDs appropriately. Violations of the Technology Acceptable Use Policy for Students or the Wireless Communications Devices Policy are prohibited.

**28. Violation of individual school/classroom rules**

Each learning environment has different rules for students. These rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules within each learning environment, all of which will be consistent with this Code.

**29. Violation of bus rules (see – Transportation)**

**30. Interference, disruption or obstruction of the educational process**

Any actions or manner of dress that materially and substantially disrupts or interferes with school activities or the educational process, or which threaten to do so are unacceptable. Such disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.

**31. Harassment and/or Aggressive Behavior (including Bullying/Cyberbullying)**

The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment and/or aggressive behavior (including bullying/cyberbullying) toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse, and any speech or action that creates a hostile, intimidating, or offensive learning environment. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Violation of the Board’s Policy on Anti-Harassment and Bullying and Other Forms of Aggressive Behavior is prohibited. Individuals engaging in such conduct will be subject to disciplinary action.

**32. Hazing**

Performing any act, or coercing another, including the victim, to perform any act of initiation into any class, team, or organization, that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption or risk by an individual subjected to hazing shall not lessen the prohibitions contained in this rule. Hazing by an individual, school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Hazing activities are prohibited at any time in school facilities, on school property, and/or off school property but connected to activities or incidents that have occurred on school property.

All incidents of hazing must be reported immediately to any of the following individuals: the building principal or other administrator; teacher; coach; student club advisor/supervisor, and/or Superintendent. Students who engage in hazing may also be liable for civil and criminal penalties.

**33. Violent Conduct**

Students may be expelled for up to one school year for committing an act at school, on other school property, at an interscholastic competition, extracurricular event, or any other school program, or directing an act at a Board official or employee, regardless of where or when that act may occur, or their property that would be a criminal offense if committed by an adult and results in serious physical harm to person(s) or property.

**34. Improper Dress**

Clothing may not include words or visuals that are lewd, obscene, disruptive, abusive, or discriminatory, or that advertise drugs, alcohol or tobacco. Dress or grooming that is disruptive of the classroom or school atmosphere is not allowed. Shoes must be worn at all times for health and safety reasons.

**35. Careless or Reckless Driving**

Driving on school property in such a manner as to endanger persons or property.

**36. Burglary**

Entering a building or a specific area of a building without consent and with intent to commit a crime, or entering a building without consent and committing a crime.

**37. Fighting**

Engaging in adversarial physical contact (differentiated from poking, pushing, shoving or scuffling) in which one or the other party (ies) or both contributed to the situation by verbally instigating a fight and/or physical action. Promoting or instigating a fight (i.e., contributing to a fight verbally or through behavior) is prohibited.

**38. Lighting Incendiary Devices**

Unauthorized igniting of matches, lighters and other devices that produce flames.

**39. Possession of Pornography**

Possessing sexually explicit material.

**40. Unauthorized use of vehicles**

Occupying or using vehicles during school hours without parental permission and/or school authorization.

**41. Violations of Law**

Committing any act not listed herein as a major infraction that is a criminal offense when committed by an adult.

**42. Repeating or Flagrantly Committing Suspendable Offenses**

Repeating or flagrantly committing instances of suspendable offenses.

**43. Profanity**

Using language, gestures, or signs that are profane or offensively lewd or indecent.

**44. Libel/Slander**

Deliberate use of libel or slander.

**45. Conditions of suspension/expulsion**

Violating the conditions of a suspension or expulsion as specified in writing when a student has been suspended or expelled.

## **DISCIPLINE**

It is important to remember that the School's rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

The School is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm and consistent for all students in the School. Because it is not possible to list every misbehavior that occurs, misbehaviors not listed above will be responded to as necessary by staff. Two (2) types of discipline are possible, informal and formal.

### **Informal Discipline**

Informal discipline takes place within the School. It includes:

- Writing assignments;
- Change of seating or location;
- After-School detention;
- In-school discipline;
- Saturday school.

### Detentions

A student may be detained after school or required to come to school early by a teacher, after giving the student and his/her parents one day's notice. The student or his/her parents are responsible for transportation.

### In-School Discipline

Saturday school will be in session from 8:00 am until 12 Noon.

The following rules apply to Saturday School:

- A. Students are required to have class assignments with them.
- B. Students are not to communicate with each other unless given permission to do so.
- C. Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- D. Students shall not be allowed to put their heads down or sleep.
- E. No electronic communication devices, radios, C/MP3 players, cards, magazines, or other entertainment/recreational articles or devices shall be allowed in the room.
- F. No food or beverages shall be consumed.
- G. Any student who has not passed all of the State-mandated assessment tests will be required to work on a study packet for one or more of the unpassed tests.

Transportation to and from Saturday school is the student/parent's responsibility.

