

# **Scioto Handbook**

## **2011-12**



**For Dublin Scioto High School  
Parents and Students**



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# Welcome

## Dear Students:

Whether you are a newcomer to our school or have previously attended, we hope you will find this school year to be a memorable and exciting one. Cooperation is, of course, the key, and to that end we suggest that you read this handbook thoroughly. It will tell you exactly what we expect of you and what services and benefits you may expect from the school. We are looking forward to helping you have a successful and rewarding year.

## Dublin Scioto Administrative Staff

4000 Hard Rd.  
Dublin, Ohio 43016  
Phone: 717-2464  
Fax: 717-2484

Mr. Donis Toler	Principal
Ms. Erica Dodson	Assistant Principal
Mr. Dan Morris	Assistant Principal
Mr. Forrest Trisler	Assistant Principal
Mr. Kip Witchey	Athletic Director
Mr. Patrick Elias	Attendance

### Phone Numbers

High School Office	717-2464
Attendance Office	717-2469
Guidance Department	717-2473
Athletic Department	717-2468
Custodial Department	717-2471
Music Department	718-8340
Athletic Trainer	717-2476
Performing Arts Centre	718-8313
Physical Education	718-8346
Food Service	717-2472

### About Our School

<b>Colors</b>	Green, White, and Silver
<b>Team Name</b>	Irish
<b>Sports Affiliation</b>	Central Ohio Capital Conference
<b>Yearbook</b>	The Torrent
<b>Newspaper</b>	Irish Eye

## Scioto / District Mission Statement

We believe that all students can and must learn at high levels of achievement. It is our job to create an environment in our classrooms that results in this high level of performance. We are confident that, with our support and help, students can master challenging academic material and we expect them to do so. We are prepared to work collaboratively with colleagues, students, and parents to achieve this shared educational purpose.

# Board of Education

Mrs. Lynn May (President)	889-6175
Mr. Scott Melody (Vice President)	763-1959
Mrs. Gwen Callender	889-7309
Mr. Stu Harris	659-0905
Mr. Chris Valentine	873-6147

Your Board of Education is comprised of five members, elected to a term of four (4) years by the residents of the school district. Dates, times, and locations of the regular meetings of the Board of Education are set at the organizational meeting in January. See the District's web site, [www.dublinschools.net](http://www.dublinschools.net) for dates, times, and locations of board meetings. All community members are invited to attend.

# Administrative Team

Dr. David Axner	Superintendent
Mr. Steve Osborne	Treasurer
Mr. Mike Trego	Deputy Superintendent of Schools
Mrs. Janet Gillig	Executive Director of Student Services
Mr. Bill Mulbarger	Executive Director of Human Resources
Ms. Eydie Schilling	Executive Director of Learning and Teaching
Ms. Annette Morud	Director of Business Affairs
Mr. Michael Voss	Chief Technology Officer
Mr. Doug Baker	Public Information Officer
Mr. Tracey Miller	Director of Secondary Education
Ms. Jill Reinhart	Director of Literacy and ELL

Administration Building  
7030 Coffman Road  
Dublin, OH 43017  
(614) 764-5913

# 2011-12 School Calendar

## *First Semester*

Fri. & Mon., Aug. 19 & 22	Professional development days for staff
Tues. & Wed., Aug. 23 & 24	In-service days for staff
Thurs., Aug. 25	First day for students
Thurs.-Mon., Aug. 25, 26 & 29	Kindergarten phase-in days
Thurs., Sept. 1	First day for preschool
Mon., Sept. 5	No School - Labor Day
Thurs., Oct. 27	End of first nine weeks
Fri., Oct. 28	No School - teacher conf. time/conf. comp time
Wed., Nov. 9	Healthy Community/Healthy Youth Family Night
Fri., Nov. 18	End of first elementary trimester
Wed.-Fri., Nov. 23-25	No School - Thanksgiving Break
Thurs., Dec. 22-Mon., Jan. 2	No School - Winter Break
Thurs., Jan. 12	End of first semester

## *Second Semester*

Fri., Jan. 13	No School - teacher work day
Mon., Jan. 16	No School - Martin Luther King, Jr., Day
Tues., Jan. 17	No School - Professional Development
Fri., Feb. 17	No School - Professional Development
Mon., Feb. 20	No School - Presidents' Day
Fri., Mar. 2	End of second elementary trimester
Wed., Mar. 14	Healthy Community/Healthy Youth Family Night
Fri., March 16	End of third nine weeks
Mon.-Fri., March 19-23	No School - Spring Break
Fri., April 6	No School - teacher conf. time/conf. comp time
Thurs., May 24	Last day for preschool
Mon., May 28	No School - Memorial Day
Thurs., May 31	Last day for students & staff
Sat., June 2	Graduation at the Schottenstein Center
Fri.-Thurs., June 1, 4-7	Contingency Days (make up for calamity days)

(rev. 08/09/11)

**Note:** In the event students need to make up excess calamity days for the 2011-12 school year, the BOE has established the following days beyond the waived days allowed by the State Department of Education: June 1, June 4 through 7.

The school day for students at Dublin Scioto High School begins at 8:00 a.m. and ends at 2:54 p.m. Students must be enrolled in eight (8) instructional class periods. If the school is closed or delayed because of inclement weather or other conditions, the local radio and television stations will be notified.

# Our Beliefs

## We believe:

- all individuals can learn, and learning occurs in a variety of ways.
- a safe, positive and challenging learning environment enhances the emotional, social, physical and intellectual development of all students.
- a dedicated and compassionate staff delivers a powerful and technologically enhanced curriculum designed to prepare each student for the future.
- personal character can be developed through modeling, risk-taking and maintaining high expectations and accountability.
- a school united in spirit provides an interactive atmosphere in which each individual can experience pride.
- a strong, cooperative and supportive relationship with the community promotes the development of productive members of society.
- unique and meaningful educational experiences demonstrate the value of knowledge and encourage students to become self-directed, lifelong learners who can achieve personal goals.
- celebrating success fosters a positive self-image which enhances learning.

# Important Information

## Dublin Scioto High School

The staff of Dublin Scioto High School welcomes you to the 2011-2012 school year. We are looking forward to the opportunity to build on the many successes we have experienced in our history. Our voice, video, and data systems illustrate the commitment of the Dublin community provide students with the technological skills which will enhance their growth and success and to prepare them for the challenges of the 21<sup>st</sup> Century. The staff of DSHS intends to continue the tradition of excellence and the spirit of pride characteristic of Dublin Scioto High School in its academic, athletic and extracurricular programs.

## Equal Educational Opportunity

The Board of Education declares it to be the policy of this district to provide an equal opportunity for all students, regardless of race, color, disability, age, religion, sex, ancestry, national origin, place of residence within the boundaries of the district, or social or economic background, to learn through the curriculum offered in this district.

Any person who believes that the school or any staff person has discriminated against a student has the right to file a complaint. A formal complaint can be made in writing to the school district's Compliance Officer at: Dublin City Schools, 7030 Coffman Road, Dublin, OH 43017, phone (614) 764-5913.

The complaint will be investigated and a response, in writing, will be given to the concerned person within five days. The Compliance Officer can provide additional information concerning access to equal education opportunity. Under no circumstances will the district threaten or retaliate against anyone who raises or files a complaint.

## **Student Success Team**

The Dublin City School District endorses the use of building level Student Success Teams (SST). A Student Success Team is a resource for both general and special education staff, parents, and students that will help provide thoughtful reflection on the implementation of best practices, educational environment, alternative strategies, extensions of curriculum and/or focused interventions in order to teach new skills and develop success in learning. It is also a system designed to support monitoring progress as the team tests various hypotheses about how a student learns most efficiently. The positive, problem solving nature of the teaming process is meant to help students, parents, and staff build an expanding tool box of ideas to address current and future problems.

## **Individuals with Disabilities**

The Dublin City School District provides a variety of special education programs and related services to students identified with disabilities through an evaluation process as defined by the Individuals with Disabilities Education Improvement Act (IDEIA). Free assessment is available to families to determine whether or not a disability exists. If a disability is identified, the child can begin receiving the appropriate special education and related services through an Individual Education Plan. Parents are encouraged to be an active participant in the process.

A preschool child, age 3 through 5, with a disability is a child who has one of the following disabilities, as defined in rule 3301-51-01 of the Administrative Code: autism, cognitive disability, deaf-blindness, deafness, emotional disturbance, hearing impairment, multiple disabilities, orthopedic impairment, other health impairment, specific learning impairment, speech or language impairment, traumatic brain injury, visual impairment, or developmental delay.

A school age child, age 5 through 21, with a disability is a child identified with one or more of the following conditions: autism, cognitive disability, deaf-blindness, emotional disturbance, hearing impairment, multiple disabilities, orthopedic impairment, other health impairment, specific learning impairment, speech or language impairment, traumatic brain injury, or visual impairment.

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the district's programs and facilities.

To inquire about the procedures or programs you may contact your building principal or the Department of Student Services office at 764-5913.

## **Homeless Students**

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information, contact the liaison for Homeless Students at 760-4359.

## **Programs for gifted, talented and creative students**

In accordance with the belief that all students are entitled to education commensurate with their particular needs, the district provides gifted children opportunities to progress as their abilities permit. The Board of Education believes these children require services beyond those offered in regular school programs to realize their potential contribution to themselves and society. Annually, gifted children are identified by professionally qualified persons using a variety of assessment procedures.

### **Gifted Identification**

The District shall identify children of the District, in grades kindergarten through twelve, who may be gifted in one (1) or more of the following areas:

- superior cognitive ability

- specific academic ability in one (1) or more of the following content areas:

  - mathematics

- science
- reading, writing, or a combination of these skills
- social studies
- creative thinking ability
- visual or performing arts ability such as drawing, painting, sculpting, music, dance, or drama

- Gifted, creative and talented children can be identified through a process that includes group and individual testing and observation.
- A multi-factored evaluation and selection process that considers a child's ability to perform in testing situations and a selection process involving several professionals is necessary to identify all gifted children.
- The district provides two opportunities a year, one in the fall and one in the spring, for screening/identification of students.
- All tests are administered by trained and qualified personnel.
- Interpretive services, non-verbal assessments and other allowable modifications are available to students with disabilities, Limited English Proficiency, or cultural diversity.
- Notification of results is sent to parents by mail.
- Parents will be notified of results of assessments in writing within 30 days.
- A student who is transferring into the district will be eligible for placement evaluation procedures in a timely basis.
- The district accepts test scores or assessment instruments approved for use by ODE provided by other school districts and/or trained personnel outside the school district
- Parents have the right to appeal any identification decisions. Parents should first appeal to the building principal who may consult with the enrichment staff and coordinator to make decisions regarding identification. If the parent is not satisfied with the decision of the building level team, they may appeal to the Enrichment Coordinator. The Enrichment Coordinator, the Director of Curriculum, and the Director of Student Services will make a decision regarding additional assessment. Parents will be notified of the decision in writing.

### **Gifted Services**

- Students are identified gifted in an academic area with an achievement score in the 95th percentile or higher on a nationally-normed standardized test.
  - Students are identified cognitively gifted with a score at or above two standard deviations above the mean, minus the standard error of measure on the cognitive test.
  - Students are identified in the creative or performing arts through two out of a series of assessments.
  - All students are screened for gifted identification through testing in grades 2, 4, 6, 8, and 10. Parents have the right to request testing twice a year for the purposes of gifted education.
- 9-12:** Honors, Advanced Placement, and International Baccalaureate classes are available along with additional educational options including independent study and post-secondary options, and flexible credit. To discuss the options that may best suit your child, please contact your child's guidance counselor.
- Focused Acceleration is an option that allows students the opportunity to move ahead one (1) or more grade levels in a particular subject of identified strength.
  - Grade level acceleration is the option of allowing a qualified student to move ahead one (1) entire grade level. The student must be exceptional in all subject areas and show appropriate social maturity to move ahead one grade level.
  - Either student or parents/guardian, may request withdrawal from the program at any time. The request must be submitted in writing to the Enrichment Coordinator.
  - Parents have the right to appeal any placement decisions. Parents should first appeal to the building principal who may consult with the enrichment staff and coordinator to make decisions regarding placement. If the parent is not satisfied with the decision of the building level team, they may appeal to the Enrichment Coordinator. The Enrichment Coordinator, the Director of Curriculum, and the Director of Student Services will make a decision regarding additional assessment and placement. Parents will be notified of the decision in writing.

### **Philosophy**

The philosophy of Dublin Scioto High School is rooted in the premise that the school should provide an environment for intellectual development, mental maturation, social interactions, and physical development. These responsibilities are met by providing a curriculum designed to develop the cognitive domain, social interactions in and out of the classroom, to promote the affective domain and vocational and physical education courses using the psychomotor domain.

More specifically, Dublin Scioto High School accepts the following responsibilities:

1. To provide an appropriate education for every student;
2. To provide each student with an opportunity to explore individual talents, capabilities and interests;
3. To establish a program of education that will enable every student to develop individual potential;
4. To teach every student the essential and desirable elements of cultural heritage so that each is able to understand and relate to the world environment;
5. To help the student effectively organize and understand knowledge for practical application;
6. To guide the development of personality so that the individual will exemplify those behavioral traits that are essential for successful living in a social group;
7. To share with other institutions the guidance of each student in the acquisition and formulation of a valid system of values;
8. To inculcate in each student the understanding of social traditions, historical events and dramatic beliefs of the American people;
9. To provide learning experiences that will prepare the student to live in a changing society;
10. To establish patterns of discriminative learning, which will encourage students to continue learning beyond graduation.

## **Objectives**

In endeavoring to fulfill the broad scope of responsibility stated in its philosophy, Dublin Scioto High School seeks to provide for each student the following:

1. **An environment for intellectual development and mental maturation.**
  - a. To challenge students to think critically.
  - b. To emphasize reading, composition and computation.
  - c. To provide all students with an education as nearly appropriate to their individual abilities and needs as possible.
  - d. To expose students to possible career opportunities.
  - e. To provide materials, curricula and facilities as needed.
2. **An environment for social interaction**
  - a. To provide students with opportunities to grow socially and culturally.
  - b. To instill in students the concept of self-worth.
  - c. To stress the need and respect for authority.
  - d. To develop good citizenship principles.
  - e. To provide a cooperative relationship between students and teachers as they solve problems and discover knowledge.
  - f. To provide students with opportunities for the development of leadership, participation and teamwork through extracurricular activities.
  - g. To work for cooperative relationships between the school and the community
  - h. To broaden students' knowledge of the community.
  - i. To provide experiences for cultural and aesthetic appreciation.
3. **An environment for physical development**
  - a. To develop an understanding of the importance of good health for a good life.
  - b. To provide students with opportunities to participate in activities that promote physical fitness and an understanding of the importance of being physically fit.
  - c. To encourage habits of personal hygiene and proper nutrition.
  - d. To provide students with knowledge concerning the effects of substance abuse.
4. **An environment which encourages and equips the faculty and staff to continue self-improvement by means of self-evaluation and continued study to meet the various wide-ranging and ever changing needs of our students.**

## **Student Responsibilities**

As a student at Dublin Scioto High School, you are expected to be aware of and to accept your individual responsibilities in the following areas:

## **The Teaching-Learning Process**

You deserve the best instruction that Dublin Scioto High School is capable of providing. For the efforts of the teachers to be as successful as possible and for you to work and achieve to the best of your ability, you must cooperate with the teachers. Like farming and medicine, teaching is a cooperative art because it involves cooperation with nature to help it produce results. Teachers help the activity of learning that goes on in the minds of the students. Learning is a natural process and unless students work at gaining knowledge and understanding, "...no genuine learning ever occurs, no matter what teachers try to do to make it occur," (Adler).

## **Respect for the Rights of Others**

Every right you have has attached to it an obligation. Your rights must be balanced against the rights of others and their rights must be balanced against yours. The purpose of the school and the requirements of the educational process must be weighed in deciding who has a right to do what and what behavior needs to be modified. That is why our society has laws and why a school has rules. However, if you are one of those students who wants to take full advantage of your rights and opportunities at this school, while at the same time respecting the rights of the others, we at Dublin Scioto High School will support and help you.

## **Responsibility for Your Own Actions**

You will be held responsible only for the things YOU do or fail to do. What others do or do not do is of little importance in determining whether or not you have accepted your responsibility as a student-citizen of Dublin Scioto High School. If you choose to follow bad examples set by a few of the other students at Dublin Scioto High School, you will be held responsible for your actions and your actions only. The decision will be yours and so will the consequences. Your first responsibility, then, is to decide how you should conduct yourself while you are at school. Your second responsibility is to be prepared to accept the consequences of your actions.

## **Bill of Responsibilities**

PREAMBLE: Freedom and responsibility are mutual and inseparable. We can ensure enjoyment of the one only by exercising the other. Freedom for all of us depends on responsibility by each of us. To secure and expand our liberties, therefore, we accept these responsibilities as individual members of a free society:

- To be fully responsible for our own actions and for the consequences of those actions. Freedom to choose carries with it the responsibility for our choices.
- To respect the rights and beliefs of others. In a free society, diversity flourishes. Courtesy and consideration toward others are measures of a civilized society.
- To give sympathy, understanding, and help to others. As we hope others will help us when we are in need, we should help others when they are in need.
- To do our best to meet our own and our families' needs. There is no personal freedom without economic freedom. By helping ourselves and those closest to us to become productive members of society, we contribute to the strength of the nation.
- To respect and obey the laws. Laws are mutually accepted rules by which, together, we maintain a free society. Liberty itself is built on a foundation of law. That foundation provides an orderly process for changing laws. It also depends on our obeying laws once they have been freely adopted.
- To respect the property of others, both private and public. No one has a right to what is not his or hers. The right to enjoy what is ours depends on our respecting the right of others to enjoy what is theirs.
- To share with others our appreciation and benefits and obligations of freedom. Freedom shared is freedom strengthened.
- To participate constructively in the nation's political life. Democracy depends on an active citizenry. It depends equally on an informed citizenry.
- To help freedom survive by assuming personal responsibility for its defense. Our nation cannot survive unless we defend it. Its security rests on the individual determination of each of us to help preserve it.
- To respect the rights and to meet the responsibilities on which our liberty rests and our democracy depends. This is the essence of freedom. Maintaining it requires our common effort, all together and each individually.

## **Academic Integrity (see Cheating, Student Code of Conduct - Rule #11)**

At Dublin Scioto High School we believe the students, staff, and community are stakeholders in the climate and culture of our school. The school was founded on the belief that all students can and must learn in order to achieve

success in our society. The community and staff further believe that success begins with personal and academic integrity, which are grounded in honesty, trust, fairness, respect, and responsibility.

Absolute integrity is expected of everyone at Dublin Scioto High School. Academic and personal integrity entail a firm adherence to a set of values essential to an academic community grounded in honesty, trust, fairness, respect, and responsibility for all.

Violations - The following are examples of activities that violate the spirit of academic integrity. This is not a definitive list:

- knowingly representing the work of others as one's own;
- using, obtaining, or providing unauthorized assistance on examinations, papers, or any other academic work;
- fabricating data in support of laboratory or fieldwork;
- forging a signature to certify attendance, completion of a course assignment, or any other gain for any purpose not authorized;
- advancing one's academic position unfairly by hoarding or damaging library materials;
- misrepresenting one's academic accomplishments;
- communicating, copying materials, allowing another to copy your materials, using unauthorized materials during a quiz, test, project, or homework assignment;
- submitting falsified information for grading purposes;
- removing examinations or parts of examinations without the knowledge or consent of the faculty member;
- impersonating or having another person impersonate a student to assist the student in some academic gain;
- stealing, using or accepting stolen copies of tests or answer keys;
- changing answers and seeking credit on an assignment or examination after work has been graded or returned;
- altering a teacher's grade book or computer records;
- falsifying information on applications such as scholarships, etc.;
- using computers, programmable calculators or the internet for violations of guidelines established by the faculty;
- committing any other violation intended to obtain credit for work that is not one's own.

The faculty of Dublin Scioto High School will include the statement below on all course syllabus:

*In this class you will neither give nor receive unauthorized aid in class work, quizzes, examinations, preparation of reports or projects, or in any other work that I use to evaluate you without specific permission for collaboration or without proper citation. All work may be submitted to a variety of sources to check for plagiarism.*

### **Dublin Scioto High School Student Honor Statement:**

*As a student of integrity at Dublin Scioto High School, I have neither given nor received unauthorized aid on this assignment.*

### **Daily Class Schedule**

Period 1	8:00 - 8:45
Period 2	8:49 - 9:32
Period 3	9:36 – 10:19
Period 4	10:23 – 11:06
Period 5	11:10 - 12:33
Period 6	12:37 – 1:20
Period 7	1:24 – 2:07
Period 8	2:11 - 2:54

## **Lunch**

Students may pack a lunch and purchase milk from the cafeteria. Each Dublin high school participates in the National School Lunch Program and makes a balanced lunch available to students. A la carte items are also available. You may put money on your child's lunch account on-line by going to our district web site ([www.dublinschools.net](http://www.dublinschools.net)) and clicking "Online Meal Payment" to be transferred to the "SPS EZpay Login" site. Applications for the Free and Reduced Price Meal Program are distributed to all students at the beginning of each school year. These forms can also be accessed from the district web site or by visiting "[www.lunchapplication.com](http://www.lunchapplication.com)" to apply online.

## **Graduation Requirements Class of 2012 –2015**

In order to receive a diploma and graduate, a student will need to pass all sections of the Ohio Graduation Test, meet the school requirements for basic course work, and earn the total number of minimum credits. A student enrolled in special education may be exempted from passing one (1) or more portions of the Ohio Graduation Test. Such an exemption is made by the I.E.P. Team. The student may still need to earn the required credits indicated by the I.E.P.

This section outlines the minimum requirements at Dublin Scioto High School for a diploma as established by the Ohio Department of Education and the Dublin Board of Education. Preparation for specific jobs, for college or other interests will require careful planning of high school courses in addition to the minimum requirements outlined below. The guidance staff at the high school is ready to assist each student with his/her educational planning. The following are graduation requirements:

## Graduating Classes of 2012 - 2013

Subjects	9th	10th	11th	12th
<b>ENGLISH</b> (4 credits)	English I (1) OR Honors English I (1)	English II (1) OR American Studies (1) OR Honors English II (1) OR AP American Studies (1)	English III (1) OR Honors English III (1) OR AP English Language (1) OR IB English AI (HL) Yr. 1 (1)	English IV (1) OR AP English Literature (1) OR AP English Language (1) OR IB English AI (HL) Yr. 2 (1)
<b>MATH</b> (3 Credits)	<ul style="list-style-type: none"> <li>Algebra A, Algebra B, or Algebra I taken at a Dublin Middle School are each calculated as one high school math credit.</li> <li>Any mathematics course offered in the high school curriculum is calculated as a mathematics credit (i.e., Geometry, Algebra II, Precalculus).</li> </ul> <i>(See High School Course and Career Planning Handbook for complete list of Math sequence of courses).</i>			
<b>SCIENCE</b> (3 credits)	Physical Science (1)	Biology (1)	For the 3 <sup>rd</sup> credit any Science course offered in the Science Curriculum is calculated as a science credit. <i>(See High School Course and Career Planning Handbook for a complete listing of Science sequence of courses.)</i>	
<b>SOCIAL STUDIES</b> (3 Credits)	Modern World History (1)	U.S. History (1) OR American Studies (1) OR AP U.S. History (1) OR AP American Studies (1)		U.S. Government (.50) <b>And ONE of the following:</b> American Politics (.50) Foreign Policy (.50) Economics (.50) International Diplomacy (.50) OR AP Government (1) OR IB History of the Americas (HL) Yr. 2 (1)
<b>PHYSICAL ED.</b> (.50 Credits)	Phys Ed. (.25)	Phys Ed. (.25)		
<b>HEALTH ED.</b> (.50 Credits)		Health (.50)		
<b>ELECTIVES</b> (7 Credits)	Once a student has met the minimum graduation requirements within a particular subject area, any additional course work earned in that subject area is considered an elective, i.e. if the student has taken Algebra I, Geometry, and Algebra II, they have met the minimum graduation requirements. If the student takes Precalculus, it is calculated as one of the seven (7) electives. All course work not required for graduation, i.e. art classes, music, band, world languages, applied sciences, business, etc., are considered electives. <i>(See High School Course and Career Planning Handbook for complete list of courses).</i>			
21 CREDITS NEEDED FOR GRADUATION				
STATE EXAMS All students must have passing scores on state mandated Graduation Test.			2011-2012	

### Notes:

- Each student is personally responsible for periodically evaluating his/her past, present, and future program of studies to ensure all minimum standards are met prior to graduation. Additionally, athletes are required to monitor their academic program and progress to ensure eligibility.
- Any student in Grade 12 who has not passed one (1) or more of the state-mandated tests must schedule an OGT intervention opportunity. Upper classmen are strongly encouraged to schedule this intervention.
- Students not graduating with their class have until the day before the first day of the following school year to complete those graduation requirements.