### **Formal Discipline**

Formal discipline involves removal of the student from school. It includes emergency removal for up to three (3) school days, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days or the number of days remaining in a semester, whichever is greater, and permanent exclusion. Suspensions and expulsions may carry over into the next school year. Any student who is expelled from school for more than twenty (20) days or for any period of time if the expulsion will extend into the following semester or school year will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion. The Superintendent at his/her discretion may require/allow a student to perform community service in conjunction with or in place of an expulsion. The Superintendent may impose a community service requirement beyond the end of the school year in lieu of applying the expulsion to the following school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed.

Students being considered for suspension are entitled to an informal meeting with the building administrator prior to removal. Also, students being considered for expulsion are entitled to an informal meeting with the Superintendent or designee prior to removal. During the informal meeting, the student will be notified of the charges and given the opportunity to respond.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules.

If a student commits a crime while under the School's jurisdiction, s/he may be subject to school disciplinary action as well as action through local law enforcement.

## **DUE PROCESS RIGHTS**

Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.

As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal.

### **Suspension from School**

When a student is being considered for an out-of-school suspension by the Superintendent, principal, or other administrator the student will be informed in writing of the potential suspension and the reasons for the proposed action. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain his/her actions. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.

Within one (1) school day of the suspension the Superintendent, principal, or other administrator will notify the parents, guardians, or custodians of the student and the Treasurer of the Board. The notice will include the reasons for the suspension and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the

student, parent, guardian, or custodian intends to appeal the suspension to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within five (5) calendar days after the date of the notice to suspend. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information. Notice of this suspension will also be sent to the Superintendent, Treasurer, and the student's school record (not for inclusion in the permanent record).

If a student leaves school property without permission immediately upon violation (or suspected violation) of a provision of the Student Code of Conduct/Student Discipline Code or prior to an administrator conducting an informal hearing as specified above, and the student fails to return to school on the following school day, the principal, assistant principal, Superintendent, or any other administrator, may send the student and his/her parent(s)/guardian(s) notice of the suspension, and offer to provide the student and/or his/her parents an informal hearing upon request to discuss the reasons for the suspension and to allow the student to challenge the reasons and to explain his/her actions, any time prior to the end of the suspension period.

The student who is eighteen (18) or older or the student's parent(s) or guardian(s) may appeal the suspension to the Board or its designee. They may be represented in all such appeal proceedings. A verbatim record will be kept of the hearing which may be held in executive session at the request of the student, parent, or guardian, if held before the Board. The procedure to pursue such appeal will be provided in regulations approved by the Superintendent. Notice of appeal must be filed, in writing, with the Treasurer or the Superintendent within five (5) calendar days after the date of the notice to suspend.

### **Emergency Removal**

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the Superintendent, principal or assistant principal may remove the student from any curricular or extracurricular activity or from the school premises. A teacher may remove the student from a curricular or extracurricular activity under the teacher's supervision, but not from the premises.

If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing as soon as practicable. No prior notice or hearing is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from curricular or extracurricular activity for less than one school day, and is not subject to further suspension for expulsion, the following due process requirements do not apply.

If the emergency removal exceeds one (1) school day, then a due process hearing will be held within three (3) school days after the removal is ordered. Written notice of the hearing and the reasons for removal and any intended disciplinary action will be provided to the student, as soon as practical prior to the hearing. If the student is subject to an out of school suspension, the student will have the opportunity to appear at an informal hearing before the principal, assistant principal, Superintendent or a designee, and may challenge the reasons for the removal or otherwise explain his/her actions.



Within one (1) school day of the decision to suspend, written notification will be given to the parent(s)/guardian(s) or custodian(s) of the student. This notice will include the reasons for the suspension, the right of the student or his/her parent(s)/guardian(s) or custodian(s) to appeal to the Board or its designee, and the student's right to be represented in all appeal proceedings. If it is probable that the student may be subject to expulsion, the hearing will take place within three (3) school day and will be held in accordance with the procedures outlined in the Student Expulsion Policy. The person who ordered or request the removal will be present at the hearing. If the Superintendent or principal reinstates a student prior to the hearing for emergency removal, the teacher may request and will be given written reasons for the reinstatement. The teacher cannot refuse to reinstate the student.

In an emergency removal, a student may be kept from class until the matter of the alleged misconduct is resolved with by reinstatement, suspension or expulsion.

### **Expulsion from School**

When a student is being considered for expulsion, the Superintendent will give the student and parent, guardian, or custodian written notice of the intended expulsion, including reasons for the intended expulsion. The student and parent or representative have the opportunity to appear before the Superintendent or designee to challenge the proposed action or to otherwise explain the student's actions. The written notice will state the time and place to appear, which must not be earlier than three (3) school days nor later than five (5) school days after the notice is given, unless the Superintendent grants an extension upon request of the student or parent.

Within one (1) school day of the expulsion, the Superintendent will notify the parents, guardians, or custodians of the student and Treasurer of the Board. The notice will include the reasons for the expulsion and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the expulsion to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within fourteen (14) calendar days after the date of the notice of expulsion. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.

A student who is eighteen (18) or older or a student's parent(s) or guardian(s) may appeal the expulsion by the Superintendent to the Board or its designee. They may be represented in all such appeal proceedings and will be granted a hearing before the Board or its designee. A verbatim record will be kept of the hearing which may be held in executive session at the request of the student, parent, or guardian. The procedure to pursue such appeal will be in accordance with regulations approved by the Superintendent. Notice of appeal must be filed, in writing, within fourteen (14) calendar days after the date of the Superintendent's decision to expel with the Treasurer of the Board or the Superintendent. While a hearing before the Board may occur in executive session, the Board must act in public.

Students serving expulsions will not be awarded grades or credit during the period of expulsion. Expulsion for certain violations including use or possession of alcohol or drugs, may result in revocation of student's driver's license. When a student is expelled,

the Superintendent will notify any college in which the expelled student is enrolled under the Postsecondary Enrollment Option at the time the expulsion is imposed.

### **Permanent Exclusion**

State law provides for the permanent exclusion of a student, 16 years of age or older who engages in certain criminal activity. Permanently excluded students may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school:

- A. conveying deadly weapons onto school property or to a school function;
- B. possessing deadly weapons onto school property or at a school function;
- C. carrying a concealed weapon onto school property or at a school function;
- D. possessing, selling or offering to sell drugs on school property or at a school function;
- E. murder, aggravated murder on school property or at a school function;
- F. voluntary or involuntary manslaughter on school grounds or at a school function;
- G. felonious assault or aggravated assault on school property or at a school function;
- H. rape, gross sexual imposition or felonious sexual penetration on school grounds, or at a school function, when the victim is a school employee;
- I. complicity in any of the above offenses, regardless of the location.

This process is formal and may follow an expulsion with the proper notification to the parents.

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

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (I.D.E.I.A.), and, where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973.

### **Suspension of Bus Riding/Transportation Privileges**

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

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

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

## **BULLYING, HARASSMENT, AND INTIMIDATION**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy. Harassment, intimidation, or bullying means:

- A. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s);or
- B. violence with a dating relationship.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the Building Principal or

assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the Building Principal should be filed with the Superintendent.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The Building Principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the Building Director or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the Building Director or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

### **Complaints**

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the Building Director for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the Building Director for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

### **Privacy/Confidentiality**

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

### **Reporting Requirement**

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

### **Immunity**

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

### **Notification**

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian. The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

### **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this

policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines about aggressive behavior and bullying in general, will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the Building Director to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

In accordance with Board Policy 8462 the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

## **ANTI-HARASSMENT**

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

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

The Board designates the following individuals to serve as "Anti-Harassment Compliance Officers" for the District. They are hereinafter referred to as the "Compliance Officers".

Associate Superintendent  
Kathy Jenney  
(614) 487-5000

Executive Director of Business Services  
Christopher Potts  
(614) 487-5000

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

Compliance Officers shall accept complaints of unlawful harassment directly from any member of the School District community or a visitor to the District, or receive complaints that are initially filed within a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a Compliance Officer will begin either an informal or formal process (depending on the request of the person alleging the harassment or the nature of the alleged harassment), or the Compliance Officer will designate a specific individual to conduct such a process. In the case of a formal complaint, the Compliance Officer will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of harassment that are reported to them to the Compliance Officer within two (2) business days of learning of the incident.

## **TRANSPORTATION**

### **Bus Transportation to School**

At the start of each school year, the Board of Education approves transportation routes and schedules for eligible students based upon policy 8600. The transportation schedule and routes are available by contacting **Transportation Services at 614-487-6477**.

Students may only ride assigned buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal. The principal may approve a change in a student's regular assigned bus stop to address a special need. Parents should send a note to the principal stating the reason for the request and the duration of the requested change.

### **Bus Conduct**

Students who are riding to and from school on District-provided transportation must follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain transportation safety.



Students must comply with the following basic safety rules:

Prior to loading (on the road and at school)

Each student shall:

- a. be on time at the designated loading zone (**five (5)** minutes prior to scheduled stop);
- b. stay off the road at all times while walking to and waiting for school transportation;
- c. line up single file off the roadway to enter;
- d. wait until the school transportation is completely stopped before moving forward to enter;
- e. refrain from crossing a highway until the driver signals it is safe to cross;
- f. properly board and depart the vehicle;
- g. go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. Drivers will not wait for students who are not at their designated stops on time.