## Graduating Class of 2014 and Beyond

Subjects	9th	10th	11th	12th
<b>ENGLISH</b> (4 credits)	English I (1) OR Honors English I (1)	English II (1) OR American Studies (1) OR Honors English II (1) OR AP American Studies (1)	English III (1) OR Honors English III (1) OR AP English Language (1) OR IB English AI (HL) Yr. 1 (1)	English IV (1) OR AP English Literature (1) OR AP English Language (1) OR IB English AI (HL) Yr. 2 (1)
<b>MATH</b> (4 credits)	<ul style="list-style-type: none"> <li>Any mathematics course offered in the high school curriculum is calculated as a mathematics credit (i.e., Geometry, Algebra II, Precalculus). Mathematics units must include one unit of Algebra II or the equivalent of Algebra II. (See <i>High School Course and Career Planning Handbook</i> for complete list of Math sequence of courses).</li> </ul>			
<b>SCIENCE</b> (3 credits)	Physical Science (1) (if not completed in Grade 8) OR Biology (1)	Biology (1) (if not completed in Grade 9)	For the 3 <sup>rd</sup> credit any Science course offered in the Science Curriculum is calculated as a science credit. (See <i>High School Course and Career Planning Handbook</i> for a complete listing of Science sequence of courses.)	
<b>SOCIAL STUDIES</b> (3 Credits)	Modern World History (1)	U.S. History (1) OR American Studies (1) OR AP U.S. History (1) OR AP American Studies (1)		U.S. Government (.50) <b>And ONE</b> of the following: American Politics (.50) Foreign Policy (.50) Economics (.50) International Diplomacy (.50) OR AP Government (1) OR IB History of the Americas (HL) Yr. 2 (1)
<b>VISUAL / PERFORMING ARTS</b> (2 semester credits)	All students must complete at least two (2) semesters of high school level visual or performing arts taken in grades 7-12 unless following a career-technical pathway.			
<b>PHYSICAL ED.</b> (.50 Credits)	Phys Ed. (.25)	Phys Ed. (.25)		
<b>HEALTH ED.</b> (.50 Credits)		Health (.50)		
<b>ELECTIVES</b> (5 Credits)	Elective units must include one or any combination of world language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education or English language arts, mathematics, science or social studies courses not required.			
21 CREDITS NEEDED FOR GRADUATION				
STATE EXAMS All students must have passing scores on state mandated Graduation Test.				

### Notes:

- Each student is personally responsible for periodically evaluating his/her past, present, and future program of studies to ensure all minimum standards are met prior to graduation. Additionally, athletes are required to monitor their academic program and progress to ensure eligibility.
- Any student in Grade 12 who has not passed one (1) or more of the state-mandated tests must schedule an OGT intervention opportunity. Upper classmen are strongly encouraged to schedule this intervention.
- Students not graduating with their class have until the day before the first day of the following school year to complete those graduation requirements.

## Dublin City Schools Semester Credit

The Dublin City Schools awards academic credit for all high school courses on a semester basis. Both the first semester final grade and .50 credit, and the second semester final grade and .50 credit will appear on the transcript. Likewise, the cumulative grade point average for all high school students will be recalculated at the conclusion of each semester of high school.

### Minimum College Requirements:

English	4 credits
Mathematics (Algebra I, Geometry, Algebra II)	3 credits
Science	3 credits
Social Studies	3 credits
World Language	2 credits
Visual/Performing Arts	1 credit

### Early Graduation Policy

The Board of Education acknowledges that some students are pursuing educational goals, that include graduation from high school at an earlier date than their designated class.

Application for early graduation will be submitted to the high school principal in accordance with school regulations. The principal may honor this request if all conditions for graduation are met and the student fulfills the graduation requirements.

With the permission of the Superintendent, the student may participate in the graduation ceremonies with his/her designated class.

### Grade Placement

Students are classified by grades according to the number of credits they have accumulated. The minimum credits for grade classification are as follows:

9th Grade	– successful completion of Grade 8
10th Grade	– 5 credits (including Algebra I and English I) and one year of high school
11th Grade	– 10 credits and two years of high school
12th Grade	– 15 credits and three years of high school
Graduate	– 21 credits, 4 years of high school, passage of the Ohio Graduation Test

### Grading System

Dublin Scioto High School has a standard grading procedure, as well as additional notations that indicate work in progress or incomplete work. In general, students are assigned grades based upon test results, homework, projects and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, she/he should ask the teacher.

The grading system at Dublin Scioto High School will be as follows:

<b>Grading Scale</b>	<b>Honors Scale</b>	<b>AP/IB Grading Scale</b>
A= 93-100= 4.00 A-= 90-92= 3.67 B+= 87-89= 3.33 B= 83-86= 3.00 B-= 80-82= 2.67 C+= 77-79= 2.33 C= 73-76= 2.00 C-= 70-72= 1.67 D+= 67-69= 1.33 D= 63-66= 1.00 D-= 60-62= 0.67 F= 59-Below= 0.00	A= 93-100= 4.50 A-= 90-92= 4.17 B+= 87-89= 3.83 B= 83-86= 3.50 B-= 80-82= 3.17 C+= 77-79= 2.83 C= 73-76= 2.50 C-= 70-72= 2.17  <u>Honors</u> courses receive an additional .5 value. Grades of D+ and lower in these courses do not receive the added point value.	A= 93-100= 5.00 A-= 90-92= 4.67 B+= 87-89= 4.33 B= 83-86= 4.00 B-= 80-82= 3.67 C+= 77-79= 3.33 C= 73-76= 3.00 C-= 70-72= 2.67  <u>Advanced Placement</u> and <u>International Baccalaureate</u> courses receive an additional 1.00 value. Grades of D+ and lower in these courses do not receive the added point value.

### **Grade Point Average (GPA)**

Current GPA is the average of a student's grade in a given quarter. Cumulative GPA is calculated on final grades for courses and reflects all courses taken in high school.

### **International Baccalaureate**

The International Baccalaureate (IB) Programme is a course of study in which students have the opportunity to take classes that emphasize research skills, internationalism, critical thinking, the application of knowledge, intercultural understanding, and interdisciplinary learning. The IB Programme underscores the importance of the development of a well-rounded student.

Students in the IB Diploma Programme take courses in six **subject groups** including:

- Group 1. Language A1 (English)
- Group 2. Second Language
- Group 3. Individuals and Societies (Social Studies)
- Group 4. Experimental Sciences
- Group 5. Mathematics
- Group 6. The Arts and Electives

IB Diploma students also complete unique components, which include a Theory of Knowledge course, an extended essay, and CAS – Creativity, Action, and Service.

The Diploma Programme is offered during the last two years of high school (11<sup>th</sup> and 12<sup>th</sup> grade) and serves as a bridge to prepare students as they leave high school and enter higher education.

IB Diploma students take one course from each of the subject groups and complete the other unique components of the IB Programme.

All IB courses offer weighted grades. For specific course offerings and other IB information, please contact your school's guidance office.

Students are **REQUIRED** to complete all of the prescribed IB assessments for the IB courses they are taking. There is an IB subject fee that is associated with the multiple IB assessments for each IB course. This fee includes having

a trained IB Assessor evaluate the prescribed IB assessments. IB fees are due in the fall of the testing year. For example, if students take a one-year IB SL course, they would pay this fee in the fall of their junior year. If they take two-year IB SL or HL courses, they would pay these fees fall of their senior year. **The completion of the prescribed IB assessments is a requirement for all IB courses.** Students opting not to participate in the prescribed IB assessments will forfeit the IB source title and the weighted grade.

### Midterm, Semester and Final Exams

Each teacher is required to administer semester and final examinations. These exams are comprehensive, which means that they will cover all work covered until their administration. Examinations of this type are excellent tools for determining the degree of knowledge obtained from a course. They also provide excellent preparation for the type of examinations encountered in higher education. **All students are required to take these examinations unless an approved exemption has been made by an administrator.**

Freshmen and Sophomores are required to attend each day of exam week fully from 8:00 a.m. – 1:00 p.m. even if you do not have an exam. Juniors and Seniors may earn the privilege of attending during exam week ONLY during their scheduled exams by meeting established academic, behavioral and attendance criteria. Any Junior or Senior with a grade of 69% or lower in a class will not be given this privilege and will be required to attend exam week in its entirety.

All seniors (12th) who maintain a “B” average (no less than 80%) in any course will be allowed to exempt his/her final exam. All seniors with an F average in any class will be required to attend senior exam week in it entirety.

Discipline referrals by the classroom teacher may forfeit this exemption.

Any modification to a student’s exam schedule must be requested in writing by the student 5 days in advance of the exams and approved by the principal.

### Test Security/Standardized Tests

Dublin City Schools administers state and national standardized tests, which include, but are not limited to, the Ohio Graduation Test, the PLAN, the ACT, and the PSAT. Students are not permitted to review any portion of a state or national assessment at any time prior to the test administration. In order to ensure fairness and reliability of the test scores, students are not permitted to discuss test questions or share any information regarding the content of these tests at any time. Any student caught sharing information in regard to state or national assessments will be subject o disciplinary action.

The district assessment calendar is available by visiting [Dublinschools.net](http://Dublinschools.net) and choosing the District Academic Data file.

### National ACT/SAT/PSAT Information

<b>National ACT Test Date</b>	<b>Registration Deadline</b>	<b>Testing Location</b>
September 10, 2011	August 12, 2011	See your Guidance Counselor
October 22, 2011	September 16, 2011	Dublin Jerome High School
December 10, 2011	November 4, 2011	Dublin Coffman High School
February 11, 2012	January 13, 2012	See your Guidance Counselor
April 14, 2012	March 9, 2012	Dublin Scioto High School
June 9, 2012	May 4, 2012	See your Guidance Counselor
<b>National SAT Test Date</b>	<b>Registration Deadline</b>	<b>Testing Location</b>
October 1, 2011	September 9, 2011	See your Guidance Counselor
November 5, 2011	October 7, 2011	Dublin Scioto High School
December 3, 2011	November 8, 2011	See your Guidance Counselor
January 28, 2012	December 30, 2011	Dublin Jerome High School
March 10, 2012	February 10, 2012	See your Guidance Counselor
May 5, 2012	April 6, 2012	Dublin Coffman High School
June 2, 2012	May 8, 2012	See your Guidance Counselor

**National PSAT Test Date**  
October 12, 2011 (Wednesday)

**Registration Deadline**  
To Be Announced

**Testing Location**  
Coffman, Jerome, Scioto

## Grade Replacement

Students are permitted to retake any class they choose for grade replacement; however, students cannot earn credit twice for the same course. Both grades that the student earns in repeated courses would remain on the transcript. A “#” sign would be placed by the lower grade denoting that the lower grade will not be calculated in the student’s GPA. Credit will be removed from the lower grade.

## Guidelines for Schedule Changes

Each spring, a series of scheduling activities takes place to assist each student in selecting appropriate courses for the following year. From the time a student returns the course request form (February) until the end of the school year (June), a student may request a schedule change. It is important to realize that our master schedule is based upon the student requests made in February. In order to be fiscally responsible, the number of class sections within each subject area is based on these projections. These requests also dictate new teacher hires during the summer. Once classes are scheduled, it is difficult to make a schedule change because many classes will be at or near capacity. Students may not be enrolled in a class that is considered filled. **Once a student has received his/her schedule in August, through the remainder of the school year, the form at the back of this handbook must be processed to request a schedule change.**

## Student Withdrawal Procedures

When a student wishes to withdraw from Dublin Scioto High School, he/she must follow the steps outlined below.

1. Student must contact the Guidance Office.
2. The counselor or registrar will speak with the student to determine if the withdrawal is for relocation or for work.
3. If the student is moving, a withdrawal form will be completed and submitted to the registrar who will sign the student out and give him/her a copy of the form.
4. If the student is dropping out, the registrar will explain the procedure and refer the student to the appropriate counselor. The counselor should inform the student’s parents and the appropriate administrator of the impending withdrawal and involve them if the student plans to drop out.
5. If the student is withdrawing on a full-time work permit, the following conditions must be met:
  - a. Students must be between the ages of 16 and 18 and must be employed full time.
  - b. A complete work permit must be submitted to the registrar.
  - c. A parent’s signature must appear on the withdrawal form and the work permit.

## Academic Distinctions

### Valedictorian

- All students who achieve a grade point average of 4.1 based on the 7<sup>th</sup> semester will receive the distinction of valedictorian.

### Summa Cum Laude, Magna Cum Laude, Cum Laude

- Students will be honored at commencement based on the following cumulative GPA scale:
  - Summa Cum Laude:** 4.000 GPA and above
  - Magna Cum Laude:** 3.75 to 3.999
  - Cum Laude:** 3.50 to 3.74

Students will be credentialed for this academic award based on the 7<sup>th</sup> semester GPA.

## Honor/Merit Roll

Dublin Scioto High School students will be listed on the HONOR ROLL by attaining a 3.50 G.P.A. per grading period. 3.00 G.P.A. students will be listed under the MERIT ROLL at the end of each grading period.

## Academic Recognition

Students will be recognized for academic achievement at Dublin Scioto High School. Students will receive a certificate and a breakfast for obtaining a semester GPA of 3.5 or above. If the student has obtained a GPA of 3.5 or above for five out of seven semesters, he/she will receive an academic letter.

## Educational Options

The intent of educational options is to allow educators, parents and other professionals to work together to provide opportunities for students to learn in an independent study setting or to work with recognized experts in specific fields. Educational options are seen as additional curricular opportunities to improve, expand, and enrich student learning experiences and perspectives. It is imperative that a guidance counselor be involved in the investigation of and development of a plan for pursuing any approved educational option.

## Post Secondary Enrollment Option

Any student in grades 9 through 12 may enroll in a post-secondary program providing she/he meets the requirements established by law and the district. If you are interested in a post secondary option, please acquire a brochure explaining the post secondary options from a guidance counselor. Parents and students are encouraged to attend the informational meeting held each year during the month of January or February.

## Tolles Technical Center Requirements

Suggested minimum general requirements for 9th and 10th grade students planning to attend the Tolles Technical Center include the following:

- 2.0 credits of Mathematics
- 2.0 credits of Science
- 2.0 credits of Social Studies
- 2.0 credits of English
- .5 credits of Physical Education
- .5 credits of Health
- 1.0 credit of Electives
- 10.0 credits Total

When 11th and 12th grade students attend the Tolles Technical Center, they will receive the following credits toward graduation:

### Junior Year Schedule of Classes

Technical Education	4.00 credits
Mathematics	1.00 credit
English	1.00 credit
Science	1.00 credit
Related or elective class	<u>1.00 credit</u>
Total	8.00 credits

### Senior Year Schedule of Classes

Related or Elective	1.0 credit
Technical Education	4.0 or 3.0 credits
Am. History or Social Studies	0.5 credit
Am. Gov. or Social Studies	0.5 credit
Math, Science, or other elective	1.00 credit
English	<u>1.00 credit</u>
Total	8.0 credits

## Attendance Policy Philosophy

Dublin Schools has a commitment to provide a formal quality education to its students. To achieve this goal, students must consistently be in attendance at school.

All students are expected to be in all classes, study halls and homeroom. Attendance and promptness to class is the responsibility of each student and his/her parents or guardian. Attending classes and being on time allows students to benefit from the school's program in addition to developing habits of punctuality, self-discipline, and meeting responsibilities. Students must attend school regularly if they are to derive benefits from such educationally sound activities such as the following:

1. Class discussion and group activities
2. Dialogue between students and teacher
3. Lectures
4. Quizzes, tests and examination

5. Videos and guest speakers
6. Special instruction and individual help

Teachers have a responsibility to provide classroom instruction, which will be dynamic, productive, and creative. Without consistent student attendance, it is difficult for teachers to meet these educational goals.

Continuity in the learning process is seriously disrupted through a student's excessive absences. Make-up work cannot be adequately substituted for classroom work. Students who have good attendance generally achieve higher grades, enjoy school more, and are more employable after leaving high school. The lack of good attendance causes students to achieve a level below their potential, and these students frequently experience difficulty in school.

Therefore, to ensure the highest level of student success, Dublin Schools will work cooperatively with parents and students to promote increased student attendance. This policy will be based on state attendance standards, clear and enforceable guidelines, and positive motivation for good attendance.

### **Compulsory Attendance**

Section 3321.04 of the Ohio Revised Code provides that every parent, guardian or other person having charge of any child of compulsory school age must send such child to a school which conforms to the minimum standards prescribed by the State Board of Education for the full time the school attended is in session. Such attendance must begin within the first week of the school term or within one week of the school term or within one week of the date on which the child begins to reside in the district.

The statutes governing school attendance are very specific and leave little option for school authorities to excuse children from school. The Ohio Revised Code classifies absence from school as excused or unexcused. The following conditions constitute reasons for excused absence from school:

1. Personal illness
2. Illness in the family necessitating the presence of the child
3. Quarantine of the home
4. Death in the family
5. Work at home due to absence of parents or guardians
6. Observation or celebration of a bona fide religious holiday
7. Necessary work at home due to absence or incapacity of parent(s) / guardian(s)
8. Out-of-state travel (up to a maximum of four (4) days per school year to participate in a District-approved enrichment or extracurricular activity
9. Such good cause as may be acceptable to the Superintendent
10. Medically necessary leave for a pregnant student in accordance with Policy 5751
11. Service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725

Take your son/daughter to work day is also an excused absence.

If a student is absent from school, a parent must call the school (**717-2469**) within one hour of the start of the school day to report his/her child's absence from school.

If the school is not contacted by the parent, the school will make every reasonable attempt to contact parents at home or at work. PLEASE NOTE: It is the responsibility of the school, not the parents, to determine when an absence is excused.

Additionally, students must bring written notification of the absence from the parent on the day of his/her return. An admit slip granting student access to missed work will not be given until this documentation is delivered to the attendance office. Failure to supply written documentation of the absence will result in an unexcused absence and the student may be considered truant. Additionally, once a student accumulates ten days of absence in the school year, only a doctor's note will be accepted as written documentation of an excused absence.

## **Definitions**

Excused absences: absences resulting from personal illness, illness in the family, quarantine of the home, death of a relative, observance of religious holidays, family emergencies, service as a precinct worker, professional appointments, or a special reason for which approval is given by an administrator or the attendance officer.

Unexcused Absences: absences by consent of the parent or with the parent's knowledge for a reason not acceptable to the school or absences that are not followed by written documentation from the parent or doctor. Unexcused absences may receive no credit for schoolwork. Examples include: music lessons, hair appointments, car trouble, oversleeping.

### Extended Vacations/Extended Student Absence During the School Year

Students are permitted to go on vacation during the school year without penalty (except the week ending each semester). The purpose of this administrative guideline is to accommodate parents who must take their vacations during the school year because of company (industry) policies and the desire to enjoy that time as a family.

- A. Whenever a proposed absence-for-vacation is requested, parents must discuss it with the principal. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence.
- B. The student may be given approximate assignments and materials and pages to be completed.
- C. The time missed will be counted as an authorized, unexcused absence, but shall not be a factor in determining grades unless make-up work is not completed.

Truancy: a deliberate, unauthorized absence from school. Truancies are subject to discipline as described in the Student Code of Conduct and will receive no credit for schoolwork.

Tardy: students arriving to school less than 30 minutes after their scheduled starting time will be considered tardy. Continual tardiness will result in disciplinary action as listed in the Student Code of Conduct. Students who are more than 15 minutes late to school should bring a note from their parents or they will be considered truant. Parents, however, cannot write a note excusing a tardy for any reason.

State law classifies students as to the number of unexcused absences/truancies they accumulate throughout the school year. There are two classifications and depending upon the amount of accumulated unexcused absences, the Dublin City School District is required to take corrective action.

1. "Habitual truant" is defined as a school-age child who is absent from school without legitimate excuse for five or more consecutive days, seven or more days in a school month, or 12 or more school days in a school year (RC§2151.001(B)). Note that a school month is defined as four school weeks (RC§3313.62).
2. "Chronic truant" is defined as a school-age child who is absent from school without legitimate excuse for seven or more consecutive days, ten or more days in a school month, or 15 or more school days in a school year (RC§2151.011(B)). Note that a "school month" is defined as four school weeks (RC§3313.62). Unexcused absences and/or truancies may also result in a loss of privileges and/or driving privileges.

## **Attendance Requirements**

1. Any student who accumulates three (3) unexcused absences or truancies will receive a certified letter from the school attendance officer requesting a conference with the student and his/her parents.
2. Any student who accumulates four (4) unexcused absences or truancies will receive a certified letter from the school attendance officer requesting a conference with the student and his/her parents. The purpose of this conference will be for the attendance officer to recommend an intervention program to address the attendance problem.
3. Any student who accumulates five (5) unexcused absences or truancies and is under the age of eighteen (18) will be referred by the school attendance officer to the Franklin County Educational Service Juvenile Court Liaison for excessive absence/truancy.

4. Any student who accumulates (5) or more days of absence in a semester will receive a warning letter from the school attendance officer stating that an accumulation of ten (10) such days could result in the loss of credit in all semester courses taken that semester.
5. Any student who accumulates ten (10) or more days of absence in a semester may receive no credit for all semester courses taken that semester. Should the decision be made by the attendance officer and/or administrator to withhold credit, the parent will be notified of this and given the opportunity to address the Attendance Appeal Committee (see Attendance Appeal).
6. Any student who accumulates ten days absence in a school year will be required to produce a doctor's note as documentation for all subsequent absences. Any other form of documentation will be considered unexcused unless approved by the administrator or attendance officer.
7. Any student who accumulates fifteen (15) or more days of absence in a school year will receive a warning letter from the school attendance officer stating that an accumulation of twenty (20) such days could result in the loss of credit in all courses taken that school year.
8. Any student who accumulates twenty (20) or more days of absence in a school year may receive no credit for all courses taken that school year. Should the decision be made by the attendance officer and/or administrator to withhold credit, the parent will be notified of this and given the opportunity to address the Attendance Appeal Committee (see Attendance Appeal).

### **Attendance Appeal**

A student who receives no credit because of his/her number of absences may appeal the no-credit decision. The appeal will be made to the Attendance Review Committee within ten (10) days of the receipt of the loss of credit notification. The appeal must be made by letter to the attendance office at Dublin Scioto High School. The hearing of the appeal will be before the Attendance Review Committee for the student and their parent/guardian. If no appeal is made within those ten days, the no-credit decision will stand. Students will remain in class until the appeal process has been concluded.

The Attendance Review Committee decision will be final. An appeal beyond that of the Attendance Review Committee must be in writing to the Superintendent within ten (10) days of the Attendance Review Committee's decision. Early release is only available to seniors in good standing, and this privilege may be revoked for academic, discipline, or attendance reasons.

### **Early Release and Intervention**

Any student not passing, or at risk of not passing, a required course is not permitted to leave school early under the early release program. That student will be assigned to an intervention period until the report card shows a passing grade.

### **Class Truancy**

Failure to attend an assigned class/homeroom is considered truancy and will result in disciplinary action. Such failure to attend class/homeroom/school-related activity will also result in an absence under the attendance policy. This is an unauthorized, unexcused absence. Truancy may result in loss of parking/driving privileges.

### **Activities and Attendance**

Students participating in any extracurricular activities must attend school during the day to participate in any event. Students who are absent from school for more than one-half day on the day of a game, match or event will not be permitted to participate. This policy does not apply to activities which occur on a weekend or on a day when school is not in session.

### **Tardiness to School**

Any student late to school must report to the attendance office.