During the trip

Each student shall:

- a. remain seated while the school transportation is in motion;
- b. keep head, hands, arms and legs inside the school transportation at all times;
- c. not push, shove or engage in scuffling;
- d. not litter in the school vehicle or throw anything in, into, or from the vehicle;
- e. keep books, packages, coats, and all other objects out of the aisle;
- f. be courteous to the driver and to other riders;
- g. not eat or play games, cards, etc.;
- h. not use nuisance devices (e.g., laser pointers) on the bus in a way that disrupts the safe transportation of students and/or endangers students or employees;
- i. not tamper with the school vehicle or any of its equipment (including, but not limited to emergency and/or safety equipment).

Exiting the school vehicle

Each student shall:

- a. remain seated until the vehicle has stopped;
- b. cross the road, when necessary, at least 10 feet in front of the vehicle, but only after the driver signals that it is safe;
- c. be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

**Videotapes on School Buses**

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

**Penalties for Infractions**

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

### **Transportation of Students By Private Vehicle**

When transportation by District vehicle is either not available or feasible, there may be a need to provide transportation to students by private vehicle. However, no students will be permitted to ride in a private vehicle unless written consent is provided by each student's parent using Form 8660 F2 – Parental Consent for Transportation by Private Vehicle. Upon request, parents of participating students will be given the name of the driver, the owner of the vehicle, and the description of the vehicle.

### **Self-Transportation to School**

Driving to school is a privilege that can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility and liability for any transportation to and from school not officially provided by the School.

The following rules shall apply:

- A. Students under age 18 must have written parent permission prior to driving to school.
- B. Students and their parents shall complete the Student Vehicle Form 5515 F1 – **Senior Parking Lot Regulations/Registration Form** and provide evidence of:
  - 1. driver's license;
  - 2. insurance certification;
  - 3. vehicle registration.
- C. Students are required to obey the parking lot speed limits.
- D. The student must obtain a permit from school office for the entire school year.
- E. If a student's parking permit is suspended, no fees will be refunded.
- F. When the School provides transportation, students shall not drive to school-sponsored activities.
- G. An approved student driver may not transport other students to a school-sponsored activity unless the parents of the approved student driver and the parents of the student(s) to be transported in the approved student driver's vehicle provide written authorization for the student to drive or to be transported and release the Board from liability which is approved by the principal.
- H. All vehicles entering school property are subject to search and inspection. Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for a student.

## **DISTRICT-SPONSORED CLUBS AND ACTIVITIES**

The Board of Education believes that the goals and objectives of this District are best achieved by a diversity of learning experiences, including those that are not conducted in a regular classroom but are directly related to the curriculum.

The purpose of curricular-related activities shall be to enable students to explore a wider range of individual interests than may be available in the District's courses of study but are still directly related to accomplishing the educational outcomes for students as adopted by the Board in Policy 2131.

For purposes of this policy, curricular-related activities are defined as those activities in which:

- A. the subject matter is actually taught or will be taught in a regularly offered course;
- B. the subject matter concerns the District's composite courses of study;
- C. participation is required for a particular course;
- D. participation results in academic credit.

No curricular-related activity shall be considered to be under the sponsorship of this Board unless it meets one or more of the criteria stated above and has been approved by the Superintendent.

Such activities, along with extra-curricular activities (not directly related to courses of study), may be conducted on or off school premises by clubs, associations, and organizations of students sponsored by the Board and directed by a staff advisor. The Board shall allow nondistrict-sponsored, student clubs and activities during noninstructional time, in accordance with the provisions in Policy 5730 -- Equal Access For Nondistrict-Sponsored, Student Clubs and Activities.

Noncurricular student activities that are initiated by parents or other members of the community may be allowed under the provisions of Policy 7510 - Use of District Facilities. The Board will not assume any responsibility for the planning, conducting or evaluating of such activities, provide any funds or other resources, or allow any member of the District staff to assist in the planning, conducting or evaluating of such an activity during the hours he or she is functioning as a member of the staff.

No nondistrict-sponsored organization may use the name of the School District or any other name which would associate an activity with the District.

In order to be eligible for any co-curricular, interscholastic and noninterscholastic extra-curricular activity, a student must have maintained at least a 2.0 grade-point average grading period in which s/he wishes to participate. Students who are educated at home or enrolled in nonpublic schools are eligible to participate in accordance with Policy 9270. Students attending community or STEM schools may participate in extra-curricular activities in accordance with board policy.

If a student who becomes ineligible under these standards improves his/her grade point average during the current grading period enough to meet the eligibility standard, s/he may be reinstated.

Students identified as disabled under R.C. Chapter 3323 and the IDEA are subject to the eligibility standards established by this policy unless specifically exempted by the express terms of their individualized education program (IEP). An IEP can specify the criteria by which a grade will be determined for [a] course[s], given the individual student's disability.

Whenever a student becomes a member of a District-established student group or national organization such as National Honor Society, in order to remain a member, s/he must continue to meet all of the eligibility criteria and abide by the principles and practices established by the group or organization.

The Athletic Director and/or Principal shall require that each student athlete, who participates in either an interscholastic or intramural sport, reads and submits a signed copy of the Ohio Department of Health Concussion Information sheet. The forms shall

be signed and submitted on an annual basis. No student may practice or compete in interscholastic or intramural athletics until this form is received by the Athletic Director or Principal.

Students shall be fully informed of the curricular-related and extra-curricular activities available to them and of the eligibility standards established for participation in these activities. Students will be further informed that participation in these activities is a privilege and not a right, and that they may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights (See Policy 5610.05 - Prohibition from Extra-Curricular Activities and the Athletics and Extra-Curricular Activities Code, Policy 5610.06). District-sponsored activities shall be available to all students who elect to participate and who meet eligibility standards.

The Superintendent shall prepare administrative guidelines to implement a program of curricular-related clubs and activities and of extra-curricular activities. Such guidelines should ensure that the needs and interests of the students are properly assessed and procedures are established for continuing evaluation of each club and activity.

## **INTERSCHOLASTIC ATHLETICS**

The Board of Education recognizes the value to the students of the District and to the community of a program of interscholastic athletics for students as an integral part of the total school experience.

For purposes of this policy, the program of interscholastic athletics shall include all activities relating to competitive sport contests, games, events, or sport exhibitions involving individual students or teams of students of this District with those of another district.

The Board shall determine the standards of eligibility to be met by all students participating in the interscholastic program. Such standards shall require that each student be in good physical condition, be free of injury, and have fully recovered from illness before participating in any interscholastic athletic event.

No student may practice or compete in interscholastic athletics until the student submits a form signed by his/her parent or guardian, or by a person having care or charge of the student, affirming that each has received a concussion and head injury information sheet as prepared by the Ohio Department of Health.

In addition to the eligibility requirements established by the Ohio High School Athletic Association, to be eligible for any interscholastic extra-curricular activity, a student must have maintained at least a 2.0 grade-point average grading period in which s/he wishes to participate.

Students educated at home or enrolled in a nonpublic school who are permitted to participate on a District interscholastic team must fulfill the same academic, nonacademic, and financial requirements as any other participant. See Policy 9270. If a student who becomes ineligible under these standards improves his/her grade point average during the current grading period to meet the eligibility standard, s/he may be reinstated.

These same eligibility standards shall apply to all other co-curricular and extra-curricular activities sponsored by the District. (See Policy 2430)

Students identified as disabled under R.C. 3323 and the IDEA are subject to the eligibility standards established by this policy unless specifically exempted by the express terms of their individualized education program (IEP). An IEP can specify the criteria by which a grade will be determined for (a) course(s), given the student's individualized disability.

Since the primary purpose of the athletic program is to enhance the education of participating students as indicated in this policy, the Board places top priority on maximum student participation and the values of good sportsmanship and fair play. The Board further adopts those eligibility standards set by the Constitution of the Ohio High School Athletic Association (OHSAA) that are consistent with State and Federal law, and shall review such standards annually to ascertain that they continue to be in conformity with the objectives of this Board.

No student shall be excused from a class or supervised study for an extended period of time to participate in interscholastic athletics.

In order to minimize health and safety risks to student-athletes and maintain ethical standards, school personnel, coaches, athletic trainers, and lay coaches shall not dispense, supply, recommend, or permit the use of any drug, medication, or food supplement solely for performance-enhancing purposes. The Superintendent shall cause to be posted in all locker rooms in buildings that include students in any grade higher than the sixth grade, the following:

“Warning: Improper use of anabolic steroids may cause serious or fatal health problems, such as heart disease, stroke, cancer, growth deformities, infertility, personality changes, severe acne, and baldness. Possession, sale, or use of anabolic steroids without a valid prescription is a crime punishable by a fine and imprisonment.”

The Superintendent shall develop appropriate administrative guidelines for the operation of the Athletic Program and a Code of Conduct for those who participate. Such guidelines should provide for the following safeguards:

- A. Prior to enrolling in the sport,
  1. each participant shall submit to a thorough physical examination by a District-approved physician;
  2. parents shall report any past or current health problems along with a physician's statement that any such problems have or are being treated and pose no threat to the student's participation.
- B. Any student who is found to have a health condition which may be life-threatening to self or others shall not be allowed to participate until the situation has been analyzed by a medical review panel that has determined the conditions under which the student may participate. The District shall assume no liability for any student with a health condition who has been authorized to play by the parents and their physician but not by the District.
- C. Any student who incurs an injury requiring a physician's care is to have the written approval of a physician prior to the student's return to participation.

- D. Any student practicing for or competing in a interscholastic event who exhibits signs, symptoms, or behaviors consistent with having sustained a concussion or head injury shall be removed from the practice or competition by the student's coach (and/or the referee serving during the practice or competition).