Continual tardiness to school will result in disciplinary action at the fourth infraction of each semester. Further disciplinary action will be taken if tardiness persists. Failure to sign into the attendance office will also result in disciplinary action. Tardies to school may result in loss of driving/parking privilege or loss of privileges.

Students who are more than 15 minutes late to school should bring a note from their parents or they will be considered truant

## **Class Tardiness**

Students are responsible for arriving promptly to every class. Students who are tardy will be admitted to class. Those with valid passes will be excused.

Students who arrive tardy will be subject to disciplinary action in accordance with the school policy administered by the teacher. Continual or persistent tardiness will be brought to the attention of the appropriate administrator. Class tardies may result in loss of privileges.

## **Student Dismissal**

All requests to leave school before the close of school hours must be made in writing by a parent or guardian. All such requests should be given to the attendance office prior to the first period class.

Prior to leaving the building or school property, students must sign out in the attendance office. Students returning during the day must also sign in when they return. Failure to comply will result in disciplinary action and loss of privileges.

## **College Visitation**

It is the district's policy to permit juniors and seniors planning to go on to college to have leave from normal school classes in order to visit colleges they anticipate attending. Arrangements for such visitations must be made well in advance to ensure that permission is granted for an excused absence.

The following procedure must be completed prior to permission being granted:

1. Seniors have no more than three (3) college visitation days that are to be used during the first three quarters of the school year.
2. Juniors have no more than two (2) college visitation days that are to be used during the last two quarters of the school year.
3. The student must complete a form, which can be obtained from the attendance office.
4. All requests should be submitted a minimum of two (2) school days prior to the visitation.
5. No requests will be honored two (2) school days prior to and/or after a school vacation or holiday.

Upon returning to school, a student must provide written verification of their visit from the college admissions office.

## **Community Resources Shadowing**

Dublin Scioto High School permits sophomores and juniors to leave from normal school classes to shadow individuals who are employed in career areas that are of interest to students. Arrangements for such experiences should be made well in advance to ensure that permission is granted. The following procedure must be completed prior to permission being granted:

1. Sophomores, juniors and seniors have up to two (2) days each year to shadow a community professional. Students may use the community resources file in the Guidance Information Center to select a resource person or they may use their personal resources to identify a professional.
2. The student must complete a form, which can be obtained from the guidance office.
3. The request form must be returned to the appropriate guidance counselor who then submits the form to the attendance office.
4. All requests should be approved a minimum of two (2) school days prior the visitation.
5. No requests will be honored three (3) school days prior to and/or after a school vacation or holiday.

## **Makeup Work**

Assignments and class work missed because of absences shall be made up within a period of time equal to the same amount of time of absences. An exception to this would be when a major assignment has been announced prior to the student's absence, in which case the student would be expected to submit the assignment upon returning to school. When a test is missed, the student should either make-up the test or make appropriate arrangements with the teacher upon returning to school.

1. Only excused absences shall receive credit for makeup work. An absence will not be considered excused until written notification of the absence has been provided to the attendance office and the student has received an admit slip.
2. Unexcused absences and truancies will receive no credit for makeup work.
3. Students who fail to complete makeup work in the allotted time will be assigned a failing grade for the assigned work.
4. In the event that work is not picked up prior to the student's return to school, the student needs to report to the attendance office upon his return to turn in necessary documentation and pick up an "admit slip" which will notify teacher that the student's absence was an "excused absence".
5. Students who are on out-of-school suspensions are eligible to make up work for 100 percent of the credit for daily work missed as a result of the suspension.

### **Prearranged Absence**

As it relates to removing a student from school while classes are in session, the following procedure shall be followed:

1. Attendance office receives a note from parents at least two (2) days prior to first day of absence.
2. Students obtain prearranged absence form (5200 F2).
3. Students take form to their teachers to be completed.
4. Students have parents sign form.
5. Students return form to the attendance office with the dates of and the reason for the absence.
6. Makeup work procedures apply to turning in assignments.

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

### **Financial Obligation Policy**

Any student not fully paying any general school fee; instruction fee; charge for loss/damage/destruction of textbooks, materials or other school property; testing fees and material fees shall have his/her grades withheld for all subjects. Actual grades will be recorded only upon full payment of such fees and/or charges. If the fees or charges are not fully paid during the school year in which the fees or charges are incurred, credit shall be withheld to that student for any or all classes taken during that year and based on such withholding of credit, the student shall not be promoted to the next grade status or graduated.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

### **Technology Policy**

The Dublin City Schools ("District") is pleased to provide computer and Internet Access ("Network") to students ("users") who agree to abide by this agreement. The Network shall be used for educational purposes, including: (1) to assist in the collaboration and exchange of information; (2) to facilitate personal growth in the use of technology; and (3) to enhance information gathering and communication skills.

In exchange for the use of the Network resources, either on-site or by remote access, the user understands and agrees to the following:

- A. **Privilege** — The use of the Network is a privilege, which may be revoked by the District at any time and for any reason.
- B. **Scope Of Acceptable Use** — Network resources shall be used for the purpose of (in order of priority):
  1. supporting the academic program;
  2. telecommunications;
  3. general information.

The District periodically may make determinations on whether other incidental non-educational uses of the Network are consistent with this Agreement. Uses that interfere with normal District business or

educational activities are prohibited and may be cause for disciplinary action at the discretion of the District. It is within the rights of the District to periodically modify the list of acceptable use. The District, in combination with the Information Technology Center (ITC) providing Internet access, will utilize filtering software or other technologies designed to restrict users from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors, as these terms are defined and interpreted by the Children's Internet Protection Act [47 U.S.C. § 254 (h) and (1)] and applicable state and federal law. As it is impossible to limit access to all materials that may be considered to be inappropriate, users are responsible for their use of the Network and are required to avoid sites that are inappropriate for the educational setting. Users are prohibited from taking any measures to override the filtering software. The District shall monitor the user's online activities, through direct observation and/or technological means, to endeavor to ensure that users are not accessing such depictions or any other materials that are inappropriate for the educational setting. To the extent practical, steps shall also be taken to promote the safety and security of users when utilizing e-mail, chat rooms, instant messaging and other forms of direct electronic communication.

- C. **Access** — Selected Network resources are intended only for the use of their registered users who agree to abide by this Agreement. Users shall not share their password(s) with others or otherwise allow anyone unauthorized access to the Network. A user is responsible for any violations of this agreement committed by someone who, with the user's express or implied permission, accessed the Network with the user's password. Supervision — All use of the Network by a User must be done with supervision by a District staff member.
- D. **Network Etiquette** — Use of the Network has great potential to enhance productivity of the users. The Network, however, could also be abused. Each user must abide by generally acceptable rules of Network etiquette, which include but are not limited to:
1. Users shall not obtain copies of or modify files, other data, or passwords belonging to other users without express authorization.
  2. Users shall not misrepresent themselves on the Network.
  3. Users shall not use the Network in any way that would disrupt the operation of the Network; abuse the software and/or hardware; or excessively consume limited computer, paper or telephone resources, such as through spamming, creating or forwarding mass e-mails, sending chain letters, or extensively using the Network for non-curriculum-related communications or other purposes exceeding the Scope of Acceptable Use under this agreement.
  4. Users shall not create or transmit harassing, threatening, abusive, defamatory or vulgar messages or materials.
  5. Users shall not reveal any personal information beyond directory information about themselves, other students, or District employees, including social security numbers, passwords, etc.
  6. Users shall not create, transmit, or download any materials (a) that are in violation of District Policies or any state or federal law, including but not limited to confidential information, copyrighted materials, material protected by trade secrets, and any materials that would violate the District's Harassment Policy; or (b) that include the design or detailed information for the purposes of creating an explosive device, materials in furtherance of criminal activities or terrorist acts, threatening materials, or pornographic, sexually explicit or obscene materials.
  7. Users shall not use the Network for any commercial activities, such as buying, advertising or selling goods or services, unless doing so is pre-approved by the District. The District shall not be liable for any transactions, costs, damages or fees incurred by a user through the Network, or for any illegal actions, including copyright violations that a user performs through the Network.
  8. Users shall not use any software or program not already on district equipment unless authorized by a building/district administrator.
- E. **Web Sites** — Web sites created for school community organizations through the Network or linked to District's web site must relate specifically to officially sanctioned organization activities and programs. The District reserves the right to require that material and/or links to other sites found to be objectionable be altered or removed. All web pages under this Agreement, other than the official Dublin City School District web page, must prominently display the following disclaimer: The views and opinions expressed on this web site are not necessarily those of the Dublin City School District.
- F. **Service Disclaimer** — The district does not warrant that the functions of the Network will meet any specific requirements the user may have, or that the Network will be error free or uninterrupted; nor shall the District be liable for any direct or indirect, incidental, or consequential damages (including lost data,

information, or time) sustained or incurred in connection with the use, operation, or inability to use or operate the system.

- G. **Reservation Of Rights** — The District administrators and/or Network managers may perform the following actions for any legitimate reason, including but not limited to for the purposes of maintaining system integrity and insuring the users are using the Network consistently with this Agreement: to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the Network and any and all materials, files, information, software, communications, and other content transmitted, received or stored in connection with this usage. The District reserves all rights to any material stored in files which are generally accessible to others and will remove any materials which the District, at its sole discretion, believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable. The Network and all information, content, and files contained therein are the property of the District, and users should not have an expectation of privacy regarding those materials.
- H. **File Transfers** — A user may not transfer files, shareware, or software from information services and electronic bulletin boards without prior authorization from the District staff. The user may be liable to pay the cost or fee of any unauthorized file, shareware, or software transferred, whether intentionally or accidentally. For each file received through a file transfer, the user must check the file with a virus-detection program before opening the file for use.
- I. **Vandalism** — Vandalism is prohibited. For the purpose of this Agreement, vandalism is any malicious attempt to harm or destroy software, hardware, data of another user, other Network resources, or the use of the Network to harm or destroy anything on the Internet or outside networks. Vandalism includes but is not limited to the uploading, downloading, creating or transmitting of computer viruses, worms, Trojan horses, or other destructive programs or applications. Should the user cause the Network to become infected with a virus or other destructive program or application and the infection causes damage to the Network, the user may be liable for any and all repair costs to restore the Network to full operational status in addition to other potential disciplinary measures as determined by the District.
- J. **Security** — If a user identifies a security problem with the Network, the user must notify a Network administrator, teacher, or building principal immediately. Users must report all activities that are illegal or in violation of District Policies to a teacher or building principal. All users agree to cooperate with the District in the event of an investigation into any alleged misuse or security breaches of the Network.
- K. **Use of Wireless Communication Devices (WCDs)** – In accordance with Policies 5136, 5136.01, and Administrative Guideline 5136, students using personal WCDs are to follow all rules as established and only connect or attempt to connect to networks designated for student use.
- L. **Violations Of This Policy** — Any violations of this Policy may result in disciplinary action, including but not limited to restriction or termination of access to the Network, other discipline in accordance with the Student Code of Conduct, referral to legal authorities, and/or other legal action.

Web Site Agent:

Mr. Doug Baker  
7030 Coffman Road  
Dublin, Ohio 43017  
Phone: 764-5913 FAX: 761-5899  
Email: baker\_doug@dublinschools.net

### **Multicultural/Inclusionary Education**

Throughout the history of our nation, the concept of people of many and varied cultures and backgrounds living and working together to build a better America has been a symbol of pride and hope. The pluralism of cultures has been an essential ingredient in the development of our society and is reflected in the public schools. Historically, the school curriculum reflected most strongly the culture of the majority. However, to help students understand themselves and others, to appreciate and value strengths, weaknesses, likenesses, and differences in all people, the school curriculum and all instructional materials should reflect an inclusionary perspective.

The concept of pluralism has been traditionally described by the use of a term called “multicultural education.” The Dublin City Board of Education believes that the idea of pluralism is larger and more encompassing than multicultural education, and should be expanded to focus on an inclusionary philosophy of education.

Inclusion is a philosophy whereby our district staff should promote equity and access for all students regardless of race, color, religion, ancestry, ethnicity, national origin, gender, disability, economic status, and/or learning styles.

The Dublin City Schools Board of Education believes and declares that:

- Multicultural/Inclusionary Education is of vital importance to the process of:
  - the personal development of all students and staff;
  - the achievement of harmony within our community;
  - the stability and success of our nation.
- Infusion of specific content throughout the Dublin City Schools' curriculum will promote acceptance, understanding, cooperation, and appreciation of diverse groups of people. It challenges and rejects all forms of illegal discrimination in schools and society and accepts and affirms the pluralism (ethnic, racial, linguistic, religious, economic, and gender) that students, their communities, and teachers represent.
- Administrators, teachers, and other support staff should receive professional development training, which will enable them to foster understanding, acceptance, and positive relations among people of different backgrounds.

A philosophy of education that supports inclusionary practices can only be developed through a total school and community commitment toward providing students with educational experiences that will prepare them for leadership in the 21st century.

LEGAL: Equal Educational Opportunities Act of 1974 {Adoption Date: April, 1991}

REFS: Title VI, Civil Rights Act of 1964 {Revised Date: August, 1995}

Title IX, Education Amendment of 1972

Rehabilitation Act of 1973

Americans with Disabilities Act

Equal Protection Clause of the Fourteenth Amendment to the U.S. Constitution, ORC §3313.60, ORC §3317.024 (F)  
State Board of Education Minimum Standards 3301-35-02 (B)(1)(b)

## **Harassment Regulations/Students**

### Definition

Harassment includes conduct which has the purpose or effect of creating an intimidating, hostile, discriminating, or offensive learning environment on the basis of gender religion, race, color, national origin or ancestry, age, and/or disability, marital status, and/or other legally protected characteristic.

The Board of Education recognizes that a student has the right to work in an environment untainted by sexual or other forms of harassment or discrimination. Offensive conduct which has the purpose or effect of unreasonably interfering with learning performance or creating an intimidating, hostile, discriminatory, or offensive educational environment disrupts the educational process and impedes the legitimate pedagogical concerns of the district. Sexual and other forms of harassment will not be tolerated.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature. Other prohibited harassment includes conduct that has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive learning environment on the basis of gender, religion, race, color, national origin of ancestry, age, disability, marital status and/or other legally protected characteristic.

The harassment by a student of a staff member, fellow student of this district or third party (e.g. visiting speaker, athletic team member, volunteer parent, etc.) is strictly forbidden. Anyone who is found to have caused harassment will be subject to discipline in accordance with law and the Code of Conduct.

Some forms of harassment may be considered a form of child abuse, which would require that the abuser be reported to proper authorities in compliance with State law. The Superintendent shall establish administrative guidelines, which address the conduct prohibited by this policy and describe a reporting procedure. The Superintendent shall ensure that explanations of the prohibited conduct and reporting procedures are available to all

students and are posted in appropriate places throughout the district.

Any student who believes that she/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the district should make contact with one of two or three persons selected by each building principal with whom the students would most likely be comfortable in discussing a matter of this kind.

The student may make contact either by a written report (Form 5517 F2) or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom she/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report is to be prepared promptly on Form 5517 F1 and a copy forwarded to the District Title IX Hearing Officer.

Each report received by a designated person shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

The purpose of this provision is to:

- A. protect the confidentiality of the student who files a complaint;
- B. encourage the reporting of any incidents of sexual or other forms of harassment;
- C. protect the reputation of any party wrongfully charged with harassment.

### **Bullying and Other Forms of Aggressive Behavior Policy**

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. The Board of Education 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 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 is defined as any intentional written, verbal, graphic, or physical act that a student, group of students, staff, or third party 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). Harassment, intimidation, or bullying 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/cyber bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying can also be defined as electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student or 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(s) 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 harassment, intimidation, or bullying 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. Complaints against the Superintendent should be filed with the Board President. Every student is encouraged, and every staff member is required, to report any situation that they believe to be harassment, intimidation, or bullying directed toward a student. Reports may be made to those identified above.

**Reports can be made online by visiting the Dublin City Schools web site and choosing the "Report Bullying:" link on the left side.**

All complaints about harassment, intimidation, or bullying 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 has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include 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.

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 harassment, intimidation, or bullying 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 harassment, intimidation, or bullying. Making intentionally false reports about harassment, intimidation, or bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

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

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 harassment, intimidation, or bullying against a specific student are verified, the building principal or appropriate administrator shall notify the 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, act of harassment, intimidation, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the 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 principal for review, investigation, and action. Students, parents/guardians, and school personnel may make informal 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 informal 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 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 principal for review, investigation, and appropriate action. Students 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 a student 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 who 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, according to district policy and administrative guidelines.

#### 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. 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 procedure.

#### Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of harassment, intimidation, or bullying. 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 and harassment, intimidation, or bullying in general, will be age and content appropriate. To the extent that State or Federal funds are appropriated for these purposes, 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. The Superintendent is directed to 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.

### **Tobacco Free Schools Policy**

The Board of Education believes that the right of persons to use tobacco must be balanced against the right of those who do not use tobacco to breathe air untainted by tobacco.

For purposes of this policy, "use of tobacco" means a cigar, cigarette, pipe, or any other matter or substances that contain tobacco.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, and because the Board cannot, even by indirection, condone the use of tobacco, the Board prohibits the use of tobacco, including, but not limited to, cigarettes, cigars, snuff, and chewing tobacco on Board premises, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, and used to provide education or library services to children and at all Board-sponsored events.

### **Sign/Publication Posting Policy**

1. All signs/publications must be approved and authorized by the administration before they are posted.
2. Only Dublin Scioto High School organizations or groups with special permission may post signs only in designated areas.
3. Signs/publications and posters should be made from construction paper or poster board and should be moderate in size, no larger than 24" X 30". They must be appropriate and in good taste.
4. Announcements may not be posted in the hallways. Such announcements may be posted only on classroom bulletin boards with the approval of the classroom teachers involved.
5. Signs/publications must be attached with magnets only and should never be suspended from or attached to light fixtures.
6. Organizations posting signs/publications are responsible for their prompt removal.
7. Defacing or destroying signs/publications is prohibited and the student will be subject to disciplinary action.

### **Driving Policy**

The Board of Education provides transportation for all school district students who reside more than one mile from the school to which they have been assigned. While transportation is offered to all eligible students, some students may choose to provide their own transportation. Regulations are established regarding student parking and driving. Violations of the Student Code of Conduct may result in the loss of driving/parking privileges. Students who are charged with Driving Under the Influence on or off of school property or who are charged with any alcohol or drug violations on or off of school property may lose their driving/parking privileges. Students who lose their driving/parking privileges during the second semester may lose their privilege of purchasing a parking permit for their junior or senior years.

### **Parking of Vehicles Driven by Students**

1. A student shall not park a motor vehicle without a proper parking permit, including any motorized conveyance, in any visitor or faculty parking area or in any location on school premises other than in a designated parking spot between the hours of 7:00 am and 3:00 p.m. on all school days.
2. A vehicle driven by a student shall be parked immediately upon arrival on the school premises.
3. To facilitate identification, vehicles shall be parked with the front end headed into the designated parking space.
4. The Dublin School District is not responsible for any theft or damage to a vehicle parked on school property.

### **Registration of Vehicles Driven by Students**

1. The privilege to park at Dublin Scioto High School is granted to students according to established academic, behavioral and tardy criteria established by Dublin Scioto High School.

2. Students who have finished the previous year with a failing grade and/or behavior or tardy concerns may not have the opportunity to purchase a parking permit at the beginning of the school year, but may earn the privilege with improved academic, behavioral and/or tardy choices.
3. A student who desires to drive to and park a motor vehicle on school premises shall make application for and, if approved, purchase a registration tag from the treasurer for a fee of \$60.00 a year. If parking spaces are available, and a student wishes to drive a vehicle only during the second semester, he/she may purchase a tag for a fee of \$30.00 for the second semester.
4. A lost or stolen tag must be reported immediately to the parking lot attendant and treasurer. Because of possible theft, it is highly recommended that car doors be locked. Replacement tags cost \$5.00.
5. A student shall not sell, give, share or otherwise transfer a registration decal to another student or person.
6. The student registration tag shall be visible from outside of the vehicle.
7. Only licensed drivers may purchase a permit.
8. Academic and behavior concerns could result in the loss of parking privileges.

### **General Regulations for Student Driving & Parking**

1. A student shall not violate any law or ordinance regarding the operation of a motor vehicle or any regulation set forth herein while on school premises, under school authority or at any school-sponsored activity, function or event.
2. A student shall operate a motor vehicle on school premises safely and at a speed consistent with existing conditions, but in no case at a speed greater than ten (10) miles an hour.
3. A student operating a motor vehicle on school premises shall yield the right-of-way to pedestrians, school buses and the directions of the traffic attendant.
4. A student who operates a motor vehicle on school premises shall have a valid operator's license and the motor vehicle shall be insured against liability for personal injury and property damage caused by the student driver. The Dublin Board of Education shall not be liable for the student driver, for the vehicle or for the contents of the vehicle.
5. A motor vehicle parked on school premises (including Central Office) in violation of parking and driving regulations shall be subject to being towed away at the owner's expense.
6. A student shall not drive or park a motor vehicle on school premises when his or her privilege to do so has been suspended or revoked.
7. All students, pedestrians and drivers shall follow the directions of the traffic attendant and abide by school regulations.

### **Disciplinary Action for Violation of Driving and Parking Regulations**

Disciplinary action may result from the violation of any of the driving and parking regulations set forth herein. The circumstances of a particular offense may result in suspension or revocation of a student's registration sticker without refund or more severe disciplinary action. However, the student shall be subject to other disciplinary action as appropriate and the sequence of disciplinary action herein shall be subject to alteration.

Students who lose their driving/parking privileges for any reason will not receive a refund.

A vehicle may be towed in accordance with Board and civil policies.

### **Limitations**

Depending upon parking space, Dublin Scioto High School has the right to develop a student driving limitation policy.

### **Student Insurance**

Student 24-hour accident insurance and school accident insurance is available through an agency approved by the Board of Education, subject to any insurability requirements. Students will receive applications for this insurance, which is completely voluntary.

### **Announcements and Bulletins**

Organizations, clubs or activities must follow the guidelines for announcements over the PA system. Board policy and guidelines prohibit announcements for non-school sponsored clubs, organizations, or activities.

1. All announcements must be approved and signed by the advisor in charge of that activity.
2. Announcements must be submitted for administrative approval by 2:30 p.m. the day before the announcement is to appear except in the case of an emergency.
3. The same announcement, in general, will not be read for consecutive days.
4. Afternoon announcements will be made for cancellations and emergencies only.

### **Changing Classes**

1. At the beginning of the period students are to be in their rooms when the signal sounds. At the end of the period, students are to remain in their seats until dismissed by the teacher.
2. Students are not permitted to be lined up at the door prior to dismissal.

### **Hall Passes**

1. If a student must leave the classroom, the teacher will issue an official pass to the student.
2. It is the student's responsibility to obtain a pass prior to leaving the classroom. Do not leave the room without a pass.
3. No other type of pass will be accepted.
4. The pass must be turned in to the teacher of destination.
5. Passes will be issued only when absolutely necessary.
6. Students in the halls without an official pass will be subject to disciplinary action.

### **Telephone Use**

A phone is available in the Main Office and the Attendance Office for students to use in the case of an emergency.

### **Lockers**

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

1. Student lockers are the property of the Board of Education, which are provided solely as a convenience for students to use.
2. Student lockers are to be used only for the purpose of storing textbooks, school supplies, clothing and daily lunches.
3. Students should not consider the locker to which they have been assigned a private place.
4. Student lockers are subject to search by school officials (see Search and Seizure).
5. The school cannot be responsible for stolen and/or damaged books, materials and personal property from lockers. Valuable items should not be stored in student lockers.
6. Writing on the outside and/or inside of a locker is prohibited and any damage occurred through carelessness, kicking, slamming, etc., will be considered as vandalism (see Conduct Code).
7. Students are permitted to add personal locks to their lockers for added security when authorized by the building administrator. In emergency situations, locks will be cut off at no replacement from the school.
8. Presetting of locks is prohibited.

### **Assemblies**

Assemblies will be presented periodically for the purpose of recognizing special achievements, presenting speakers and encouraging school spirit. Assemblies will be held at different times depending on the agenda. Students are required to attend all assemblies unless otherwise excused.