Any student who has been removed from practice or competition by a coach or referee because he/she has exhibited signs, symptoms, or behaviors consistent with having sustained a concussion or head injury shall not be permitted to return to any practice or competition for which the coach or referee is responsible until both of the following occur:

1. The student's condition is assessed by a physician in accordance with requirements set forth in R.C 3313.539(E)(2), to assess such a student.
2. The student receives written clearance that it is safe to return to practice or competition from a physician in accordance with requirements set forth in R.C. 3313.539(E)(2), to grant such a clearance.

Students will be further informed that participation in interscholastic sports is a privilege and not a right, and that they may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights (See Policy 5610.05 - Prohibition From Extra-Curricular Activities and Policy 5610.06 – Athletics and Extra-curricular Activities Code).

## **ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES CODE**

### **Memorandum to Parent Regarding Board Policy on Drug-Free Schools**

In accordance with federal law, the Board of Education prohibits the use, possession, concealment, or distribution of any drug, or drug-related paraphernalia, or the misuse of a product containing a substance that can provide an intoxicating or mood-altering effect by students on school grounds, in school or school-approved vehicles, or at any school-related event. Compliance with Board Policy 5530 – Drug Prevention and Board Policy 5512 – Use of Tobacco is mandatory for all students. Any student who violates these policies will be subject to disciplinary action, in accordance with due process and as specified in the Students' Rights and Responsibilities Handbook, up to and including expulsion from school. When required by state law, the District will also notify law enforcement officials.

The District provides an age-appropriate, developmentally based, K-12 Comprehensive Chemical Abuse Prevention Program that emphasizes alcohol and other drug education, prevention, intervention, and assistance in a manner that addresses the legal, social and health consequences of alcohol and drug use. The program provides information about effective techniques for resisting peer pressure to use illicit drugs and alcohol. The Board believes that, in order to help students make appropriate health-lifestyle decisions, the schools' program efforts in this regard must develop interdependently with those of home and community. The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

## **Rules and Penalties**

### **Preamble:**

Participation in athletics and extracurricular activities is a privilege extended to all students who meet the eligibility requirements. One of the requirements is compliance with this Code, which is supportive of the District's commitment to provide a drug-free atmosphere where all students have the opportunity to achieve their academic, athletic, and social potential. To that end, athletic and extracurricular programs promote and reinforce a clear no-use message for students.

### **Rule 1: Citizenship**

Participation in athletics and extracurricular activities is a privilege. Students must earn the right to represent the school by conducting themselves in such a manner that the image of the student, team or organization, school and school district are not tarnished in any way. Any conduct that results in dishonor to the participant, the team or organization, the school, or the school district is prohibited. Dishonorable acts include, but are not limited to, cheating, dishonesty, harassment, intimidation or bullying, hazing, theft, vandalism, disrespect, or violations of the law. Citizenship violations include any violation of the Student Rights and Responsibilities Handbook and any violation of the rules established by the coach or advisor.

### **Voluntary Referral**

- A. No Participation Loss
- B. If the option of Voluntary Referral has been used, the Second Violation will be viewed as a "Second Offense"
- C. Loss of Leadership position(s) for one (1) year
- D. Mandatory Assessment (if deemed appropriate by the administration)

### **1st Offense**

- A. Twenty percent (20%) loss of Participation (including contests, competitions, and performances)
- B. Loss of Leadership position(s) for one (1) year

### **2nd Offense**

- A. Fifty percent (50%) loss of Participation (including contests, competitions, and performances)
- B. Ineligible for any Awards
- C. Permanent Loss of Leadership Positions

### **3rd Offense**

Permanent Loss of the Privilege to Participate in Athletics and Extracurricular Activities.

### **Rule 2: Use, Being Under the Influence of, or Possession of Drugs**

Using, being under the influence of, or possessing drugs by any middle school or high school athletics or extracurricular participant is prohibited and can have a potential negative effect on the student's health and safety.

### **Voluntary Referral**

- A. No Participation Loss
- B. If the option of Voluntary Referral has been used, the Second Violation will be viewed as a "Second Offense"
- C. Loss of Leadership position(s) for one (1) year
- D. Mandatory Assessment

### **1st Offense**

- A. Twenty percent (20%) loss of Participation (including contests, competitions, and performances)
- B. All Awards held until completion of Family Assistance Program and Assessment
- C. Loss of Leadership position(s) for one (1) year
- D. Required Participation in the Family Assistance Program
- E. Mandatory Assessment

### **2nd Offense**

- A. Fifty percent (50%) loss of Participation (including contests, competitions, and performances)
- B. Ineligible for any Awards
- C. Permanent Loss of Leadership Positions
- D. Required Participation in the Family Assistance Program
- E. Mandatory Assessment

### **3rd Offense**

- A. Permanent Loss of Privilege to Participate in Extracurricular Activities
- B. Mandatory Assessment

### **Rule 3: Selling or Otherwise Supplying, Transmitting, or Distributing Drugs**

Selling or otherwise supplying, transmitting or distributing drugs is prohibited.

### **1st Offense**

- A. Loss of Privilege to Participate for one (1) calendar year
- B. Violations Reported to the Police
- C. Permanent Loss of Leadership Positions
- D. Ineligible for any Awards
- E. Required Participation in the Family Assistance Program
- F. Mandatory Assessment

### **2nd Offense**

- A. Permanent Loss of the Privilege to Participate in Extracurricular Activities



- B. Violations Reported to the Police
- C. Mandatory Assessment

### **Exceptions to Rules 2 and 3**

Notwithstanding the other provisions of the Code, the following shall be permitted:

- A. A parent or guardian of a student may serve alcohol as permitted by law to the student athlete;
- B. A student may observe bona fide religious practices; and
- C. The Athletic Council may modify penalties and provide conditions in its sole discretion where medical or psychological documentation has been presented which sufficiently demonstrates that penalties imposed under this Code will have extreme consequences for a student athlete's well-being.

### **Notice and Investigation**

The principal or designee shall notify the student and the student's parent(s) or guardian(s) of any alleged violation. The principal or designee will investigate the alleged violation by contacting the student, the student's parent(s) or guardian(s) and any other individuals the principal or designee deems necessary in his/her discretion. The principal or designee shall determine the appropriate penalty as soon as reasonably possible after investigating the alleged violation.

The standard used to determine whether a student has violated the Athletics and Extracurricular Activity Code will be the preponderance of evidence standard. The administrator making a determination about whether a student has violated the Code will consider evidence presented to him/her, including assessing the credibility of witnesses. Anonymous sources and complaints will be investigated; however, the anonymity of the source or complaint will be considered when assessing the quality of the evidence. The administrator will determine whether it is more likely than not that the student athlete has violated the Code.

### **Voluntary Referral Opportunity**

Voluntary referral must occur prior to any report of violations. Involvement by law enforcement officials negates the option of voluntary referral. The student may use the option of voluntary referral once in his/her academic career at Upper Arlington City Schools.

Voluntary referrals must be made by the student or the student accompanied by his/her parent/guardian. All voluntary referrals must be made within twenty-four (24) hours unless the violation occurs on a weekend and then the referral must be made first thing on Monday. Voluntary referrals will not result in participation consequences on the first offense only. Students who commit a second Code violation will be subject to an automatic second offense consequence.

### **Timeliness**

All Code assessments/penalties must be completed within sixty (60) days of the violation report. In the event that a Code violation occurs prior to the season/activity period in which the student will compete/participate, the playing time penalty may pass the sixty (60) -day requirement. This portion of the Code will be exempt from the sixty (60) -day requirement and will be fulfilled by the athlete at the start of the season or student at the

start of the activity period. All other portions (assessments, etc.) will need to be completed within 60 days of the violation report.

### **Consequences**

Violations of the three (3) rules (Citizenship, Use, Selling) are cumulative. A subsequent violation of the Code will progress a student to the next disciplinary level (offense). For the purpose of cumulating violations of the Code, there shall be two (2) separate periods of academic life:

- A. Grades 7 through 8, and
- B. Grades 9 through 12

The first period will begin on August 1st of the students 7th grade year, and will end the last official school day for grade 8; the second period will begin at the end of the first period and will end the last official school date for grade 12. Within each of these two separate periods of academic life, violations of the Code shall be cumulative.

### **Definitions of Terms Used in the Athletic and Extracurricular Code**

- A. **Assessment:** An evaluation by a certified chemical dependency counselor (CCDC) outside of but approved by, the District. The CCDC will make an estimate or judgment as to physical or psychological condition of the student.
- B. **Athletic Council:** The governing body for athletics at the middle and high school level. The Athletic Council consists of the Superintendent, an administrator from Jones, an administrator from Hastings, a High School administrator, the High School Athletic Director and Assistant Athletic Director, the Middle School Athletic Director, and other members designated by the Superintendent.
- C. **Calendar year:** The period of twelve (12) consecutive months.
- D. **Competition or participation:** Games, matches, tournaments, meets, contests, performances, meetings, projects, etc. (during the regular season or post-season) in which the student is academically eligible and is physically able to participate. The percentage loss of "competition or participation" will extend into the next activity/sport season in which the student participates, if he or she has not completed the penalty imposed. For year-long clubs and organizations, a twenty percent (20%) loss of participation equates to nine (9) weeks and a fifty percent (50%) loss of participation equates to eighteen (18) weeks.
- E. **Drugs**
  - 1. All dangerous controlled substances as so designated and prohibited by Ohio statute;
  - 2. All chemicals which release toxic vapors;
  - 3. Any product containing a substance that can provide an intoxicating or mood-altering effect;
  - 4. All alcoholic beverages;
  - 5. Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
  - 6. Build altering chemicals, including, without limitation, anabolic steroids, growth hormones, testosterone or its analogs, human chorionic gonadotropin (HCG), and other hormones;
  - 7. Tobacco and tobacco products, including any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco or tobacco substitutes, including

- cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance;
8. Drug paraphernalia, including, without limitations, items described in twenty-one (21) United States Code Section 863, R.C. Section 2925.14, or Upper Arlington Codified Ordinance Section 511.07;
  9. Mind altering chemicals, including without limitation, narcotics, depressants, stimulants, hallucinogens, marijuana, and prescription drugs, unless authorized by a medical prescription from a licensed physician. A student taking a prescription drug must do so in accordance with that prescription. The prescription must be kept in its original container, which states the student's name and directions for proper use.
  10. Any substance that is a "look-alike" to any of the above.
  11. Unauthorized prescribed and prescribed-controlled substance and counterfeit controlled substance, including any of the following:
    - a. A drug, its container or label that bears a trademark, trade name, or other identifying mark used without authorization of the owner (manufacturer), or rights to its trademark, trade name, or identifying mark;
    - b. Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packaged, or distributed by a person other than the person that manufactured, processed, packaged, or distributed it;
    - c. Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance;
    - d. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.
- F. **Family Assistance Program:** Help or aid secured from programs of the District, such as school-sponsored support groups or programs approved by the District.
- G. **Intervention and Assistance Program:** Help or aid secured from programs of the District, such as school-sponsored support groups or programs approved by the District.
- H. **Parent:** The student's parent, unless the rights of that parent have been restricted by court order or legal agreement, guardian, or legal custodian.
- I. **Possess:** Either (a) physical or actual control of alcohol, mind altering chemicals, build altering chemicals, tobacco, drug paraphernalia, unauthorized prescribed or prescribed-controlled substance, counterfeit controlled substance (e.g. on person, in a locker, in book bag, or in student's automobile); or (b) permitting other persons to possess alcohol, mind altering chemicals, build altering chemicals, drug paraphernalia, prescribed or prescribed-controlled substance, counterfeit controlled substances in locations (e.g. automobile, home, and such) for which the student has responsibility.
- J. **Student:** For the purposes of this Code, any student who participates in any athletic program or extracurricular activity. Once a student participates in an athletic program or extracurricular activity, that student is a "student" for the

purposes of this Code for the remainder of the period of academic life the student is in at that time. The Code is in effect for the entire period of the student's academic life, whether the student is actively participating in an athletic season or extracurricular activity.

- K. **Under the influence:** Manifesting signs of chemical misuse, such as staggering, reddened eyes, odor of chemicals, nervousness, restlessness, memory loss, abusive language, falling asleep in class, or any other like behavior not normal for the particular student.
- L. **Voluntary Referral:** A student may voluntarily report a code violation to any of the following: their coach, a staff member, their counselor, or an administrator. Any illegal conduct of any kind where the police are involved and arrest has been made, will be considered a code violation and the voluntary referral option is not available.

### **NCAA College Athletic Eligibility Requirements**

Students planning to participate in Division I or Division II college athletics must meet NCAA eligibility requirements. The NCAA Eligibility Center determines athletic eligibility. Applications and regulations are available in the College Center. It is important that students and parents familiarize themselves with these requirements as early as possible in their high school careers.

Students are encouraged to apply to the NCAA Eligibility Center:  
<http://www.eligibilitycenter.org> during the summer preceding their senior year.

### **Academic Eligibility Policy**

Students must meet the following academic requirements in order to participate in athletics, extracurricular or co-curricular activities in grades 7-12.

- A. A student must earn at least a 2.0 grade point average (GPA) in order to be eligible for participation. The GPA will be applied separately for grades 7-8 and for grades 9-12 and calculated each grading period.
- B. A student's eligibility will be determined according to his or her GPA for each nine-week grading period. Because of the comprehensive nature of exams, semester and final exams are not calculated into the nine-week GPA. A student's eligibility will be determined by examining each nine-week GPA independent of prior grading periods. The individual nine-week GPA's value will be used by itself to determine a student's eligibility. Eligibility can be maintained, gained, or lost each grading period.
- C. 7th grade eligibility will be determined at the first quarter grading period.
- D. All incoming 7th graders are eligible to participate until the end of the first quarter grading period.

An exception may be made for an individual student with special needs and/or extenuating circumstances. An eligibility board will review such situations on an individual basis and may waive certain requirements as appropriate. This provision is intended to meet unique situations of students with special or adjusted educational needs. The eligibility board will hear requests of students and/or parents in regards to special needs, extenuating circumstances such as long-term illness, and/or appeals regarding eligibility.

**NOTE:** This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. If you have questions or would like more information about a specific issue or document, contact your school principal, or access the document on the District's website: [www.uaschools.org](http://www.uaschools.org) by clicking on About Us – Board of Education and then Board Policies and finding the specific policy or administrative guideline in the Table of Contents for that section.