At all times student conduct should be appropriate. An indication of the cultural level of a school is the conduct of its student body at an assembly. Whether guests are present or not, each student is held personally responsible for the impression made by the school as a whole. Unacceptable conduct would include, but not be limited to, whistling, uncalled-for clapping, inappropriate language, boisterousness and talking during a program. Students will be notified of where and when they are to report to an assembly. It is recommended that purses be taken with the students to the assembly. Seating may sometimes be assigned. Students who misbehave will be subject to disciplinary action.

## **Lost and Found**

A lost and found box is located in the main office. If you have lost an article, please come to the office and describe that article for identification. Please bring items found to the office so that others may have an opportunity to reclaim them.

## **Visitors**

In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to sign in. Any visitor found in the building without signing in shall be reported to the principal. If a person wishes to confer with a member of the staff, she/he should call for an appointment prior to coming to the school, in order to prevent any inconvenience. Student visitors from other schools are not permitted to visit Dublin Scioto High School while school is in session.

## **Parent Notification System**

The district's parent notification system will be used in emergency situations and will not replace TV, radio, the district's web site, or the subscription email system. The system is voice activated and the recording will start when a phone is answered OR when the call is dropped into voice mail. If neither of these takes place, the system will continue to try to reach a voice for a short period of time and you may receive multiple calls in these cases. If you have caller ID, the incoming number you will see is 764-5913. If you miss the call, please do not dial this number. Listen to your voice mail message, check our web site, watch your TV, listen to your radio, or wait for the automated call to come through again. You will receive the information quicker through one of these electronic methods than waiting for someone to answer your phone call.

Parents will have the opportunity to control their contact information with this system and will have the options of voice, email, and text message notifications. Parents may call 1-800-846-4976 to add additional contact information or opt out of receiving the phone calls. The call must be made from the primary contact number the district has on file in order to manage the information. Any changes to primary phone numbers must take place at the building level. Once the call is made from the correct primary number, parents can create a pin number they will need to log into [www.prek12notification.com](http://www.prek12notification.com), where up to four email addresses and four phone numbers may be added to a user's profile. During emergency calls, all numbers and email addresses in a user's profile will be contacted.

## **School Closing**

If the school is closed because of poor weather conditions or an emergency, the closing will be announced over local radio and television stations and posted on the district's web site, [www.dublinschools.net](http://www.dublinschools.net). If possible, the announcement will be made on the 11:00 p.m. news the night before and 6:30 AM on the day of school. Do not call school employees, the high school or the central office to inquire about school closings. Listen to the radio stations and watch the local television stations. If you have signed up for the Parent Notification System (as outlined above), you will be notified of any school closing.

## **Errands by Students**

Students shall not be sent from the school building during school hours to perform an errand or act as a messenger.

## **Eye Protection**

Eye protection devices are required to be worn by all teachers and students in all industrial arts, chemistry and any other science or lab courses handling caustic or explosive chemicals. The instructor of the class shall be responsible for enforcing such rules and regulations and to prohibit all students not having such devices from class participation.

## **Gambling**

No form of gambling is permitted in school. Gambling paraphernalia is not to be brought to school. Playing cards and dice are considered to be gambling paraphernalia. A student possessing gambling paraphernalia on school property will have those items confiscated and will be referred for disciplinary action.

## **Wireless Communication Devices**

Students may possess wireless communication devices (WCDs) in school, on school property, during after school activities (e.g., extra-curricular activities) and at school-related functions, provided that during school hours the

WCDs are powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight, unless given prior approval from building administration. WCDs may be permitted in buildings where approved WCD zones have been established. Approval by the superintendent/designee is required before establishing WCD zones.

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, WiFi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or 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. 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, 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 coach/advisor, 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 in the following circumstances when the student obtains prior approval from the building principal:

- A. The student has a special health circumstance (e.g., an ill family member, or his/her own special health condition).
- B. The student is using the WCD for an educational or instructional purpose (e.g., taking notes, recording a class lecture, writing papers) with the teacher’s permission and supervision.

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, 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 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). 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 for a designated length of time or on a permanent basis.

A staff member 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.

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

### **Sexting**

The possessing, taking, disseminating, transferring, or sharing of nude, obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, emailing, or sexting, etc.) may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating, or sharing nude, obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this Code of Conduct and may be reported to the appropriate law enforcement agencies.

### **Electronic Equipment**

While in some instances the possession and use of electronic equipment or devices by a student at school may be appropriate, often the possession and use of such equipment or devices by students at school can have the effect of distracting, disrupting and/or intimidating others in the school environment and leading to opportunities for academic dishonesty and other disruptions of the educational process. Consequently, the Board of Education will supply any electronic equipment or devices necessary for participation in the educational program. Students shall not use or possess any electronic equipment or devices on school property or at any school-sponsored activity without the permission of the principal, the classroom teacher, or advisor/coach.

Examples of prohibited devices include but are not limited to:

- A. lasers,
- B. laser pens or pointers,
- C. electronic games/toys.

Students may use the following electronic equipment/devices on school property for an educational or instructional purpose (e.g., taking notes, recording a class lecture, writing papers) with the teacher's permission and supervision:

- A. cameras (photographic and/or video),
- B. laptops, (with Up-to-Date Anti-Virus/Anti-Spyware Installed)
- C. personal digital assistants (PDAs),
- D. portable CD/MP3 players with headphones,
- E. mobile phones,
- F. GPS Devices.

Students may use the following electronic equipment/devices while riding to and from school on a school bus or other vehicle provided by the Board at the discretion of the bus driver, classroom teachers, sponsor/advisor/coach, or building principal:

- A. cameras (photographic and/or video),
- B. personal digital assistants (PDAs),
- C. portable CD/MP3 players with headphones.

Distracting behavior that creates an unsafe environment will not be tolerated.

Students are prohibited from using electronic equipment or devices in a manner that may be physically harmful to another person (e.g., shining a laser in the eyes of another student). Further, at no time may a camera or other electronic equipment/device be utilized by a student in a 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.

### **Video Surveillance & Electronic Monitoring**

In order to protect Board property, promote security and protect the health, welfare and safety of students, staff and visitors, the Board of Education authorizes the use of video surveillance and electronic monitoring equipment on school property, and in school buildings and school buses. Information obtained through video

surveillance/electronic monitoring may be used to identify intruders and persons breaking the law, Board policy, or the Student Code of Conduct (i.e., it may be used as evidence in disciplinary actions and criminal proceedings).

For additional information please reference Board of Education Policy #7440.01 and Administrative Guideline #7440.01 – Video Surveillance and Electronic Monitoring.

### **Personal Property at School**

The school is not responsible for lost, damaged, or stolen items that are brought from home.

### **Food/Drinks in the Building**

All food and drink is to be consumed only during lunch and only in the Cafeteria.

### **Loitering**

Loitering is defined as the willful presence in a school building, locker room, restricted area of the school building or school grounds at an unauthorized time, including lunchtime. This also includes the excessive presence of a student in a rest room during the lunch period or class period for the purposes other than the expected use of the rest room. Examples of loitering in the rest room are: more than one person in a stall at the same time, not using the facilities, talking or waiting for a friend beyond a reasonable time, sitting on the floor and sinks and any other inappropriate behavior that is not considered to be acceptable for rest room use. Students behaving in this manner will be disciplined according to the consequences given for the rule being violated.

### **Trespassing**

A student shall not attempt to enter a locker, classroom, closed and/or restricted area without proper authorization. Students behaving in this manner will be disciplined according to the consequences given for the rule being violated.

### **Unauthorized Entry**

A student shall not enter a school building or other Board-owned facility that has been locked and secured from student and public use without administrative or staff approval. Students behaving in this manner will be disciplined according to the consequences given for the rule being violated.

The school is here for the benefit of the students. The staff is here to assist a student in becoming a responsible adult. If a student has a concern or suggestion that could improve the school, she/he should feel free to offer them. Written suggestions may be presented directly to the principal or to the student government.

### **Emergency Procedures Fire/Tornado Drills**

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys promptly and clears the building by the prescribed route as quickly as possible. Students are not permitted to talk during a fire drill and are to remain outside the building until a signal is given to return inside. Books and personal belongings are to be left in the room. Students are not permitted to go to their lockers during a fire drill.

Tornado drills are at frequent intervals as well. Each classroom has an area to occupy for such drills, and the same rules for personal behavior apply as for fire drills.

In any other emergency, follow the directions of your administrators or teachers.

### **Lockdown Drills**

Lockdown drills at regular intervals will take place in the high schools and are an important safety precaution. When the announcement is made for a lockdown, students, teachers, visitors and all other people in the building are to report to the nearest classroom, shut and lock the door if possible, remain quiet and hidden from view until a law officer enters your room and escorts you to safety. As in any other emergency, follow the directions of the school official.

## **Notification to Parents Regarding Student Records / FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over eighteen (18) years of age (“adult students” or “eligible students”) certain rights with respect to the student’s education records. The building Principal is the Custodian of Records and is responsible for the supervision of student records at his/her building.

Each student’s records will be kept in a confidential file located at the student’s school office. The information in a student’s record file will be available for review only by the parents or legal guardian of a student, an adult student and those authorized by State and Federal law and Board policy/guidelines. State and Federal law permits access by school officials who have a legitimate educational purpose. School officials for purpose of the Board’s policy include a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, or medical consultant); a contractor, consultant, volunteer or other party to whom the Board had outsourced a service otherwise performed by Board employees (e.g. a therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers). An individual will have a “legitimate educational purpose” if the record is necessary in order for the school official/employee to perform an administrative, supervisory, or instructional task, or to perform a service or benefit for the student or the student’s family.

A parent or adult student has the right to:

- A. inspect and review the student’s education records within forty-five (45) days after the school receives a request for access or within such shorter period as may be applicable to students with disabilities. The school has a form that can be used to submit such a request. The Custodian of Records (“COR”) (building principal) will notify the parent or adult student of the time and place where the records can be inspected. Parents and adult students are not permitted to inspect and review the education records of other students. If there is a valid reason why a parent or adult student cannot personally inspect and review a student’s education records, or if the parent or adult student specifically requests copies of education records, the COR may arrange for copies of the requested records to be delivered to the parent or adult student directly. The Board may charge a reasonable fee for the copying of records, which may be waived under circumstances of unusual hardship.
- B. request the amendment of the student’s education records if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student’s privacy rights. Parents or adult students who believe that a change is necessary should ask the COR to correct the record. Such a request should be made in writing and should identify the part of the record they want changed, and specify why it should be changed. If the record is not changed to the parent’s or adult student’s satisfaction or if the COR informs the parent or adult student that the record does not appear to be misleading, inaccurate, or in violation of any privacy right, the parent or adult student will be informed of his/her right to request a hearing. The parent or adult student may submit a written request for a hearing. The hearing will be conducted by a hearing officer who will submit his/her findings to the Superintendent. The Superintendent will make the final decision concerning whether to change the record. A parent or student who remains dissatisfied with the final decision of the Superintendent may request that an explanatory statement be placed in the student’s file explaining the basis for the disagreement. The school has a form that may be used to identify which information in the record the parent or adult student believes is inaccurate, misleading, or a violation of the student’s privacy rights, and to specify why it is inappropriate.
- C. consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that Federal and/or State law authorizes disclosure without consent (e.g. disclosure to school officials with legitimate educational interests). The school’s AG 8330 describes those exceptions and is available upon request.
- D. challenge the Board’s noncompliance with a parent’s request to amend the records through a hearing. If the COR decides not to amend the record, the parent or adult student will be so notified and provided the

opportunity for a hearing. Additional information concerning the hearing will be provided when the individual is notified of the opportunity for a hearing. (See paragraph B above).

- E. obtain a copy of the District's policy and administrative guideline on student records (Policy 8330 and AG 8330).

Both FERPA and Ohio's Student Privacy Law (R.C. 3319.321) require that the Board, with certain exceptions, obtain a parent or adult student's written consent prior to the disclosure of personally identifiable information about a student. However, the Board may disclose appropriately designated "directory information" without written consent, unless the parent or adult student advises the Board to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Board to include this type of information in certain school publications. Examples include: a playbill, showing a student's role in a drama/musical production; the annual yearbook; honor roll or other recognition lists; graduation programs and sports activity sheets (e.g. showing weight and height of team members). Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's or adult student's prior written consent. In addition, two (2) Federal laws require the District to provide military recruiters, upon request, with three (3) directory information categories, names, addresses, and telephone listings – unless parents or adult students have advised the District that they do not want their student's information disclosed without their prior written consent.

The District has designated the following information about each student as "directory information":

Each year the District will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information": a student's name; a student's photograph, current school of attendance, current grade level (i.e., kindergarten, first, second, etc.) assigned teachers, major field of study; participation in officially-recognized extra-curricular activities and sports; height and weight, if a member of an athletic team; dates of attendance; (not including specific daily records of a student's attendance); date of graduation; and honors and awards including honor rolls and scholarships.

The District will make the above information available upon a legitimate request unless a parent, guardian, or adult student notifies the school in writing within ten (10) days from the date of this notification that s/he will not permit distribution of any or all such information.

### **Specific Events/Activities**

The Protection of Pupil Rights Amendment ("PPRA") requires the Board to notify parents and eligible students and obtain consent to allow parents or eligible students to opt the student out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one (1) or more of the following eight (8) areas ("protected information surveys"):

1. political affiliations or beliefs of the student or the student's parent;
2. mental or psychological problems of the student or the student's family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating, or demeaning behavior;
5. critical appraisals of other with whom respondents have close family relationship;
6. legally recognized privileged relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations, or beliefs of the student or the student's parent, and/or;
8. income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

Parents have the right to inspect upon request a survey created by a third party before the survey is administered or distributed by the school to its students. See Board Policy 2416 concerning the procedures for making such a request.

Parents have the right to inspect upon request any instrument used in the collection of personal information from students for the purpose of marketing or selling that information (or otherwise providing that information to others for that purpose) before the instrument is administered or distributed to the students. See Board Policy 2416 concerning the procedures for making such a request.

Parents have the right to inspect upon request any instructional material used as a part of the educational curriculum for their student. See Board Policy 2416 for the procedures for making such a request.

Any parent or student who believes that the school district has failed to comply with the Family Education Rights and Privacy Act (“FERPA”) or the Protection of Pupil Rights Amendment (“PPRA”), may file a complaint directly with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-8520.

This Notice will be transmitted to disabled parents and students or to non-English speaking parents and students in a format designed to accommodate their disability or in their native language. Call the Office of the Superintendent at 614-764-5913 for assistance and information.

### **Student Rights and Responsibilities**

All students have rights as bestowed to them by Ohio law, the Constitution of the United States, the Board of Education and their parents/guardians. In the exercise of these rights, students have basic responsibilities. Every right has a corresponding responsibility. A student may temporarily forfeit his/her right to educational opportunities when his/her conduct disrupts the educational process, deprives others of their basic right and violates the school rules and local ordinances established herein.

### **Student Rules of Conduct First Warning**

Your possession of these rules constitutes a first warning. No further warnings will be given to you. It is your responsibility to familiarize yourself with these rules and the consequences of violating them. The rules herein apply to all students when on all school premises, at all school-sponsored activities and when aboard a school bus or other Board-owned vehicle. The application of the policies in this handbook applies to activities at Dublin Coffman, Dublin Scioto and Dublin Jerome High Schools.

### **School Decorum**

The administration and faculty expects that all students will exhibit proper behavior and common courtesy. This is expected before, during and after school hours. As required by Ohio Revised Code 3313.661, the Dublin Board of Education has adopted the student rules of conduct, which outline those behaviors considered unacceptable, and for which a student may be suspended, expelled or removed.

In addition, the laws of the State of Ohio outline the due process procedures, which must be followed in disciplinary matters. Please read and understand the following information. A copy of the Code shall be posted in a central location in each school and made available to students on request.

### **Dress Code**

1. Low-cut tops, sleeveless shirts/blouses, see-through blouses, midriff tops that expose the stomach area, tank tops, spaghetti straps, very short mini-skirts or shorts are examples of styles which are considered unacceptable for students.
2. Chains or studded accessories are not permitted.
3. Clothing with writing and/or symbols that advertise or promote activities against school regulations is not permitted. Bandannas are not permitted.
4. Clothing with writing and/or symbols that are obscene or suggestive of obscenities, violence, and/or drug related are not permitted.
5. Bandanas, hats, head bands covering the forehead, hoods, or other head coverings are not permitted to be worn in the building. These things must be placed in lockers.
6. Sunglasses are not permitted unless approved by a physician and the school nurse.
7. Clothing that is inappropriately distressed or that has rips or holes in it are not to be worn in school.

8. Pants will be worn at the waist.
9. Oversized clothing, which is excessive or compromises the safety of students, is not permitted.
10. Appropriate footwear must be worn at all times.
11. Coats, jackets and other articles of clothing classified as outerwear should be kept in the student's locker until the end of school day.
12. Pajamas or slippers are not to be worn to school.
13. Tops and bottoms must overlap at all times.

These guidelines are not to be considered all-inclusive. The Administration reserves the right to deal with any apparel determined inappropriate.

## **Conduct Code Dublin City Schools**

Required by State Statute/Approved by Board of Education.

### **Application of the Student Rules of Conduct**

These conduct codes apply to all school premises, to all phases of school operations, including but not limited to curricular and extracurricular activities, while being transported on a school bus or authorized transportation and at any school-sponsored activity and to any other circumstance such that the conduct in question has an effect of disrupting school operations or otherwise depriving any student of educational interests or opportunities.

A violation of any rule may result in disciplinary action including assigned work; promotion and retention or credit penalties; detention; loss of privileges; written notice to or conference with parents; compensatory payment of damages; Saturday/Wednesday School; Alternative Learning Center; out-of-school suspension; in-school parent monitoring program; expulsion; emergency removal; or referral to Franklin County Children's Services and/or juvenile court.

**A student shall NOT, in any way, aid or abet another student in violating the rules of conduct. Students behaving in this manner will be disciplined according to the consequences given for the rule being violated.**

In addition, this Code of Conduct includes:

1. Misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property; and
2. Misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or property of an official or employee.

**RULE 1.** Dublin Scioto is committed to promoting a healthy and safe environment for each student. **Narcotics, alcoholic beverages, drugs, drug paraphernalia, counterfeit controlled substances, mood altering chemicals of any kind:** A student shall not buy, sell, attempt to sell, supply, apply, possess, use, transmit, conceal, be under the influence of the aforementioned items, facilitate and/or assist in the sale of aforementioned items, or otherwise violate regulations "counterfeit controlled substances" or "Substance Abuse Policy." (Also see "Search and Seizure".)

"*Possession*" includes, without limitation, retention on the student person or in purses, wallets, lockers, desks, or automobiles parked on school property.

"*Under the Influence*" is defined as manifesting signs of chemical misuse, such as restlessness, staggering, odor of chemicals, memory loss, abusive language or behavior, falling asleep in class or any other behavior not normal for the particular student.

"*Mood altering chemical*" includes, without limitation: narcotics, depressants, stimulants, hallucinogens, counterfeit controlled substances, marijuana, alcohol, and prescription drugs, nonprescription medications which are taken for unauthorized or abusive purposes or in doses above the recommended dosage on the packaging, unless authorized by a medical prescription from a licensed physician and kept in the original container, which shall state the student's name and the directions for proper use.

*“Instrument or paraphernalia”* shall include, but not be limited to, equipment or apparatus designed or used for the purpose of measuring, packaging, distributing, or facilitating the use of drugs, pipes, roach clips, syringes and hypodermic needles, cocaine spoons, rolling papers, and drug kits.

The principal may arrange for a test for blood-alcohol to be conducted on a student whenever she/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage. Failure to take a breathalyzer or BAC test will be consider an omission of guilt.

The student will be taken to a private administrative or instructional area on school property with at least one other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

#### **CONSEQUENCES:**

##### **Possession or use of alcohol or drugs:**

###### 1st offense

- 10 days OSS (may be reduced to 5 days at the discretion of the administrator if student/parent agree to enroll in and complete the Saturday Family Workshop)
- Referral to Bureau of Motor Vehicles
- Referral to police
- Loss of privileges
- Loss of driving/parking privilege for a quarter

###### 2nd offense

- 10 days OSS
- Recommendation for expulsion
- Referral to Bureau of Motor Vehicles
- Referral to police
- Loss of privileges
- Loss of driving/parking privileges

##### **Distribution or sale of drugs, alcohol, or counterfeit drugs**

- 10 day OSS
- Referral to Bureau of Motor Vehicles
- Referral to police
- Loss of privileges
- Loss of driving/parking privileges
- Possible recommendation of expulsion

**RULE 2.** Dublin Scioto is committed to a safe learning environment free from disruption. Any action that endangers the safety or well-being of individuals will not be tolerated. **Disruption to School:** A student shall not by use of violence, force, coercion, threat, noise, passive resistance, false alarm (including fire and bomb threats), or other disorderly conduct cause or attempt to cause material disruption or obstruction to the normal school operations. A regularly scheduled school day that is reduced in length due to a bomb threat will be made up in one-half-hour increments added to other schools days.

#### **CONSEQUENCES:**

- 3-10 days out-of-school suspension
- Possible recommendation for expulsion
- Possible prosecution
- Possible loss of privileges
- Possible loss of driving/parking privileges

**RULE 3. Damage to School Property:** Vandalism or damage to school property is inconsistent with a fundamental Dublin Scioto principle: each student should be a good school and community citizen. A student shall not willfully or maliciously damage or attempt to damage any school property. This will include buildings, equipment, lockers, signs posted in a building and vehicles. Parents, guardians, or custodians will be held financially responsible for any

property damage by their child under Ohio Revised Code 3109.09 and 2307.70.

**CONSEQUENCES:**

- 3-10 days out-of-school suspension
- Possible recommendation for expulsion
- Restitution
- Possible prosecution
- Possible loss of privileges
- Possible loss of driving/parking privileges

**RULE 4. Damage to Private Property:** Damaging the property of another individual is contrary to the belief that each student should be a good school and community citizen and respect the property of others. A student shall not damage or attempt to damage private property of another. Parents, guardians, or custodians will be held financially responsible for any property damage by their child under Ohio Revised Code 3109.09 and 2307.70.

**CONSEQUENCES:**

- 3-10 days out-of-school suspension
- Possible recommendation for expulsion
- Restitution
- Possible prosecution
- Possible loss of privileges
- Possible loss of driving/parking privileges

**RULE 5. Assault or Fighting:** Disputes between members of the school community should be resolved through proper and acceptable areas. A student shall not knowingly act or behave in such a way as could cause, attempt or threaten physical injury to other students, any school employee or other persons. Pushing, shoving, wrestling, etc. may also be considered fighting or assault.

**CONSEQUENCES:**

Against a student

- 3-10 days out-of-school suspension
- Possible recommendation for expulsion
- Possible prosecution
- Possible loss of privileges
- Possible loss of driving/parking privileges
- 

Against an employee

- 10 days out-of-school suspension
- Recommend expulsion
- Possible prosecution
- Loss of privileges
- Loss of driving/parking privileges

**RULE 6. Manifest Disrespect:** Every member of the Dublin Scioto community is deserving of respect. Failure to demonstrate respect towards students and/or staff is considered a serious breach of the Student Code of Conduct. A student shall not demonstrate manifest disrespect toward any other individual. Actions may include verbal or nonverbal disrespect, psychological or material abuse.

**CONSEQUENCES:**

Against a student

- Placement on the progressive discipline ladder
- Possible loss of privileges
- Possible loss of driving/parking privileges

Against an employee

- 5-10 days out-of-school suspension
- Possible recommendation for expulsion
- Loss of privileges
- Loss of driving/parking privileges

**RULE 7. Dangerous Weapons & Instruments:** Dublin Scioto must be a safe learning community for all of its members. A student shall not possess, handle, transmit or conceal any weapon, dangerous instrument, explosive device, counterfeit weapon, electronic weapon, chemical/irritants or other hazardous agents, or object which a reasonable person might consider, under the circumstances, capable of harming a person or property, nor shall a student make a bomb threat against school property or a school event. (See also “Search and Seizure” and “Weapons in the School”.)

**CONSEQUENCES:**

- 10 days out-of-school suspension
- Possible recommendation for expulsion\*
- Possible referral to police, juvenile justice system, and Registrar of Motor Vehicles\*
- Loss of privileges
- Loss of driving/parking privileges

\*If the violation involves bringing a firearm to school, or possessing a firearm at school, it shall be mandatory to make a recommendation to the Superintendent for a 1-year expulsion. Under federal and Ohio law, it is also mandatory to make a referral to law enforcement for bringing a firearm to school.

**RULE 8. Theft or Possessing Stolen Property:** Students shall respect the personal ownership rights of others. Principals may exercise their prerogative of reporting thefts, attempted thefts or possession of stolen property without making an attempt to return same to local police.

**CONSEQUENCES:**

- Administrative discretion
- Restitution
- Possible prosecution
- Possible loss of privileges
- Possible loss of driving/parking privileges

**RULE 9. Threatening a Person:** Students shall not threaten another person. Threatening behavior consists of any words or deeds that intimidate or cause fear concerning a person’s physical well-being.

**CONSEQUENCES:**

Against a student

- Placement on the progressive discipline ladder
- Possible loss of privileges
- Possible loss of driving/parking privileges

Against an employee

- 5-10 days out-of-school suspension
- Possible recommendation for expulsion
- Loss of privileges
- Loss of driving/parking privileges

**RULE 10. Libel or Slander:** No student shall commit libel or slander. Libel is defamation expressed by print, writing, pictures or signs while slander is defamation by speaking.

**CONSEQUENCES:**

- Administrative discretion

**RULE 11. Cheating:** Students are expected to exhibit honesty in all schoolwork. A student shall not engage in academic misconduct, including cheating or plagiarism. Students in violation of this policy may receive a zero for the work in question in addition to other disciplinary procedures that may be imposed.

**CONSEQUENCES:**

- Administrative discretion
- Possible loss of privileges

**RULE 12. Felony, Misdemeanor and Violation of Ordinances:** A student shall not commit any act not listed herein as a violation of the student rules of conduct that constitutes a felony, misdemeanor or violation of an ordinance.

**CONSEQUENCES:**

- Administrative discretion

- Possible loss of privileges
- Possible loss of driving/parking privileges

**RULE 13. Repeated or Flagrant Violations of the Code:** Such violations shall be dealt with by the building administration.

**CONSEQUENCES:**

- Administrative discretion
- Possible loss of privileges
- Possible loss of driving/parking privileges

**RULE 14. Hazing:** A student shall not haze (harass by exacting unnecessary or disagreeable work, ridicule or playing abusive or humiliating tricks by way of initiation) another student, a school employee or persons who are guests of the school or persons conducting business for the school or otherwise violate the anti-hazing policy.

**CONSEQUENCES:**

- Administrative discretion
- Possible loss of privileges
- Possible loss of driving/parking privileges

**RULE 15. Use of Obscene Language, Gestures, and Inappropriate Material:** Students are expected to model behavior accepted as being a good school citizen and reflective of a working environment. A student shall not use obscene or vulgar language, gestures, or possess inappropriate material.

**CONSEQUENCES:**

- Administrative discretion
- Possible loss of privileges

**RULE 16. Truancy:** Truancy is an unexcused absence from school or class for any part of the school day. Students shall abide by the attendance laws of the State of Ohio and Dublin School District’s attendance policy unless excused by the building principal.

**CONSEQUENCES:**

- Placement on the progressive discipline ladder
- Possible referral to juvenile courts and/or BMV
- Possible loss of privileges
- Possible loss of driving/parking privileges

**RULE 17. Tardiness:** Being on time to school and class is the first step to helping ensure academic success and establish good work habits needed for the future. Students shall arrive at school for each of their assigned classes at the properly scheduled time and shall not violate the attendance regulations, attendance policy, class truancy, class tardiness or tardiness to school (see page 20).

**CONSEQUENCES:**

Tardiness to school (per semester)

- 1st offense - Warning - (attendance office)
- 2nd offense - Warning
- 3rd offense - Warning
- 4th offense - 60 Minute Detention
- 5th-7th offense - Saturday/Wednesday School Assignment, Parent Notification and/or loss of privileges and driving/parking privileges for one quarter.
- 8th offense - 3 Day ALC assignment and/or loss of privileges and driving/parking privileges for one semester.
- 9th offense - 5 Day ALC assignment and/or loss of privileges and driving/parking privileges.
- 10th offense - 3 Day out of school suspension and/or loss of privileges and driving/parking privileges.
- 11th offense - 5 Day out of school suspension and/or loss of privileges and driving/parking privileges.
- 12th offense - 10 Day out of school suspension and/or loss of privileges and driving/parking privileges.

Students who accumulate more than 3 tardies during the 2nd semester will lose privileges for the first quarter of the following school year.

Tardiness to class (per semester)

- 1st offense - Warning - (teacher)
- 2nd offense - 15-Minute Teacher Detention (Parent Notification)
- 3rd offense - 30-Minute Teacher Detention (Parent Notification)
- 4th offense - 60-Minute Detention (Parent Notification)
- 5th offense - Saturday/Wednesday School Assignment and (Parent Notification)

**RULE 18. Tobacco and Similar Substances:** Smoking or possessing tobacco products does not promote healthy lifestyle or healthy community and is a violation of the Student Code of Conduct. Students shall not possess, buy, sell, distribute, smoke, burn or otherwise use any substance containing tobacco or a cigarette or cigar containing clove or any other substance, including look-alike devices.

**CONSEQUENCES:**

- 1st offense - 3 day out of school suspension (can be reduced upon successful completion of Tobacco Education Program).
  - Police referral
- 2nd offense - 5 day out of school suspension
  - Police referral
  - Loss of privileges
  - Loss of driving/parking privileges
- 3rd offense - 10 day out of school suspension
  - Recommendation for expulsion
  - Police referral
  - Loss of privileges
  - Loss of driving/parking privileges

**RULE 19. Forgery and Falsification:** A student shall not falsely represent or attempt to falsely represent any information given to school officials or pertinent to school activities or use the name or identity of another person.

**CONSEQUENCES:**

- Administrative discretion
- Possible loss of privileges

**RULE 20. Conduct on Buses:** A student shall not violate bus regulations.

**CONSEQUENCES:**

- Administrative discretion
- Possible 3-10 day bus suspension
- Possible loss of privileges

**RULE 21. Public Display of Affection:** A student shall not engage in inappropriate public displays of affection.

**CONSEQUENCES:**

- Administrative discretion
- Possible loss of privileges

**RULE 22. Dress:** A student shall not violate the dress code.

**CONSEQUENCES:**

- Administrative discretion
- Possible loss of privileges

**RULE 23. Gambling:** A student shall not engage in any form of gambling.

**CONSEQUENCES:**

- Placement on the progressive discipline ladder
- Possible loss of privileges

**RULE 24. Insubordination:** A student shall not be insubordinate or fail to comply with the reasonable directions of members of the school staff.

**CONSEQUENCES:**

- Placement on the progressive discipline ladder
- Possible loss of privileges

**RULE 25. Harassment:** A student shall not harass, intimidate, disparage, incite, provoke, stalk or threaten any individual on school premises or otherwise disrupt the school environment. For this purpose, harassment or intimidation includes: slurs; profanity; written information; denigrating remarks or actions; obscene gestures; the wearing or display of insignia signs buttons, clothing, or apparel; or other verbal or physical conduct including, but not limited to, those based on race, color, national origin, ancestry, citizenship, religion, handicap, age or sex that have the purpose or effect of (1) causing or intending to cause any other student or school employee to be reasonably placed in fear of his or her personal safety; (2) causing or intending to cause a hostile, intimidating, or offensive educational environment for any other student or school employee; (3) causing or intending to cause material disruption of the educational process; (4) unreasonably interfering with a student’s curricular, co-curricular or extracurricular performance; or (5) otherwise unreasonably having an impact on a student’s educational opportunities.

**CONSEQUENCES:**

- Administrative discretion
- Possible loss of privileges

**RULE 26. General Misconduct:** Students are expected to conduct themselves in a responsible and respectful manner at all times, indicative as being an integral part of a learning work place. The student rules of conduct shall apply to conduct not specifically set forth herein which substantially and materially disrupts or interferes with the good order, discipline, operation, academic or educational process taking place in the school.

**CONSEQUENCES:**

- Administrative discretion
- Possible loss of privileges
- Possible loss of driving/parking privileges

**RULE 27. Violation of Network and Internet Access Agreement Policy:** A student shall not violate the “Network and Internet Access Agreement Policy.”

**CONSEQUENCES:**

- Administrative discretion
- Denial of access to computer network

**RULE 28. Unauthorized Use of Fire/Possession of Fire Starting Device:** A student shall not be in possession of matches, lighters, etc. while on school grounds.

**CONSEQUENCES:**

- Administrative discretion
- Possible loss of privileges

**RULE 29. Loitering, Trespassing, or Unauthorized Entry:** Students shall not be willfully present in a school building, locker room, restricted area of the school building or any part of the school grounds at an unauthorized time or without specific permission from a staff member. Student shall not attempt to enter a locker, classroom, closed and/or restricted area without proper authorization.

**CONSEQUENCES:**

- Administrative discretion
- Possible loss of privileges

**RULE 30. Driving/Parking:** Driving to school is a privilege, not a right. Students driving a vehicle with proper parking registration shall follow the rules and regulations established for this privilege (see page 28). A student shall not drive/park an unauthorized vehicle on school property during school hours.

**CONSEQUENCES:**

- Administrative discretion
- Loss of privileges
- Loss of driving/parking privileges

## **Administration of the Conduct Code**

The administration of the student code of conduct will be progressive and cumulative for each individual student. The administration of the code will be based on an eight-step process as outlined below. The number of violations and/or seriousness of violations will determine the severity of the disciplinary action administered and will also determine the step at which the student enters the ladder.

## **Loss of Privileges**

As you advance through Dublin Scioto High School, you may earn certain privileges, including gold time during study halls, driving and parking privileges, exam week privileges, etc. However, you will forfeit these privileges if you do not comply with stipulated academic, attendance, and/or behavior criteria and/or violate the Student Code of Conduct. Along with other privileges, seniors who engage in conduct that endangers others, disrupts the educational process, or vandalizes the school in name of “senior pranks” will lose senior privileges including Prom, Senior Events and Graduation participation, as well as be subject to other school discipline.

## **Progressive Discipline Ladder**

Step 1.	Saturday/Wednesday School
Step 2.	3 days Alternative Learning Center
Step 3.	5 days Alternative Learning Center
Step 4.	3 days out -of-school suspension
Step 5.	5 days out-of-school suspension
Step 6.	10 days out-of-school suspension
Step 7.	10 days out-of-school suspension and recommended expulsion

In addition to the discipline ladder, students may also be subject to loss of privileges and driving/parking privileges. Failure to serve a Saturday School or ALC assignment may result in a loss of privileges and/or loss of driving/parking privileges.

## **Detentions**

### Administrative Detentions

Students may be given detention(s) by the administration for various offenses. This detention will be served as assigned, up to 60 minutes in length. The student will serve the detention at a mutually agreed upon time and location. This will enable the student to make arrangements for transportation.

### Teacher Detentions

Students may be assigned detention(s) by a teacher. Each teacher is responsible for supervising his/her own detentions. The length of teacher detentions will be 15 or 30 minutes or determined by the teacher, but not to exceed 60 minutes. Teachers may assign one-hour detentions for failure to serve a teacher-assigned detention or for tardiness to class. Students will be notified in writing and be given at least twenty-four (24) hours notice to arrange for their transportation. Parents will be notified by teachers of assigned detentions either by phone or by use of the school detention form. In the event of an excused absence, the student and the teacher need to arrange a makeup date for that detention.

## **Saturday/Wednesday School**

Students may be assigned to Saturday/Wednesday School for various violations of the student conduct code.

Saturday School is a silent study session from 8:15 to 11:45 a.m.; Wednesday School is from 3:00 to 6:30 p.m. Both are supervised by staff members.

The following guidelines are used when a student is assigned to Saturday/Wednesday School.

### General

1. Saturday/Wednesday School will allow students to work on school studies and improve their likelihood of success in the classroom.
2. Students will not be allowed to sleep or talk during Saturday/Wednesday School.
3. Saturday/Wednesday School will not be an alternative for substance abuse offenses, assaults or fighting.

4. Excuses such as job responsibilities, work at home, family obligations, school activities or lack of transportation are not acceptable reasons for missing Saturday/Wednesday School.

#### Attendance

1. Students shall attend Saturday school from 8:15 to 11:45 am; Wednesday School from 3:00 to 6:30 p.m.
2. Students arriving at Saturday School between 8:15 and 8:20 am shall be marked as tardy; Wednesday School between 3:00 and 3:05 p.m. They shall remain in Saturday School an additional 15 minutes and be dismissed at 12 noon; Wednesday School dismissal at 6:45 p.m., and be given credit for attendance.
3. Students arriving at Saturday School after 8:20 am shall be marked as absent; Wednesday School after 3:05 p.m. They shall be sent home and not permitted to attend Saturday/Wednesday School.
4. There should be a supervised 10-minute break from 10:00 to 10:10 am in Saturday School; Wednesday School from 4:45 to 4:55 p.m. Students may not leave the immediate area of the Saturday/Wednesday School room.
5. All school rules are to be observed while students are on school grounds.
6. Students not reporting to Saturday/Wednesday School or not fulfilling the requirements of Saturday/Wednesday School will be subject to further disciplinary actions, including a loss of privileges and/or loss of driving privileges.

#### Academic

1. Students shall be required to do school-related work during Saturday/Wednesday School.
2. Students should arrive at school with the necessary school supplies, i.e., textbooks, notebooks, pens, etc. Students will not be permitted to go to their lockers for supplies.
3. When appropriate, a certificated teacher will offer assistance upon request to students having academic difficulties.

#### **Alternative Learning Center (ALC)**

1. ALC will be facilitated by a certified staff member.
2. Students are to report to the designated classroom for ALC and stay for the entire school day, 8:00 a.m. to 2:54 p.m. This is subject to administrator's discretion.
3. When a student is absent from ALC, a parent must call the high school by 8:00 a.m. The attendance number is 764-5961.
4. If a student has an unexcused tardy, is truant, or has behavioral issues in ALC, the student may be subject to additional administrative action (consequences).
5. Students are responsible for bringing all needed textbooks and classroom materials to ALC.
6. Students are required to eat lunch in the ALC.
7. Students receive credit for assigned work and attendance.
8. ALC is not subject to appeal.

Dublin Scioto High School makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable.

#### **Out of School Suspension**

1. The Superintendent, Principal or Assistant Principal may suspend a student for not more than ten (10) school days. The Superintendent, Principal or Assistant Principal shall give the student written notice of the intent to suspend and the reasons for the intended suspension.
2. The student shall have an opportunity to appear in an informal hearing before the Principal, Assistant Principal or Superintendent or designee and shall have the right to challenge the reasons for the intended suspension or otherwise explain his/her actions. This hearing may take place immediately.
3. Within one (1) school day of the suspension, the parent, guardian or custodian (hereafter referred to as "Parent") of the student and the Treasurer of the Board will be notified in writing of the suspension by the Superintendent or Principal. The notice shall include the reasons for the suspension, the right of the parent or student to appeal the suspension to the Board of Education or its designee and the right to be represented by legal counsel at the appeal. A parent conference may be arranged to discuss the action being taken by the school.
4. Suspended students cannot participate in or attend any school-related activities during the period of suspension.

5. Students who are suspended are eligible to earn credit for daily work missed as a result of an out-of-school suspension. The work must be completed on the day the student returns to school or on the assigned date determined by the classroom teacher.
6. Students who are suspended are eligible to make up nine-week tests, semester tests, and final exams and receive his/her earned grade on the test. All students who are suspended have access to class assignments during their out-of-school-suspension.
7. Out-of-School Suspension may also result in a loss of privileges and also a loss of driving privileges.

### **Appeal of Out-of-School Suspension**

1. Suspensions may be appealed to the Board or Board's designee within ten (10) calendar days of the parent/guardian's receipt of the written suspension notice. The written appeal must state the reasons why the suspension is being appealed.
2. Upon review, the Board or Board's designee may uphold the suspension, establish an alternative suspension of lesser severity, or reverse the suspension in its entirety.
3. The Board or Board's designee shall reach the decision and provide written notice to the parent/guardian within five (5) school days following the hearing.
4. The Board or Board's designee shall make or cause to be made a verbatim record of appeal hearings. The record shall not be reduced to writing except at the request, cost, and arrangement of the party requesting the written record.
5. A student shall remain suspended for the duration of the suspension unless and until action modifying the suspension is taken on appeal.
6. The decision of the Board or Board's designee may be appealed to the Court of Common Pleas as authorized by Ohio law.
7. Any cross-examination or questioning at the hearing is at the discretion of the Board or Board's designee. If the student, parent/guardian, or their representative fails to follow hearing procedures established by Board policy and regulation, the hearing may be terminated and the Board or Board's designee may proceed with a decision in the matter.

### **Expulsion**

1. Only the Superintendent may expel a student. Expulsion is the removal of a student for more than ten (10) days duration, but not to exceed eighty (80) school days except for firearm, weapon, knife or destruction device, which may result in a one-year expulsion or permanent exclusion.
2. The Superintendent will give the student and parent written notice of the intended expulsion, including reasons for the intended expulsion. The notice shall also state that the student and parent or representative shall have the opportunity to appear in person before the Superintendent or designee to challenge the reasons for the intended expulsion or to otherwise explain the student's actions. The notice shall further state the time and place to appear, which must not be less than three (3) days or later than five (5) days after the notice is given, unless the Superintendent grants an extension of time at the request of the pupil or his parent.
3. Within one (1) school day of the expulsion, the Superintendent will notify the parent and the Treasurer of the Board of Education of the expulsion in writing. This notice shall include the reasons for the expulsion, the rights of the student or parent to appeal the Superintendent's decision to the Dublin Board of Education or its designee and the right to be represented by legal counsel at the appeal.
4. Students who have been expelled from the Dublin City Schools are withdrawn from school. Therefore, a student may not earn credits for the specified period of expulsion. Once the student has completed serving their expulsion, they must re-enroll in the Dublin City Schools.

### **Appeal of Expulsion**

1. The decision of the Superintendent may be appealed to the Board of Education's designee. Requests for such appeal shall be made to the Board of Education's designee within fourteen (14) days after the first day of the expulsion.
2. The student or parent/guardian shall have the right to be represented in all appeal proceedings and shall be granted a hearing before the Board's designee, in order to be heard with regard to the expulsion.
3. The Board's designee shall make or cause to be made a verbatim record of the appeal hearing. The record shall not be reduced to writing except at the request, cost and arrangement of the party requesting

- the written record.
4. The student shall remain expelled for the duration of the expulsion unless or until action modifying the expulsion is taken on appeal.
  5. The Board's designee may affirm the order of expulsion or may reinstate such pupil or otherwise reverse, vacate or modify the order of expulsion.
  6. The decision of the Board of Education's designee may be appealed to the Court of Common Pleas in accord with Chapter 2506, Ohio Revised Code.

### **Emergency Removal of Students**

If a student's presence poses a continuous danger to persons or property or an ongoing threat of disrupting the academic process, then the Superintendent, Principal or Assistant Principal may remove the student from curricular or extracurricular activities or from the school premises.

A teacher may remove the student from curricular or extracurricular activities under his/her supervision. If a teacher makes an emergency removal, reasons will be submitted to the Principal, in writing, as soon after the removal as is practicable.

In all cases of normal disciplinary procedures where a student is removed from a curricular or extracurricular activity for a period of less than twenty-four (24) hours and is not subject to suspension or expulsion, the requirements of notice and a hearing do not apply.

If the emergency removal exceeds twenty-four (24) hours, then a due process hearing shall be held. Written notice of the hearing and the reason for removal in any intended disciplinary action of suspension or expulsion shall be given to the student as soon as is practicable prior to the hearing. The hearing shall be held in accordance with suspension or expulsion provisions, whichever is applicable, except that the hearing shall be held within seventy-two (72) hours after the removal is ordered.

The person who ordered or requested the removal will be present at the hearing. If the Superintendent or Principal reinstates a student to the hearing for emergency removal, the teacher shall, upon request, be given the reasons for the reinstatement in writing. A teacher cannot refuse reinstatement of a student.

Under the condition of an emergency removal, a student can be restricted from attending class until the matter of the student's misconduct is disposed of either by reinstatement, suspension, expulsion or other disciplinary action.

In cases where it is alleged that federal, state or local laws have been violated, the Principal will, to the extent permitted by law, refer the matter to the proper authorities in addition to imposing school disciplinary measures

Interrogation and/or removal from school by law enforcement officials shall occur as follows:

1. A student in school may not be interrogated by law enforcement officials or any person not affiliated with the school without the knowledge of school officials and an attempt to notify parent(s) or guardians.
2. Any interrogation must be conducted in private with an official school representative present.
3. A student may not be released to the custody of persons other than his/her parent(s) or custodian(s), unless placed under arrest by a legal authority.
4. When a student is questioned by school officials or staff members as part of a police investigation, whether relative to his/her conduct or in an attempt to gather information, the student shall have the right to be accompanied by a teacher, administrator, counselor or parent/custodian during the questioning.

The use of physical restraint to protect persons or property, to remove a student from a seriously disruptive situation or to obtain the identity of an individual who refuses a reasonable request for identification may be required in some situations. It is recognized, therefore, that situations may call for the use of reasonable physical restraint by staff members.

The situations exist when:

1. The physical safety of a person is endangered;
2. Property is being vandalized or stolen;

3. A student is creating a seriously disruptive situation that violates the rights of others; or
4. An individual refuses a reasonable request to prove identification. In such situations, reasonably available alternatives should be employed before physical restraint is used. Some alternatives that should be considered include:
  - a. Requesting identification of the individual if his/her identity is not known or cannot be readily determined;
  - b. Requesting that improper actions cease immediately;
  - c. Directing the individual to go to the principal's office;
  - d. Advising the student that he/she will be subject to disciplinary action for failure to comply with a reasonable request to report to the Principal's office; or
  - e. Sending another student to the Principal's office or to another staff member seeking help when there is sufficient time to do so. It is recognized that normal activities within the school often include appropriate minimal physical contact with students to facilitate approved educational purposes and to provide for the safety of students.

### **Permanent Exclusion**

When a student, 16 years of age or older, is being considered for permanent exclusion, it is possible that s/he may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is a convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school:

- any possession or involvement with a deadly weapon or dangerous ordnance
- drug traffic
- murder, manslaughter, assault or aggravated assault
- certain sexual offenses
- complicity in any of the above crimes

This process is formal and will usually follow an expulsion and the proper notification of the parents.

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

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (ADA), or Section 504 of the Rehabilitation Act of 1973.

### **Discipline Alternative Program Options**

Dublin Scioto High School does offer suspension alternative options; but, these alternatives are at the discretion of the Dublin Scioto High School principal.

### **Parent/Guardian Supervision Option**

This option provides students an opportunity to follow their normal schedule. The students will follow their normal class schedule, but will be accompanied by a parent/guardian at all times during the day(s) of their alternative schedule.

The following guidelines will be followed when placing a student on the Parent/Guardian Supervision Option:

1. Student receives a discipline referral and is recommended for out-of-school suspension.
2. Parent is contacted and presented with the Parent/Guardian Supervision Option.
3. Administrator schedules dates for the parent/guardian to accompany the student.

If a problem arises with the student and/or parent/guardian while participating in the Parent/Guardian Supervision option, the following guidelines will be followed:

1. Student and parent/guardian are asked to leave the class.
2. Student and parent/guardian meet with the administrator.
3. Student and parent/guardian are dismissed from the school.
4. Student finishes his/her suspension out of school.

## **Search and Seizure**

As “persons” under the Constitution of the United States, students are protected from unreasonable search and seizure by state, federal or school officials. At the same time, however, school officials have the duty to maintain a safe environment in which education is possible.

The Dublin City School District, as part of its overall safety and security program, may from time to time during the school year request law enforcement agencies to assist the district in detecting the presence of illegal drugs and/or weapons in our school. The district and/or law enforcement agencies officials are authorized by the Board of Education to use dogs trained in detecting the presence of drugs or weapons to patrol school facilities and premises.

Such patrols may be random in nature. Any time a dog alerts to a particular vehicle, locker, or other container it will be considered to create reasonable suspicion to search the vehicle, locker, or other container in accordance with established procedures. Dogs will not be used to search human beings.

## **Lockers, desks and other school property**

1. Lockers and other closed areas in which students keep personal items are school property. As school property, they are subject to search at any time by the Principal, Assistant Principal or Principal’s designee.
2. Except in extreme circumstances, the students using the lockers or other closed areas shall be informed and be present during the search.
3. School officials may also request students to clear all lockers or a section of lockers. Students shall be informed in advance when lockers are to be cleared.

## **Automobile searches on school property**

1. Students have been granted the revocable privileges of using school property for parking vehicles. Parking on school property will be considered consent to search of the vehicles by the Principal, Assistant Principal or Principal’s designee. Whether or not a search is reasonable in the context of constitutional rights depends on the circumstances.
2. Except in extreme circumstances, the students in control of the vehicles shall be informed and shall be present during the search.

## **Student person and student personal property**

1. If reasonable cause for the search exists, the Principal, Assistant Principal or Principal’s designee may search personal effects of students and students’ person, except for strip searches, pursuant to their duty outlined above.
2. If probable cause for the search exists, surrounding circumstances stronger than those establishing reasonable cause, the Principal, Assistant Principal or Principal’s designee may conduct strip searches of students. A strip search should be conducted in the presence of at least one of the parents or custodians of each student searched and must be conducted in the presence of witnesses. The student being searched shall have the right to be accompanied by the teacher/counselor of his/her choice if the teacher/counselor agrees to do so.
3. The Board of Education preserves its right to adopt rules, pursuant to their duty outlined above, for administration of tests to students reasonably suspected of having consumed alcoholic beverages. If an administrator has determined that a student may be under the influence of alcoholic beverages, this student may request a test to exonerate himself/herself.

## **Counterfeit Controlled Substances**

Experience has shown that the “look-alike” drug is often more dangerous than the substance which the student believes he/she is buying. For example, one of the most dangerous violence-inducing drugs, PCP, is often sold as something else simply because drug dealers can obtain it so cheaply. Frequently, such dealers produce ultra-dangerous homemade PCP, which is then sold in school corridors as something else. Ohio administrators have reported that trafficking in these fake drugs represents a substantial portion of the illicit drug market in any school. Since students who engage in this type of transaction often are also dealers of a wide spectrum of controlled substances, laws have been passed which provide administrative personnel with an added weapon which can be

brought to bear against the drug trade as a whole, and its serious attendant antisocial, illegal and disciplinary problems.

Specifically, “counterfeit controlled substances” are defined in Ohio Revised Code Section 2925.01 (P) to mean any of the following:

1. Any drug that bears, or whose container or label bears, trademark, trade name or other identifying mark used without authorization of the owner of rights to such trademark, trade name or identifying mark;
2. Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed or distributed by a person other than the person that manufactured, processed, packed or distributed it;
3. Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance;
4. 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.

By making the definition of “counterfeit controlled substance” so broad, the legislature has done away with technical drug-analysis evidentiary requirements that have traditionally made successful drug prosecution elusive and have also frustrated school discipline related to possession or sale of drug-related items.

For example, if a student possesses or sells oregano, which he claims to be marijuana, a tablet which he untruthfully claims contains LSD or a harmless pill which bears fake manufacturer’s markings so as to falsely indicate that it is a controlled substance, the new “look-alike” statutes make his activity a violation of criminal drug laws. Even the sale of a crude tobacco cigarette, while claiming it contains marijuana, is now criminal.

After defining “counterfeit controlled substances” the law provides, in new Section 2925.37 of the Ohio Revised Code, that:

1. No person shall knowingly possess any counterfeit controlled substance.
2. No person shall knowingly make, sell, offer to sell or deliver any substance that he knows is a counterfeit controlled substance.
3. No person shall make, possess, sell, offer to sell or deliver any punch, die, plate, stone or other device knowing or having reason to know that it will be used to print or reproduce a trademark, trade names or other identifying mark upon a counterfeit controlled substance.
4. No person shall sell, attempt to sell, give or deliver any counterfeit controlled substance to a person under the age of eighteen.
5. No person shall directly or indirectly represent a counterfeit controlled substance as a controlled substance by describing its effects as the physical or psychological effects associated with use of a controlled substance.
6. No person shall directly or indirectly falsely represent or advertise a counterfeit controlled substance as a controlled substance. As used in this section, “advertise” means engaging in “advertising” as that term is defined in division (A)(12) of Section 3715.01 of the Ohio Revised Code.

Violation of the above paragraphs could result in fines and/or a term of imprisonment. It should be clear that the purpose of the Ohio law was to restrict as wide a range of drug-related activity as possible, without requiring technical proof that actual illegal substances are involved. The new law is geared to the regulation of antisocial conduct, not mere possession of real drugs and lends itself to incorporation into the student conduct code. The drug culture and its constant strain on health, safety and discipline appear to be as much a target of the law as the illegal drugs themselves.

## **Substance Abuse Policy**

### **Statement of Position on Chemical Use and Abuse Statement of Concern**

Alcoholism and drug abuse are two of today’s major health problems, resulting in increased human tragedy and economic loss. The Dublin School District recognizes chemical dependency, including alcoholism, as a treatable disease that can be permanently arrested and which is often preceded by the misuse and abuse of mood altering substances. The Dublin School District believes the problem is much broader than use in the schools and that it

reflects the attitude and beliefs of the peer group and the adult society. The social stigma often associated with the disease increases the suffering of the chemically dependent person and his/her family. Because the misuse of chemicals often causes inappropriate and/or disruptive behavior not normal for a particular student, it is the policy of the school system that affirmative action will include appropriate disciplinary procedures plus rehabilitative services including education, counseling, parental/guardian involvement and appropriate referral.

Viewed from a school perspective, the efforts to eliminate the use of non-therapeutic drugs, alcohol and other harmful substances in the schools are based upon the beliefs that: (1) schools have a responsibility to teach about the harmful effects of drugs and alcohol, and (2) the use of drugs and alcohol leads to impairment of learning and behavior. Efforts will be directed in three areas: education, disciplinary procedures and reentry support services.

## **Education**

1. *The Health Education Graded Course of Study* includes instructional objectives related to substance abuse. The course of study receives ongoing evaluations as to how effectively it is being carried out at each grade level.
2. Each building administrator, on an annual basis, shall be responsible for establishing an in-service program to educate his/her staff in recognizing, reporting and dealing with chemical abuse. Additional training and information will be made available to the staff as is necessary to assure their understanding and ability to deal with possible substance abuse problems.
3. Information and material on chemical use and abuse will be distributed to parents/guardians through the school on an annual basis.

## **School Intervention Procedures**

The following procedures have been developed to assist staff members and families in dealing with inappropriate behavior, which may result from the misuse of mood altering chemicals and identifying chemical dependency.

If a staff member has reason to believe that a student's behavior and/or appearance is inappropriate, and that this behavior may be caused by the use of chemicals, the following steps will be taken:

1. The staff member will notify the appropriate guidance counselor.
2. The guidance counselor will collect data regarding the student through discussions with the staff and use of the concerned person referral form.
3. A meeting will be held with the parents to discuss observed behavior and data gathered regarding the student. During this meeting, a decision may be made regarding the parent-school plan of action.
4. The guidance counselor will report the outcome of the parent meeting to the administration and staff who assisted in gathering data on the student.

## **Disciplinary Procedures and Action for Chemical Abuse in Dublin Schools**

Policy Statement - It is the responsibility of the building administrator to inform students, staff and parents concerning the substance abuse policy of the Dublin School District. The Dublin School District believes that chemical dependency is a treatable disease. The Dublin School District further believes that disciplinary action is part of a multifaceted plan to help eliminate chemical dependency problems of Dublin students.

Students of the Dublin School District shall not knowingly possess, use, sell, attempt to sell, give or otherwise transmit or be under the influence of any drug, the possession of which is prohibited by law, including narcotic or hallucinogenic drugs or intoxicants of any kind. Included as well are the "look-alike" drugs as defined in Section 2925.01 (P) of the Ohio Revised Code. The restrictions on these activities shall include drug paraphernalia or instruments such as pipes, roach clips, syringes, hypodermic needles, cocaine spoons or kits and any other items normally or actually used for the packaging, conveyance, dispensation or use of drugs. Any such items will not be permitted on any school property and will be subject to confiscation. This policy will be enforced by the administration:

1. During the course of any school year, including summer school sessions and extracurricular activities;
2. On any property owned, leased by or under the control of the Dublin Board of Education, including vehicles used for the transportation of students;
3. At any school sponsored or sanctioned activity or event away from or within the school district.

## **Staff Responsibilities**

All staff members shall bring to the attention of the building administrator any student they believe is in violation of the school substance abuse policy. School personnel will not attempt to make a medical diagnosis. All staff members will be made aware of their responsibilities for reporting any suspected misuse and/or selling of drugs.

## **Administrator Responsibilities**

The building administrator is responsible for assembling information concerning a student's suspected violation of the school substance abuse policy.

Confidentiality is essential, and this information should be shared only with the persons directly involved in the student's education and welfare.

When a building administrator has reason to believe that a student is in violation of the substance abuse policy, the following action will be taken:

1. The student will be brought to the administrator's office.
2. If the student is in need of medical attention the medical emergency squad will be notified to render medical attention.
3. The building administrator will notify the local police department and charges will be filed against the student.
4. The parents/guardian will be notified immediately and asked to meet with school officials for consultation.
5. See "Search and Seizure."

## **Disciplinary Action**

The actions set forth below will be considered routine disciplinary measures for each category and occurrence of offense and shall be administered in accordance with the policies and regulations of the Dublin School District. By "routine disciplinary measures" it is intended that the penalties delineated below shall be considered the standard penalty to be imposed for the offense described. In incidents where extreme violations occur, the specified actions may be waived by the school administrator in favor of stronger measures.

Whenever the penalties described herein are increased or lessened, the administrator shall include in his/her written report to the Superintendent of schools the reason for the adjustment. In order to protect the health and safety of its students and employees, the Dublin School District reserves the right to file complaints in Franklin County Juvenile Court regarding violation of these regulations.

Possession/use or being under the influence, when such possession/use or influence is prohibited by law or by policies or regulations by the Board, will result in the following disciplinary actions. Violations are cumulative within each of the following periods of academic life: (1) Grades K through 5; (2) Grades 6 through 8; and (3) Grades 9 through 12.

### First Offense (Possession)

1. The student will be suspended from school for ten (10) days and the Registrar of Motor Vehicles and the juvenile court judge will be notified (in writing) for the purpose of suspending the temporary instruction permit or operator's license or denying the opportunity to obtain such a permit or license until the student becomes age 18, earns a high school diploma or GED or the privileges are otherwise reinstated.

**OR**

2. The student will be suspended from school for five (5) days with the agreement to have the student and a family member complete the twelve-hour Saturday Family Workshop pertaining to alcohol and other drugs. If the student and family does not complete the Saturday Family Workshop, the student will be assigned the remaining five (5) day suspension and the Registrar of Motor Vehicles and juvenile court judge will be notified (in writing) for the purpose of suspending the temporary instruction permit or operator's license or denying the opportunity to obtain such a permit or license until the student becomes age 18, earns a high school diploma or GED or the privileges are otherwise reinstated.
3. Students will also be subject to loss of privileges and driving/parking privileges.
4. Seniors who violate the substance abuse policy at the prom will lose the privilege of participating in graduation ceremony.

### Second Offense (Possession)

Student will be suspended for ten (10) school days and the building administrator will recommend to the Superintendent that the student be expelled from school. The Bureau of Motor Vehicles and juvenile court judge will be notified (in writing) for the purpose of suspending the temporary instruction permit or operator's license or denying the opportunity to obtain such a permit or license until the student becomes age 18, earns a high school diploma or GED or the privileges are otherwise reinstated. Students will also be subject to loss of privileges and driving/parking privileges.

### Third Offense (Possession)

Student will be suspended for ten (10) school days and the building administrator will recommend to the Superintendent that the student be expelled from school. The Bureau of Motor Vehicles and the juvenile court judge will be notified (in writing) for the purpose of suspending the temporary instruction permit or operator's license or denying the opportunity to obtain such a permit or license until the student becomes age 18, earns a high school diploma or GED or the privileges are otherwise reinstated. Students will also be subject to loss of privileges and driving/parking privileges.

## **Weapons in the Schools**

The Board of Education prohibits students from bringing to school, possessing, storing, making, or using a weapon, including a concealed weapon, in any school safety zone and setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle. The Board also prohibits the making of a bomb threat against any school property or school event.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms or air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons (taser and/or stun gun), metallic knuckles, martial arts weapons, ammunitions, chemical irritants and other hazardous agents, explosives or any object indistinguishable from the above or that is held forth as a weapon. "Bomb threat" means to make a false report or indication of the presence of an explosive, incendiary, or other device capable of causing property destruction or human injury.

Policy exceptions include:

- A. weapons under the control of law enforcement or school security personnel, or under the control of others in strictly controlled cases specifically authorized in writing by the Board;
- B. items pre-approved by school administrators as part of a class or individual presentation under adult supervision, if used for the purpose and in the manner approved, in appropriate settings or relevant sporting events. This exception does not apply to working firearms, ammunition or ordinance. It does apply to items indistinguishable from weapons, such as starter pistols, theatrical props and some sport

Before bringing any item to school or to an event that might violate this policy, students are strongly encouraged to ask a school administrator to rule on whether or not the item is covered by this policy. Therefore, any item brought or possessed that was not cleared with administration may be judged under this policy under a broad definition of "weapon", based on the administration's commitment to student and staff safety. Students shall report any information concerning weapons and/or threats of violence by students, staff members, or visitors to the building principal. Failure to report such information may subject the student to disciplinary action. **This policy shall be implemented through the Code of Conduct/Student Discipline Code, Policy 5610, and Policy 5610.01, and through administrative guidelines.**

The Superintendent will refer any student who violates this policy to the student's parents or guardians and may refer the student to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion. In the case of a violation involving firearms brought to or possessed in school, federal and Ohio law makes a referral for 1-year expulsion mandatory. Also, under federal law, bringing a firearm to school makes referral to law enforcement mandatory.

## **Visitors' Weapons Policy**

The Board of Education will not tolerate the possession of weapons or any other device designed to inflict serious bodily harm by any visitor while on district property, at a school-sponsored event, or on a school vehicle.

Any visitor found possessing a weapon or other device designed to inflict serious bodily harm on district premises, a school vehicle, or on property being used by the district for school purposes may be charged with a felony. This restriction applies to visitors licensed to possess firearms, unless serving as a Board-authorized security officer.

The Superintendent shall ensure that any visitor possessing a weapon or other device designed to inflict serious bodily harm is reported immediately to the appropriate law enforcement agency, regardless of whether such visitor possesses a valid concealed weapon license.

A weapon may be brought on district property for educational purposes under controlled circumstances when authorized by the Superintendent.

## **Anti-Hazing Policy**

It is the policy of the Dublin Board of Education and school district that hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member or other employee of the school district shall encourage, permit, condone or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage or engage in any hazing.

“Hazing” is defined as doing any act or coercing of another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. It is harassment by exacting unnecessary or disagreeable work, ridicule or playing abusive or humiliating tricks by way of initiation. Permission, consent or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

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

## **Cheating (see Academic Integrity and Student Code of Conduct - Rule #11)**

A student shall not obtain by fraudulent, dishonest or deceptive means and use as his or her own (or provide to another student) the work, work product, questions or answers to examinations or any like matters of another student or violate the reasonable requirements of a teacher with respect to the conduct and taking of examinations or the completion of other course assignments.

Students found in violation of this policy may receive a zero for the work in question. Further disciplinary action may also be imposed including loss of privileges and loss of driving/parking privileges.

## **Public Display of Affection**

Public displays of affection are unacceptable and create a very negative reaction among students, staff and guests. Unacceptable public displays of affection are defined as those physical actions, which are contrary to good judgment and public decency in that they create the feeling of inappropriateness and embarrassment among students, staff and guests.

Students who engage in such inappropriate and/or unacceptable public displays of affection will be subject to the intervention of staff, and the student will be subject to disciplinary action.

## **Bus Conduct and Regulations**

Student behavior on the bus is critical to the safety of all passengers. Following is an excerpt from the policies on transportation, which have been approved by the Dublin Board of Education. Please review the penalties for improper behavior with your child (children).

### Safety Guidelines for Riding Dublin City Schools Buses

All rules listed below are taken from the bus regulations developed by the State Department of Education in cooperation with the National Highway Traffic Safety Administration. We feel these rules will help ensure a safe and orderly environment on each bus for all students.

*Students riding Dublin City Schools buses shall:*

1. Always obey and cooperate with the bus driver promptly and respectfully.
2. Observe the Dublin City Schools Student Code of Conduct on the bus.
3. Turn in a completed medical emergency card to the bus driver within three (3) days after receiving it.
4. Arrive at the bus stop 5 to 10 minutes before the bus is scheduled to arrive. Buses are on a time schedule and will not return for late students before or after school.
5. Not behave at the bus stop in a manner, which may threaten life, limb or property of any individual. When getting on or off the bus, students must cross the street or highway only when the driver has signaled that the way is clear. Students must remain visible to the driver at all times.
6. Wait for the bus to come to a complete stop and the door to open before leaving the Designated Place of Safety to get on the bus or before getting up from a seat to get off the bus.
7. Go directly to an available or assigned seat - do not stand. Students may not change seats without the driver's permission.
8. Remain seated, keeping aisles and exits clear at all times.
9. Not put any part of the body out of a bus window. Please do not open or close the windows on the bus without the driver's permission.
10. Talk quietly at all times. At railroad crossings there is to be no talking.
11. Not use profane language.
12. Not eat, drink, spit, or litter on the bus.
13. Not throw or pass objects on, from or into the bus.
14. Carry on the bus only objects that can be held in their laps.
15. Not bring animals, dangerous materials, or objects onto the bus.
16. Not damage the bus in any way. If you damage the bus, you will be responsible to pay to have the bus repaired. Report to the driver any damage you find.
17. Ride their regularly assigned bus and leave or board the bus at locations, which they have been assigned unless each student has parental and administrative authorization to do otherwise.
18. Not use electronic equipment, such as radios, CD players, cell phones, etc., unless permitted to do so by the bus driver. In no case will the use of any electronic device be permitted that creates a distraction for the bus driver.

### **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.

### **Conduct at School Extracurricular Activities**

For the purpose of this handbook, extracurricular activities, including school government, athletics, interscholastic and intramural athletics and clubs are those activities, which are not an extension of the classroom. Because participation in such activities does not affect students' grades nor earned credits, students do not have the right, but rather have the privilege of participation.

The following guidelines will be followed concerning behavior at all extracurricular activities:

1. Students will not throw any materials onto the field of play.
2. Obscene cheers or language are not permitted.

3. Cheers will not be allowed that treat our opponents in a negative manner,
4. Demonstrating racial, religious or national origin bigotry or otherwise harassing others will not be tolerated.
5. Students will not be allowed to wear clothing or have materials in their possession that reflect in a negative way on our opponents.
6. Other degrading or disgraceful acts or behaviors that represent the Dublin School District in a negative manner will not be allowed.
7. In addition to being subject to the above, the student conduct code and extracurricular activities code, students who are participating in extracurricular activities will be advised by their respective advisor or coach of additional regulations for participation in the activity.

Any violation of this section at school activities will result in the student being subject to disciplinary action, including but not limited to:

1. Immediate removal from the extracurricular activity.
2. Denial of the privilege to attend any of the activities where the behavior occurred.
3. Denial of the privilege to attend any extracurricular activity.
4. Suspension and/or expulsion.
5. Loss of privileges.

## **Dublin City Schools Co-Curricular Activity Code Philosophy and Expectations**

The Co-Curricular Activity Code sets expectations for our middle school and high school students as they embark on the exploration of different clubs, organizations and athletic endeavors. These expectations are designed to assist students and parents in meeting the challenging decisions they will face during the next several years. Coupled with these expectations are consequences for those students who do not make appropriate decisions.

### **Dublin City Schools believes:**

- Participation in activities including athletics is an honor and a privilege, and we expect students who choose to participate to make the commitment to fully develop their skills and talents.
- Using alcohol, tobacco, or other drugs (non prescribed dangerous drugs as defined by ORC 4729.01), by any middle school or high school co-curricular participant is prohibited and can have a potential negative effect on the student's health and safety.
- The use of alcohol, tobacco, or other drugs (non prescribed dangerous drugs as defined by ORC 4729.01) not only jeopardizes a student's health and safety but also endangers his/her fellow students.
- Co-curricular programs afford students the opportunity to develop valuable skills and attributes through their individual development and the actions of participating as a member of a team.
- Participants in Co-Curricular programs are held to a higher standard of responsibility and conduct. They are representatives of their school, the Dublin City School District and the Dublin community.
- To optimize their experience, we have the expectation for a year-round commitment to remain alcohol, tobacco and drug free to allow students to achieve their maximum performance mentally, physically and academically.
- All members of the school community are crucial in the messages we send and in the actions we take. We believe incidents and rumors need to be reported and investigated and action taken as prescribed in the Code.
- Parents are valuable members of the team/club and will assist in the education, monitoring and response to violations.

- We want students and their parents to come forward if there are issues with alcohol, tobacco and other drugs before a violation is established. If there is a self-referral prior to a report, there will be no denial of participation.
- Violations of the Code are a betrayal of the trust placed in the participant by their school, their fellow members or teammates, the district, and the community.
- Education is a vital component of this Code. Educational opportunities will be available to parents, students and staff as a way to assist our students in making appropriate choices. These will be offered by many organizations in our community. Additional education will be mandated when violations occur.
- The purpose of the student assistance section of the Code is to allow for education and monitoring while allowing a student to continue as a participant after the participation consequence has been served.

All clubs/organizations and athletics listed in the activity pages of this handbook are considered co-curricular activities and are subject to the requirements and consequences of this handbook.

As noted above, participation in co-curricular activities offered by the Dublin City Schools is both an honor and a privilege. Students who choose to belong to any co-curricular activity make themselves subject to additional responsibilities, not only to themselves, but also to their team/organization and to their school.

In order to participate in any co-curricular activity, a student must understand and abide by the Student Code of Conduct as well as all rules and regulations in the Co-Curricular Activity Code as defined herein. A student's intent to abide by this Code will be evidenced in an agreement that shall be signed by the student and her or his parent(s)/guardian(s) at the yearly preseason meeting or upon joining a club/activity. The Co-Curricular Activity Code is in effect 24 hours a day, 7 days a week, 52 weeks of the year based upon the onset of participation in an organization, activity or team in middle or high school, and the student will be considered a participant until graduation or withdrawal from Dublin City Schools.

A student who violates the Co-Curricular Activity Code will serve the consequences during an athletic season/school year under said Code. Students who violate the Co-Curricular Activity Code while participating concurrently as an athlete and as a club/organization participant will serve the consequences concurrently. In order for any consequence to count toward completion of a disciplinary action, the participant must be an active member of the team/activity for an entire season/school year.

### **It's A Parent**

Dublin City Schools requires the *It's a Parent* program for middle school parents whose children anticipate participating **in a club or sport at the high school level**. Parental attendance is required one time during a student's middle school career (one time per family).

*It's a Parent* is a video based program that addresses the challenges parents face raising teens in our current culture. More than 3000 families have participated and 99% of those surveyed said they gained information that helped them deal with adolescent issues facing their children. Parents found it very comforting to hear other parents talk about similar issues in the family and realize they weren't alone. They also learned the importance of becoming more involved with their teenagers by facilitating open and honest communication.

If you have not already attended *It's a Parent* in conjunction with an older child, please plan to attend the meeting of your choice.

We believe *It's a Parent* is an opportunity for our community and schools to work together and support our students in making positive lifestyle choices. If you have specific questions, please feel free to call GeorgiAnn Diniaco, 764-5950 of the Safe and Drug Free Schools Program.

**It's a Parent Schedule  
2011 - 2012**

**Davis Middle School**

September 22, 2011	7:00 p.m. - 9:00 p.m.	Choir Room
November 9, 2011	7:00 p.m. - 9:00 p.m.	Choir Room
February 8, 2011	9:00 a.m. - 11:00 a.m.	Library

**Grizzell Middle School**

October 11, 2011	7:00 p.m. - 9:00 p.m.	Library
February 21, 2012	7:00 p.m. - 9:00 p.m.	Library
April 10, 2012	9:00 a.m. - 11:00 a.m.	Library

**Karrer Middle School**

August 17, 2011	7:00 p.m. - 9:00 p.m.	Library
November 16, 2011	7:00 p.m. - 9:00 p.m.	Library
March 14, 2012	7:00 p.m. - 9:00 p.m.	Library

**Sells Middle School**

August 30, 2011	7:00 p.m. - 9:00 p.m.	Library
November 16, 2011	9:30 a.m. - 11:30 a.m.	Library
March 13, 2012	7:00 p.m. - 9:00 p.m.	Library

\* There is no pre-registration required. Questions? Contact Dr. GeorgiAnn Diniaco at 764-5950.

## **DUBLIN SCIOTO HIGH SCHOOL**

Principal: Donis Toler 717-2464

Athletic Director: Kip Witchey 717-2468

Athletic Trainer: Donna Hull 718-8332

### School Government

Senior Cabinet

Junior Cabinet

Sophomore Cabinet

Freshman Cabinet

Student Senate

### Performance & Academic Competition

#### Activities

Drama Club

Quiz Team (In the Know)

#### Clubs & Organizations

Art Club

Chinese Club

Communications Club

Creative Writing Club

Environmental Club

FCCLA

French Club

Future Teachers of America

German

Interact Club

Irish Core/Peer Mediation

Japanese Club

Key Club

Latin Club

Literary Magazine

Multicultural Club

National Honor Society

Newspaper

Ski Club

Social Studies Club

Spanish Club

Teen Institute

Yearbook

## **Athletics**

### Fall

Cheerleading

Cross Country (B & G)

Field Hockey

Football

Golf (B & G)

Soccer (B & G)

Tennis (G)

Volleyball (G)

### Winter

Basketball (B & G)

Cheerleading

Gymnastics (G)

Ice Hockey

Swimming/Diving (B&G)

Wrestling

### Spring

Baseball

Lacrosse (B & G)

Softball

Tennis (B)

Track (B & G)

Volleyball (B)

**Dublin City School**  
**Primary Prevention Awareness, Attitude and Use Survey 2009**  
**Summary Page**

In 1988, the Franklin County Safe and Drug-Free Schools Consortium, a program of the Educational Council, initiated a needs assessment of students in grades six through twelve. Every three years, this assessment is repeated; 2009 was the eighth occasion of the survey, and 2,846 8<sup>th</sup>, 10<sup>th</sup>, and 12<sup>th</sup> grade students from **Dublin City Schools** were included in the Primary Prevention Awareness, Attitude, and Use Survey. This summary contains *highlights* of the report.

The purpose of this adolescent self-report inventory is to provide information that can be used to guide prevention and intervention efforts; to track changes over time in the self-reported use of alcohol, tobacco, and other drugs; to identify possible correlates and predictors of drug and alcohol use; and to identify areas of problem behaviors and safety concerns.

In the table, (-) indicates a decline from the 2006 Survey AND (+) indicates an increase from the 2006 Survey

	Grade 8	Grade 10	Grade 12
<b>Alcohol and Other Drug Use</b> <i>Note: Regular use is defined as using the substance monthly or more often</i>			
<b>How often, if at all, do you use the following?</b>			
Regular Use of Alcohol	4%	18%* (-)	38% (-)
Regular Use of Marijuana	3% (+)	10%	19% (-)
Regular Use of Cigarettes	2% (+)	7% (-)	11% (-)
Regular Use of Designer Drugs (for example Ecstasy, XTC, GHB)	0.1% (+)	0.5% (-)	1% (-)
Regular Use of Over the Counter meds	.2% (-)	0.7% (-)	1.3% (-)
Someone Else's Prescription Drugs	0.3% (+)	1.8% (-)	3.8% (-)
Students who had <b>never</b> drunk alcohol	79.8% (-)	60.1% (+)	35.4% (+)
Students who had <b>never</b> used marijuana	94.5% (-)	80.1% (-)	63.6% (+)
Students who had <b>never</b> used cigarettes	93.3% (-)	84.1% (+)	74.4% (+)
What <b>message</b> do you get about the use of <b>alcohol</b> from the people below. . . *%s are the <b>"It's Not OK to Use"</b> Responses			
Parents	75% (-)	71% (+)	58% (+)
Friends	49% (-)	28% (+)	15% (+)
Teachers	90%	85% (+)	77% (+)
Coaches	88.1% (+)	92.9% (+)	88.6% (+)
Club Advisors	89.8% (+)	88.4% (+)	87.2% (+)
Media	17.1% (-)	9.9% (+)	7.7% (+)
During the past <b>year</b> , how often have you . . .			
Ridden in a car with a drinking driver	17% (+)	22%	33% (-)
Ridden in a car w/a pot smoking driver	6% (+)	20% (+)	35% (+)
Driven a car while or after drinking		8% (-)	24% (-)
Driven a car while or after smoking pot		9% (-)	21%
Been a designated driver		30% (-)	44% (-)
<b>When I do something . . .</b>			
I think how my <b>family would be hurt or angry</b> if I were caught using alcohol, tobacco, or other drugs			
	79.2% (-)	68.5% (-)	62.9% (+)
I am influenced by strong <b>family values</b> against the use of alcohol, tobacco, or other drugs			
	82.1% (-)	68.8% (+)	58.5% (+)
<b>How often do you take part in . . .</b> (almost "Every Day")			
Educational Activities	66% (-)	71% (-)	64%
Family Activities	35% (+)	30% (+)	26%
<b>How often do you take part in . . .</b> (almost "Every Day" or "Once or Twice a Week")			
Social Activities	58.6% (+)	63% (-)	75.9% (-)
Volunteer	5% (+)	8%	13.2% (-)

For ads' information contact: GeorgiAnn Diniaco 764-5950, Laura Leach 718-8345, Andy Zweizig 718-8274 (2011-201

## PHILOSOPHY

The Co-Curricular Activity Code sets expectations for our middle school and high school students as they embark on the exploration of different clubs, organizations and athletic endeavors. These expectations are designed to assist students and parents in meeting the challenging decisions they will face during the next several years. Coupled with these expectations are consequences for those students who do not make appropriate decisions.

## EXPECTATIONS

- Participants in Co-Curricular programs are held to a higher standard of responsibility and conduct. They are representatives of their school, the Dublin City School District, and the Dublin community.
- To optimize their experience, we have the expectation for a year-round commitment to remain alcohol, tobacco, and drug free to allow students to achieve their maximum performance mentally, physically, and academically.
- Using alcohol, tobacco, or other drugs (non prescribed dangerous drugs as defined by ORC 4729.01), by any middle school or high school co-curricular participant is prohibited and can have a potential negative effect on the student's health and safety.

**CONSEQUENCES** – Violations of the three sections (Citizenship, Use, Selling) are cumulative. A subsequent violation of any part of the Code will progress a student to the next disciplinary level (offense).

**Citizenship – Any behavior that results in dishonor to the participant, her or his team/organization, or her or his school will not be tolerated.**

- |                         |   |
|-------------------------|---|
| 1 <sup>st</sup> offense | <b>20%*</b> loss of participation (including contests, competitions, and performances)<br>All awards held<br>Loss of leadership for 1 calendar year |
| 2 <sup>nd</sup> offense | <b>50%*</b> loss of participation (including contests, competitions, and performances)<br>All awards held<br>Permanent loss of leadership positions |
| 3 <sup>rd</sup> offense | Permanent loss of the privilege to participate in co-curricular activities  |

**Use or Possession of Alcohol, Tobacco, or Other Drugs (including Controlled Substances)**

- |                         |   |
|-------------------------|---|
| Voluntary referral      | No participation loss. If the option of voluntary referral has been used, the second violation will be viewed as a “second offense”.<br>Required participation in the student assistance program (education and random drug testing)<br>May be used once at middle school and once at high school |
| 1 <sup>st</sup> offense | <b>20%*</b> loss of participation (including contests, competitions, and performances)<br>All awards held<br>Loss of leadership for 1 calendar year<br>Required participation in the student assistance program (education and random drug testing)<br><br>Recommended assessment                 |
| 2 <sup>nd</sup> offense | <b>50%*</b> loss of participation (including contests, competitions, and performances)<br>All awards held<br>Permanent loss of leadership positions<br>Required participation in the student assistance program (education and random drug testing)<br>Mandatory assessment                       |
| 3 <sup>rd</sup> offense | Permanent loss of the privilege to participate in co-curricular activities<br>Recommended assessment by an outside chemical dependency professional   |

**Selling or Otherwise Supplying, Transmitting, or Distributing Alcohol, Tobacco, or Other Drugs**

- |                         |  |
|-------------------------|--|
| 1 <sup>st</sup> offense | Loss of the privilege to participate for 1 calendar year<br>Violations reported to the police<br>Ineligible for any awards<br>Mandatory assessment<br>Permanent loss of leadership positions<br>Required participation in the student assistance program (education and random drug testing) |
| 2 <sup>nd</sup> offense | Permanent loss of the privilege to participate in co-curricular activities   |

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

**\*For year-long clubs/organizations this will be interpreted as 20% = 9 weeks and 50% = one semester.**

**NOTE: This is only a summary of the contents and consequences for violations of the Co-Curricular Activity Code. A detailed explanation of all aspects of the Code can be found in the middle and high school Student/Parent Handbooks.**

## **Rules of Co-Curricular Participation**

### **Citizenship**

Students shall conduct themselves in a manner that reflects good citizenship. Any behavior that results in dishonor to the participant, her or his team/organization, or her or his school will not be tolerated. Acts of unacceptable conduct, both on and off school premises, include but are not limited to theft, vandalism, manifest disrespect, violation of the law, or any violations of the Student Code of Conduct.

The principal or her/his designee reserves the right to review the severity of the citizenship offense and determine the appropriate level of disciplinary action to be taken.

### **Consequences:**

#### **First Offense**

1. Violation of this policy will result in a 20%\* loss of the privilege of co-curricular participation (including contests, competitions, and performances). Practice is still required for participants.
2. All awards will be withheld until all conditions and requirements are fulfilled.
3. Loss of leadership position in co-curricular activities for one calendar year from the date of the decision rendered by the committee regarding the violation.

#### **Second Offense**

1. The 2<sup>nd</sup> violation of this policy will result in a 50%\* loss of the privilege of co-curricular participation (including contests, competitions, and performances). Practice is still required for participants.
2. All awards will be withheld until all conditions and requirements are fulfilled.
3. Permanent loss of any leadership position in co-curricular activities from the date of the decision rendered by the committee regarding the violation.

#### **Third Offense**

1. The student will not be permitted to participate in any co-curricular activity.

**\*For previously listed year-long clubs/organizations this will be interpreted as 20% = one quarter and 50% = one semester**

## **Alcohol, Tobacco or Other Drug Use and/or Selling or Otherwise Supplying, Transmitting or Distributing**

### **Voluntary Referral Opportunity**

Students may use a voluntary referral procedure to seek information, guidance, counseling and/or assessment in regard to use or possession of tobacco, alcohol, and other drugs, instruments or paraphernalia. A voluntary referral may be made by the student, by her or his immediate family, or by a fellow student. Such referrals can be made to an advisor, coach, teacher, guidance counselor, Safe and Drug-Free Schools Counselor, or athletic trainer who in turn must immediately notify an appropriate administrator. A student may use the option of voluntary referral once at the middle school level and once at the high school level as long as there have been no previous violations of any portion of the Interscholastic Athletic, Extracurricular Activities Participant, or Co-Curricular Activity Codes.

If a student uses the voluntary referral opportunity to seek assistance with dealing with alcohol or other drug use, and if the student agrees to participate in the Dublin Student Assistance Program, there shall be no denial of participation from activities or loss of leadership.

A voluntary referral cannot be used by a student participant as a method of avoiding the consequences of the Student Code of Conduct or the Co-Curricular Activity Code. All voluntary referrals must occur before any verification of a violation of the Student Code of Conduct or the Co-Curricular Activity Code by a school employee, coach, advisor or police. Involvement by law enforcement officials or verification by school personnel negates the option of voluntary referral.

If the option of voluntary referral has been used during grades 7-8 or grades 9-12 and a student participant again violates any part of the Co-Curricular Activity Code, the second violation will be viewed as a “second offense”.

### **Dublin City Schools Student Assistance Program**

- a. Requires attendance, within 60 calendar days of the date of the decision rendered by the committee regarding the violation, at the district approved Safe and Drug-Free Schools educational program in its entirety.
- b. Requires the parent(s)/guardian(s) and student who has a violation under the use or sale of alcohol, tobacco or other drugs to consent to at least three unannounced drug tests to be provided at times determined by the school representative during the twelve month period following the determination of the violation. All testing will be at the expense of the district and results must be shared with the district. Failure to pass any drug test will be considered a violation of the Co-Curricular Activity Code and will result in consequences being invoked as a subsequent violation.

If the student refuses or fails to complete the Student Assistance Program, the student cannot participate in any co-curricular participation (including contests, competitions, and performances) for one calendar year from the date of the committee’s decision. In addition, any student who fails to complete the Student Assistance Program will be subject to loss of parking privileges for a 12-month period from the date of the decision confirming the violation.

### **Drug Testing**

1. Drug testing will be conducted by a laboratory selected by the school.
2. The student and the student’s parents must sign a consent form authorizing the drug testing.
3. Drug testing may be requested by the school representative or other appropriate school official at any time, including times outside the normal school day or school week. Upon such request students will be expected to provide a urine sample at school or at the designated laboratory within a reasonable time as specified by the school official. Failure to do so will be deemed a positive test and will result in a denial of participation privileges. The sample will be divided into multiple specimens, one or more of which will be retained in the event confirmation testing is necessary.
4. Falsifying or tampering with a sample will be considered a positive drug test and result in suspension of the assistance program and a denial of participation privileges.
5. The school will pay for three random drug tests within the 12-month period once the student has entered the student assistance program.
6. A copy of the results will be sent to the designated school official and to the student’s parent(s).
7. Prior to the testing procedure, the student may voluntarily provide information as to any prescription medication being taken which information will be provided to the testing laboratory.

### **Using Alcohol, Tobacco or Other Drugs**

Students may not:

- A. Use, purchase, possess, or conceal any alcoholic beverage, build-altering chemical, mood-altering drug, look-alike drug, or other intoxicant, narcotic, or hallucinogenic drug, amphetamine, barbiturate, marijuana, inhalant, tobacco, counterfeit drug, other substance whose possession is prohibited by law, or instrument or paraphernalia normally or actually used for packaging, conveying, dispensing, or using alcohol or dangerous drugs as defined in Ohio Revised Code 4729.01. As used herein, “instrument or paraphernalia” shall include, but not be limited to, equipment or apparatus designed for or used for the purpose of measuring, packaging, distributing, or facilitating the use of drugs, pipes, roach clips, syringes and hypodermic needles, cocaine spoons, rolling papers and drug kits.

Notwithstanding the other provisions of the Code:

Students may:

- B. Observe bona fide religious practices.

- C. Use, purchase, or possess a substance otherwise prohibited herein that are medically prescribed for a purpose other than the enhancement of athletic ability if there exists medical or psychological documentation of the need.

## **Consequences:**

### **First Offense**

1. Violation of this policy will result in a 20%\* loss of the privilege of co-curricular participation (including contests, competitions, and performances). Practice is still required for athletes.
2. All awards will be held until all conditions and requirements are fulfilled.
3. Loss of any leadership position in co-curricular activities for one calendar year from the date of the decision rendered by the committee regarding the violation.
4. Required participation in the Student Assistance Program.
  - a. Required attendance, within 60 calendar days of the date of the decision rendered by the committee regarding the violation at the district approved Safe and Drug-Free Schools educational program in its entirety.
  - b. Requires the parent(s)/guardian(s) and student who has a violation under the use or sale of alcohol, tobacco or other drugs to consent to at least three unannounced drug tests to be provided at times determined by the school representative during the 12-month period following the determination of the violation. All testing will be at the expense of the district and results must be shared with the district. Failure to pass any drug test will be considered a violation of the Co-Curricular Activity Code and will result in consequences being invoked as a subsequent violation.

If the student refuses or fails to complete the Student Assistance Program, the student cannot participate in any co-curricular activity (including contests, competitions, and performances) for one calendar year from the date of the committee's decision. In addition, any student who fails to complete the Student Assistance Program will be subject to loss of parking privileges for a 12-month period from the date of the decision confirming the violation or an equivalent loss of privileges if they are not a driver.

### **Second Offense**

1. The 2<sup>nd</sup> violation of this policy will result in a 50%\* loss of the privilege of co-curricular participation (including contests, competitions, and performances). Practice is still required for athletes.
2. The student will receive a mandatory assessment.
3. All awards will be withheld until all conditions and requirements are fulfilled.
4. Permanent loss of any leadership position in co-curricular activities from the date of the decision rendered by the committee regarding the violation.
5. Required participation in the Student Assistance Program.
  - a. Required attendance, within 60 calendar days of the date of the decision rendered by the committee regarding the violation at the district approved Safe and Drug-Free Schools educational program in its entirety.
  - b. Requires the parent(s)/guardian(s) and student who has a violation under the use or sale of alcohol, tobacco or other drugs to consent to at least three unannounced drug tests to be provided at times determined by the school representative during the 12-month period following the determination of the violation. All testing will be at the expense of the district and results must be shared with the district. Failure to pass any drug test will be considered a violation of the Co-Curricular Activity Code and will result in consequences being invoked as a subsequent violation.

If the student refuses or fails to complete the Student Assistance Program, the student cannot participate in any co-curricular activity (including contests, competitions, and performances) for one calendar year from the date of the committee's decision. In addition, any student who fails to complete the Student Assistance Program will be subject to loss of parking privileges for a 12-month period

from the date of the decision confirming the violation or an equivalent loss of privileges if they are not a driver.

### **Third Offense**

1. The student will not be permitted to participate in any co-curricular activity for the balance of their middle or high school career, whichever is appropriate.
2. The student will be advised to attend further assessment by an outside chemical dependency professional.

**\*For previously listed year-long clubs/organizations this will be interpreted as 20% = one quarter and 50% = one semester**

### **Selling or Otherwise Supplying, Transmitting or Distributing Alcohol, Tobacco or Other Drugs**

Note: The penalties delineated below are more severe because the student violating this aspect of the Co-Curricular Activity Code has negatively influenced others and **possibly** aided others in violating the Co-Curricular Activity Code. Also, consequences for selling, supplying, transmitting, or distributing as listed below are cumulative from middle school to high school.

Students may not:

Sell, supply, transmit, or distribute any alcoholic beverage, build-altering chemical, mood-altering drug, look-alike drug, or other intoxicant, narcotic, or hallucinogenic drug, amphetamine, barbiturate, marijuana, inhalant, tobacco, counterfeit drug, other substance whose possession is prohibited by law, or instrument or paraphernalia normally or actually used for packaging, conveying, dispensing, or using alcohol or dangerous drugs as defined in Ohio Revised Code 4729.01. As used herein, "instrument or paraphernalia" shall include, but not be limited to, equipment or apparatus designed for or used for the purpose of measuring, packaging, distributing, or facilitating the use of drugs, pipes, roach clips, syringes and hypodermic needles, cocaine spoons, rolling papers, and drug kits.

### **Consequences:**

#### **First Offense**

1. Loss of privilege of participating in all co-curricular activities (including contests, competitions, and performances) for one calendar year from the date of the decision rendered by the committee.
2. Any violation of this occurrence while a participant is in a school activity will be reported to legal authorities as permitted by law.
3. The participant will not be eligible for any awards or recognition.
4. The student will receive a mandatory assessment.
5. Permanent loss of any leadership position in co-curricular activities.
6. Required participation in the Student Assistance Program.
  - a. Required attendance, within 60 calendar days of the date of the decision rendered by the committee regarding the violation at the district approved Safe and Drug-Free Schools educational program in its entirety.
  - b. Requires the parent(s)/guardian(s) and student who has a violation under the use or sale of alcohol, tobacco or other drugs to consent to at least three unannounced drug tests to be provided at times determined by the school representative during the 12-month period following the determination of the violation. All testing will be at the expense of the district and results must be shared with the district. Failure to pass any drug test will be considered a violation of the Co-Curricular Activity Code and will result in consequences being invoked as a subsequent violation.

If the student refuses or fails to complete the Student Assistance Program, the student cannot participate in any co-curricular activity (including contests, competitions, and performances) for one calendar year from the date of the committee's decision. In addition, any student who fails to complete the Student Assistance Program will be subject to loss of parking privileges for a 12-month period

from the date of the decision confirming the violation or an equivalent loss of privileges if they are not a driver.

### **Second Offense**

The student will not be permitted to participate in any co-curricular activity for the remainder of her/his middle school and high school career in the Dublin City Schools.

### **Verifications of Violations**

Violations of the Co-Curricular Activity Code may be verified by one or more of the following methods and/or parties: drug testing (including breathalyzer test), administrators (including but not limited to principals, assistant principals, and athletic directors), coaches, advisors, and/or any staff of the District, or police.

### **Process for Violation Determination**

- A. Co-Curricular disciplinary actions for such violations are not subject to the procedures established for curricular suspensions or expulsions nor are co-curricular disciplinary actions otherwise subject to due process. Pursuant to Ohio Revised Code 3313.664, a principal, assistant principal, or other administrator (hereinafter called “the appropriate authority”) shall have sole discretion to determine what, if any, notice and hearing rights are to be afforded to the student and the student’s parent(s)/guardian(s) in the event of any prohibition of co-curricular participation for violation hereof. Accordingly, while it is anticipated that in most instances notice will be given in advance of any disciplinary action, notice is not a requirement.
- B. All co-curricular disciplinary determinations made by the appropriate authority for a violation hereof shall be reviewed, prior to the enforcement of any disciplinary action, by the applicable committee as described in Item C hereinafter. For the purpose of this review, a student who has completed the eighth grade shall be deemed to be attending high school even if high school classes for that student have not commenced as of the time of the review.
- C. There will be one Co-Curricular Activity Code Committee for each building. The committee will be comprised of the principal or his/her designee, athletic director, Safe and Drug-Free Schools Counselor, and the student’s then-current coach/advisor/teacher, if any. The principal or designee will chair the committee. Parents will be offered the opportunity to meet with the committee.
- D. Subject to Item A above, within two school days after the Co-Curricular Activity Code Committee has completed its review of any disciplinary action to be taken on any violation hereof, a letter of notification of its decision must be sent by the principal or designee to the parent or guardian specifying the reason(s) for any disciplinary action, the period of time in which any such action is to occur or be in effect, and options, if any.
- E. Review by the applicable Co-Curricular Activity Code Committee shall be quasi-judicial, and its decision will be final.

### **Co-Curricular Activity Code Orientation/Education**

All coaches, advisors and supervising teachers are required to review the expectations of the Co-Curricular Activity Code with their students and parent(s)/guardian(s) during a preseason/new school year meeting and communicate these expectations to the respective parent(s)/guardian(s) in written format. A student’s intent to abide by this Code will be evidenced in an agreement that shall be signed by the student and her or his parent(s)/guardian(s) at the completion of the preseason/new school year meeting.

### **Applying the Consequences**

A student who violates the Co-Curricular Activity Code will serve the consequences during a school year/season under said Code. The effective date of the Code enforcement, as far as disciplinary procedures are concerned, is based on the date of the decision rendered by the Co-Curricular Activity Code Committee. If the school year ends while the participant is serving the denial of participation, the remainder of the denial will roll over to the next school year even if the student has changed from a 7<sup>th</sup>-8<sup>th</sup> grade participant to a 9<sup>th</sup>-12<sup>th</sup> grade participant.

A participant may not become a member of a school-sponsored sport, activity or organization either as a participant, manager, or trainer after the officially designated starting date in order to serve any part of a consequence as determined by the Co-Curricular Activity Code. The official starting date for athletes is designated by the Ohio High School Athletic Association as the date on which a sport may begin required attendance. In order for any

consequence to count toward completion of a disciplinary action, the participant must be an active member of the team, activity or organization for an entire season/school year.

In all events, the principal or designee shall have the final authority to decide to what sport, activity or organization the consequence shall apply to and how that application is to occur.

Violations of the three sections (Citizenship, Use, Selling) of the Co-Curricular Activity Code are cumulative. A subsequent violation of any part of the Code will progress a student to the next disciplinary level (offense).

A violation of the Selling or Otherwise Supplying, Transmitting or Distributing Alcohol, Tobacco or Other Drugs section of the Code will carry over from middle school and will be cumulative with violations in high school.

Except as otherwise stated herein, violations of the Co-Curricular Activity Code shall be grouped into two categories - grades 7-8 and grades 9-12. Accumulation of consequences from the first of those just-identified categories to the second will not occur unless otherwise stated herein.

## **Definitions**

1. Alcohol — Any liquor, wine, beer, and/or other beverages containing alcohol.
2. Assessed — An outside chemical dependency professional, approved by the Dublin City School District, will provide an estimate or judgment as to the physical or psychological condition of the student.
3. Build-Altering Chemical — Includes, without limitation, anabolic steroids, growth hormones, testosterone or its analogs, human chronic gonadotrophin (HCG), and other hormones.
4. Co-curricular activity — Clubs, activity programs, athletic programs, student leadership activities, supervised and financed by the Dublin City Schools.
5. Middle school level shall be defined, for this purpose, as beginning after the last day of the fifth grade or upon enrollment in a Dublin middle school and is effective up to and through the last day of the middle school schedule, at which time the high school level will begin.
6. Mood-Altering Drug — Includes, without limitation, narcotics, depressants, stimulants, hallucinogens, counterfeit controlled substances, marijuana, alcohol, and prescription drugs, unless authorized by a medical prescription from a licensed physician. This medical prescription must be kept in the original container, which shall state the student's name and the directions for proper use of the prescription.
7. Tobacco — Any product with tobacco as an ingredient that is smoked, chewed, inhaled, or placed against the gums.
8. Possession — Alcohol, tobacco, other drugs or drug paraphernalia is physically on or in student-participant's body; or physically within his/her personal property (i.e. book or gym bag, coat, etc.); or in his/her home where other students are using or possessing alcohol, tobacco or other drugs (e.g. hosting a party). Possession will include being present in a car where alcohol or other drugs are being used.
9. Denial of Participation — The student-participant may not play but must practice, travel and sit with team/group at events (for various activity programs, this requirement will be defined as applicable by the advisor and the co-curricular coordinator) during any percentage denial of privilege, which is less than one season. The student participant will not wear the school uniform at the contest or performance. This restriction is effective immediately following the determination that the policy has been violated.
10. Student Leadership Positions — A student leader is defined as anyone appointed or elected to a leadership position in athletics, clubs, student government, or other co-curricular activities. Student leaders accept the responsibilities that accompany leadership positions and are expected to be positive role models at all times. Accordingly they are subject to a higher level of conduct.

## **Additional Athletic Information**

### **Hazing**

Hazing of fellow students or teammates is prohibited. Students who participate in hazing events will be subject to consequences listed in the Student Code of Conduct and the Co-Curricular Code.

It is the policy of the Dublin Board of Education and school district that hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member or other employee of the school district shall encourage, permit, condone or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage or engage in any hazing.

“Hazing” is defined as doing any act or coercing of another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. It is harassment by exacting unnecessary or disagreeable work, ridicule or playing abusive or humiliating tricks by way of initiation. Permission, consent or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

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

### **Guidelines for Student Academic Eligibility in Athletics and Extracurricular Activities**

The Dublin City Schools have established excellence as a standard and strive to maintain an appropriate balance among academics, athletics, and all extracurricular activities. It is important that students meet the following academic requirements in order to participate in athletics and extracurricular activities in Grades 7 to 12.

Following are guidelines for the implementation of Board Policy 2431.

1. A student must earn at least a 2.0 grade point average (GPA) in order to be eligible for participation in athletics and extracurricular activities. The GPA will be applied separately for Grades 7–8 and Grades 9–12 and calculated each grading period. Each student’s eligibility will be determined according to her or his GPA for each nine-week grading period. Semester and final exams are not to be calculated in the nine-week GPA assessment because of their comprehensive nature. A student’s eligibility will be determined by examining each nine-week’s GPA independent of prior grading periods. The individual nine-week’s GPA value will be used in itself to determine a student’s eligibility. Eligibility can be maintained, gained, or lost each grading period.
2. In addition to the above Dublin City Schools requirements, a student athlete must qualify under all rules established by the Ohio High School Athletic Association (O.H.S.A.A.). Specifically, the academic requirements of the O.H.S.A.A. stipulate that a student in Grades 7 to 12 must be currently enrolled in school the immediately preceding grading period and received passing grades during that grading period in a minimum of five of those subjects in which the student received grades.
3. Students who fall below the 2.0 grade point average as detailed above (1.0 to 1.99) are entitled to submit a request for a waiver for participation to the Eligibility Board (see #5 below). A student is eligible for three (3) such waivers throughout her or his middle school and high school years: one waiver may be used for middle school students; one waiver may be used during the freshman or sophomore year; one waiver may be issued during the junior or senior year. Waivers are not cumulative. To be eligible for the next grading period, the student must attain a minimum GPA of 2.0. Any student who is issued a waiver is considered on probation and must attend personalized study sessions provided by her or his school.
4. A student may also make an appeal for additional waivers to the Eligibility Board (see #5 below). Student athletes must, however, also continue to qualify under all rules established by the O.H.S.A.A.
5. Two Eligibility Boards will be established: one to review high school requests and one to review middle school requests. The High School Eligibility Board will be comprised of the building principals, the athletic directors, and three teachers (appointed by the principal) from each high school. The Middle School Eligibility Board will be comprised of the building principals, the athletic directors, and one teacher from each of the four middle schools (appointed by the building principals). Teachers appointed to both Eligibility Boards will serve for one year and will be appointed in the spring of each year to begin service during the fourth quarter. Each Eligibility Board will meet during the next week

after grade card distribution. Students will be informed about upcoming meetings by means of morning announcements. The Eligibility Boards will review all requests for waivers, additional waivers (as outlined in #3 and #4 above), and all appeals, including those made by students whose GPA falls between 1.0 and 1.99. Any student who requests a waiver, additional waiver of participation, or appeals a GPA between 1.0 to 1.99 will receive the Eligibility Board's decision in writing within five school days. The decisions made by the Eligibility Boards are final.

6. Provisions may be made for individual students with identified Individual Education Plans (IEPs). The Eligibility Board will review such situations on an individual basis and may waive certain requirements as appropriate.

#### Extracurricular Activities

1. An extracurricular activity is defined as a program of out-of-class pursuits supervised and/or financed by the school, in which students enjoy freedom of participation. Extracurricular activities are not part of regular school curriculum and are not graded.
2. Club sports will not be affected by these guidelines unless determined to apply by the administration.

### **Emergency Medical Cards/Physical Examination Cards**

All athletes must have a white physical card and an emergency medical card on file prior to the first day of tryouts or practice. All forms should be turned in to the head coach, and no athlete will be permitted to participate without these forms being completed. In the event of an emergency, coaches will have a copy of the emergency medical card in their possession at all athletic contests. Athletes can pick up blank forms in the Athletic Office or Main Office.

### **Equipment**

Each athlete will be issued equipment, which is property of the school, and athletes are expected to maintain each item of equipment. Please follow care instructions located within most cloth items. Uniforms with lettering, which has been ironed onto the garment, should be line dried to prevent damage. All equipment is to be returned at the end of each season. Athletes who fail to return equipment will not be permitted to participate in other activities, and course credits will be withheld until the item(s) are returned or purchased.

### **Facility Usage**

Students and parents will be permitted to use facilities only when scheduled and supervised by a staff member. No athlete is to use any facility (gym, weight room, pool) without a staff member being present.

### **Insurance Coverage/Risk of Participation**

Prior to the beginning of practice, all students are offered the opportunity to enroll in a Dublin School-endorsed insurance program. This program can be utilized by students who do not have insurance coverage of their own. Participation in interscholastic athletics can lead to possible injury to student athletes. Although most injuries are minor in nature, it is possible that an injury could occur that is severe enough to cause a person to become paraplegic, quadriplegic, or result in death. Dublin City Schools and staff take every precaution to prevent such injuries, but such risk does exist.

### **Lettering Guidelines/Awards**

The criteria for earning a letter may vary from sport to sport because of the different characteristics of each program. Each head coach will be permitted to determine the criteria necessary for earning team awards and will make athletes aware of this criteria at the beginning of the season. Students have the opportunity to earn the following awards:

Middle School Teams: Participation Certificate  
Freshman Team: Freshman Participation Certificate  
Junior Varsity: Junior Varsity Participation Certificate  
Varsity Award: Varsity Letter and Sport Pin/Plaque

## **Athlete Care and Injury Reporting Guidelines**

1. Athletes are to first report practice injuries to the coach and then to the athletic trainer. All injuries and health concerns must be reported to the athletic trainer. Medical referral will be coordinated through the training staff.
2. In the absence of the trainer, the coach will initiate early first aid care. The coach will notify the trainer of all injuries.
3. Injured athletes are expected to continue treatment and recovery period.
4. Parents are encouraged to contact the training staff regarding any questions or concerns relating to their child's injury and care.
5. All athletes missing practices or games due to injury or illness must notify the coach directly prior to that practice or game.
6. Game dress for injured athletes will be directed by each head coach.

## **Taping/Bracing Guidelines**

1. Taping is a medical treatment tool with a specific therapeutic purpose. Appropriate use of tape for injury care will be directed by the trainer. Tape will not be made available for non-injury use.
2. Ankle taping will occur for two weeks following an acute ankle injury. At this time it will be the athlete's responsibility to purchase commercial ankle braces for ongoing injury management. Ankle braces should be purchased for ankle injury prevention or for those with a history of ankle injury.
3. The training staff is available to advise parents on purchase and use of various bracing, splinting, and supportive devices beneficial to injury care. Some braces are available through the training room at a discounted rate. See the trainer for more information.

## **Medical Referral for Injuries**

1. The Athletic Health Care Program is not designed to replace the family physician or to dictate medical care. The choice of health care provider and initiation of medical referral always remains at the discretion of the parents.
2. Your family physician should be contacted if: problems develop with an injury, the condition worsens or the condition persists for an extended period of time. It is important that injured athletes return to the training room for reevaluation and report any new or remaining problems.
3. Parents have access to the services of team physician staff who supervise all care provided by the training staff.
4. All athletes evaluated by their family physician must provide a note from the physician indicating the type of injury, course of treatment, and participation status. The note must be given to the trainer. Standardized physician evaluation forms are available in the training room.
5. All significant head injuries must be evaluated by a Dublin team physician prior to clearance to participate. A note clearing the athlete is required for reentering any athletic activity.

## **Return to Activity Following Injury**

1. All athletes who have been removed from activity by the trainer and referred for physician evaluation must provide a note from the consulting physician prior to return to activity.
2. All athletes who have been removed from activity or placed on limited activity by a physician must present a note from the physician clearing the athlete to reenter activity.
3. A physician's note "clearing the athlete for full activity" is recognized only as a release to begin a gradual transition period back to full activity. This transition time period is designed to monitor the existing condition and assure safe return to intense and demanding situations.
4. Injured athletes are expected to continue a rehabilitation/strength maintenance program on the injured area following return to play in order to prevent re-injury. This is a required condition if the athlete is to continue practicing. These programs will be coordinated through the training room.
5. The trainer determines return to activity clearance using specific protocols established by the supervising team physician.

## **Adolescent Athlete Protective Care Guidelines**

1. No member of the training staff or coaching staff may clear an athlete to participate if a physician has removed the athlete from activity.

2. No member of the coaching staff can clear an athlete to participate if the athletic trainer has removed the athlete from activity.
3. Following physician clearance for return to activity, if clinical evidence, rehabilitation progression, or new injury information indicates that the athlete is at continued risk for injury, it is the responsibility of the training staff to protect the health of the athlete. The athlete is to be held from activity and referred back to the family physician or to the team physician for further advisement.
4. The team physician, attending physician, athletic trainer, coach, or parent may withhold an athlete from reentering activity if it is considered to be in the best interest of the individual's health. This allows those with specialized knowledge to act as a safety net, thereby optimizing the protection afforded the individual adolescent athlete.

### **Administration of Medications**

The regulation and administration of prescription and over-the-counter medications during activities are to follow specific school procedures. For prescription medications, the physician and the parent/guardian must fill out the Request for Administration of Prescription Medication by School Personnel Form (Form 5330 F1) and have it on file in the student's health records in the school office. For non-prescription medications, parents must fill out the Parent Request for Student to Self-Administer Nonprescription Medication With and/or Without Supervision Form (HS/MS Form 5330 F4). These forms are in the student handbook and are also available in the school office or training room. These procedures pertain to any medication that may be self-administered or any medication administered under the supervision of school personnel. Duplicate forms must be filed if medications are to be taken during the school day and during athletic activities. Self-administration of medication by inhaler requires completion of the Request for Student to Carry and Administer Own Prescription Medication by Inhaler (Form 5330 F3).

### **Transportation**

All athletes *must* travel to and from out-of-town activities in transportation provided by the district. If a special situation occurs, the participant must present a note from a parent or guardian explaining the situation 24 hours prior to the activity. Participants will remain under the supervision of the coach/advisor when attending away activities. Participants who miss the bus will not be permitted to participate in the activity unless there are extenuating circumstances.

All regular school bus rules will be followed, including food, noise, remaining in seats, care and respect for equipment.

### **O.H.S.A.A.**

Information regarding OHSAA regulations and sports dates can be found at [www.ohsas.org](http://www.ohsas.org).

### **Dublin City Schools Sportsmanship Guidelines Philosophy**

The Dublin City Schools believe that interscholastic competition involving member schools should be governed by the basic principles of good sportsmanship. This document has been prepared to ensure that all members have a common understanding of those basic principles.

We believe that students should be coached to play to the best of their ability and to understand that to play well is to play honorably. The promotion of sportsmanship is the obligation of all school personnel (principals, athletic directors, coaches, and staff members) and is directed toward the behavior of spectators, coaches, players, and band members. We believe the development of good sportsmanship through the practice of ethical behavior and moral reasoning is one of the acknowledged objectives of interscholastic athletics. We therefore expect school administrators, coaches, staff members, athletes, cheerleaders, band members, and spectators to know and embrace the following fundamentals of sportsmanship.

1. Respect should be demonstrated for an athletic opponent and for their school at all times. Host schools should treat visiting teams and their supporters as guests and accord them the consideration all human beings deserve. When traveling, all participants should respect the property and dignity of their host school and its athletic teams.

2. Respect should be demonstrated for the officials at all times. Officials must be assumed to be and accepted as impartial arbitrators who are trained to do their job and can be expected to do the job to the best of their ability.
3. Knowledge of and a proper respect for the current rules of the contest should guide the behavior of all participants. Rules are essential for a fair contest, and good sportsmanship suggests the importance of conforming to the spirit as well as the “letter” of the rules for that sport.
4. All participants should strive to maintain self control at all times. The desire to win should not be accepted as a reason for abandoning rational behavior. A proper perspective must be maintained by all if the potential educational values of athletic competition are to be realized.
5. All participants should learn to recognize and appreciate skill in performance regardless of affiliation. Recognition of the good performance of an opponent is a demonstration of generosity and good will that is encouraged in all Dublin schools. In order for good sportsmanship to prevail, it is essential that all participants and spectators understand their individual responsibilities and expected modes of behavior before, during, and after contests.

### **Players, Staff, Other Team Personnel**

Players, staff members and other team personnel are governed by the sportsmanship policy established by the Ohio High School Athletic Association (O.H.S.A.A.). It states that any team member or staff member ejected for unsportsmanlike conduct or flagrant foul shall be ineligible for contests for the remainder of that day as well as for all contests in that sport until two regular season/tournament contests (one in football) are played at the same level as the ejection. (An example of “same level” would be two (2) Freshman games or two (2) Varsity games.)

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

A student who is ejected a second time shall be suspended for the remainder of the season in that sport. A staff member who is ejected for a second time shall be suspended indefinitely and required to attend a mandatory conference with the O.H.S.A.A. Commissioner. The principal of the school shall be required to attend this conference as well. It is the responsibility of the local school authorities to ensure this regulation is enforced.

### **Spectators/Band Members (includes all persons in attendance at the school event)**

Athletes, coaches, and staff members are included in the O.H.S.A.A. guidelines listed prior to this section.

Partisan spectators by their behaviors and reactions determine to a large extent the reputation for sportsmanship of their school. Spectators should be reminded and should keep in mind that athletes are friendly rivals as members of opposing amateur teams. They are expected to be treated as such. Spectators should be reminded, too, that the contest should be between the teams engaged in the competition and not between their supporters. It is important that all spectators:

1. Know and demonstrate the fundamentals of good sportsmanship.
2. Respect, cooperate, and respond enthusiastically to the cheerleaders, coaches, and athletes of all teams.
3. Censure fellow spectators whose behavior is unsportsmanlike.
4. Be positive toward players and coaches regardless of the outcome of the contest.
5. Respect the judgment and the professionalism of the officials and coaches.

#### Examples of spectator inappropriate behavior:

1. Verbal/physical abuse of officials.
2. Berating players, coaches or other spectators. Examples of this could include, but are not limited to, negative chants, signs, cheers, or gestures.
3. Interruption of contest. Examples of this could include, but are not limited to, the throwing of objects on playing area, entering the playing area, and other disruptive behavior.
4. Removal from contest or premises by a game official or security personnel.

As a result of inappropriate spectator behavior, any of the following disciplinary actions could occur. The principal or designee has the right to vary from this guideline based upon the circumstances.

1. Verbal or written warning.
2. The spectator will not be permitted to attend any athletic contests for a period of 14 days from the date of the offense.
3. The spectator will not be permitted to attend any athletic contests for a period of 28 days from the date of the offense.
4. The spectator will not be permitted to attend any athletic contests for a period of one year.
5. Loss of privileges.

The Dublin City Schools are committed to upholding the ideals of good sportsmanship put forth in this document. It is important that the actions of the school, participants, coaches, and spectators be a positive reflection of the Dublin community.

### **Athletics**

Twenty-nine different varsity interscholastic sports are offered: fourteen for boys and fifteen for girls. Boys' sports include: baseball, basketball, cross country, football, golf, lacrosse, soccer, swimming and diving, tennis, track, volleyball, ice hockey and wrestling. Girls' sports include: basketball, gymnastics, soccer, tennis, cheerleading, cross country, field hockey, ice hockey, golf, lacrosse, swimming and diving, track, volleyball and softball. (See Pay to Participate Fee Schedule.)

### **Athletic League Rules**

Students are reminded of some specific league rules governing athletic events. The following league rules will be in effect at all athletic contests involving Dublin Scioto High School.

1. No signs, poster, flag or other hand-held item (the intent of which is to incite the players or spectators) shall be allowed at any conference contest. Hoops or other run-through items held by the home team cheerleaders are permissible. Pictures and/or writing on these run-through items will be restricted to school name, nickname and/or symbol. Cheerleaders and drill teams may use pom-poms at basketball games if they are approved plastic non-shedding type.
2. Tunnels are not to be formed by spectators in the area considered to be part of the admissions area (that place that requires a ticket or like identification for entry) or any other area that prohibits free and safe access to the admission area. Tunnels in any other area associated with the athletic contest are not permitted.
3. No confetti or noise makers are to be used at athletic contests.
4. No rhythm cheers, which would lead to stamping on bleachers, are to be used.
5. No cheers are to be directed against a visiting player or team.

### **School Resource Officer**

Dublin Division of Police in partnership with the Dublin City Schools provides a police officer to serve as the School Resource Officer (SRO) at each of the high schools and middle schools.

SROs are valuable resources for their schools. They are trained to fulfill three roles. First and foremost they are law enforcement officers whose primary purpose is to "keep the peace" in their schools so that students can learn and teachers can teach. Officers are responsible to enforce state laws and city ordinances. The enforcement of laws and ordinances may run concurrent to school discipline, or may involve charges through the appropriate court system in addition to school sanctions.

Secondly they are law-related counselors who provide guidance on law-related issues to students and act as a link to support services both inside and outside the school environment; and thirdly they are law-related education teachers who provide schools with an additional educational resource by sharing their expertise in the classroom.

Third, beyond these identified roles and perhaps most importantly, SROs are positive role models for many students who are not exposed to such role models in today's society. Their presence in the schools sends a strong message that violence is not acceptable.

If you have any questions for the officer or the program, please feel free to contact the officer at the school or the Dublin Division of Police.

### **Guidance Center Services**

Guidance is for all students. The focus of the guidance program is to provide experiences to ensure that every student progresses toward fulfillment of their educational, personal and career goals. We also believe that parents are an essential component in the educational planning for their student. The high school program is a coordinated plan based on stated goals and delineated student competencies.

Dublin Scioto High School has three counselors located in the Guidance Center. All guidance counselors are available to help students with any problems they may have. If there is a problem a student wishes to discuss with a particular counselor, he or she should feel free to ask for an appointment with that individual. Students are welcome to make arrangements for appointments before school, during study periods, after school or at any other mutually agreeable time.

### **Clinic Information**

A student health clinic is in the office area of each school building. A fulltime clinic aide in consultation with a school nurse, who covers multiple buildings, staffs the clinics. When the clinic aide, school nurse, or a substitute is not available in the clinic, the building office staff will assist with student care.

Clinic staff offers basic first aid, emergency care, medication administration, and vision and hearing screenings. Routine vision and hearing screenings are done each year for all preschool, kindergarten, first, third, fifth, seventh, and ninth grade students; however, if teachers or parents/guardians have a concern about a student's vision or hearing, the clinic staff can screen the child and will notify the parent/guardian or teacher of the results. Clinic staff also ensures compliance with immunization laws, monitors for communicable diseases, and assists students with required medical care as ordered by a healthcare provider.

At the beginning of each school year, parents/guardians are required by law (ORC 3313.712) to provide emergency medical authorization information on each student. This information includes parent/guardian contact numbers, parent/guardian designated contacts of local family or friends who can pick their child up should they be unavailable, and the names of the child's doctor, dentist, and preferred hospital in the event of an emergency and a parent or guardian cannot be reached. The emergency information is used for parent/guardian contact during school hours, including field trips during the day. Throughout the school year, please remember to update your student's emergency medical information if there are changes to phone numbers, health care information, etc.

It is extremely helpful for parents/guardians to list their child's health concerns and medications on the medical authorization card. It is also helpful for parents/guardians to contact the school nurse with any health concerns or conditions that could affect their child's learning, attendance, or safety at school. This is especially important if a child has life-threatening allergies, seizures, diabetes, or other major health concerns. The school nurse will work with the parents/guardians to develop a health care plan for students that require preventative or medical interventions at school. This plan will be shared with school staff that work with or supervise the student.

Students who have Asthma have the option to carry and administer their own inhaler if form 5330 F3, *Request for Student to Carry and Administer Own Prescription Medication by Inhaler*, is completed and on file with the clinic.

Students who have life-threatening allergies also have the option to carry an epinephrine autoinjector if form 5330A E F2, *Request for Student Possession and Use of an Epinephrine Autoinjector* is on file in the clinic. Parents and the child's health care provider must also complete form 5330A E F1 *Request for Administration of an Epinephrine Autoinjector by School Personnel*, and provide as required by law, a second epinephrine autoinjector to the clinic.

If a student phones or texts a parent/guardian reporting he/she is not feeling well, parents/guardians need to encourage their child to go to the clinic to be evaluated. Ill or injured students cannot be released from school until they have been evaluated in the clinic and a parent/guardian or other emergency contact listed on the student's

medical authorization card is contacted for permission for the child to go home. Dismissal of ill or injured students at schools varies by the grade level as follows:

#### ELEMENTARY STUDENTS

Parents/guardians or the designated contact must come into the school office to sign the child into or out of school.

#### MIDDLE SCHOOL STUDENTS

Parents/guardians or the designated contact must come into the school office to sign the child out of school, but students can sign themselves into school.

#### HIGH SCHOOL STUDENTS

Clinic staff will contact a parent/guardian or designated contact to determine whether the student can drive home or needs to be picked up by an adult. Students can sign themselves into school without a parent/guardian, but can only sign out of school with parent permission.

### **Injury and Illness Procedures**

The clinic is always open during the school day and staff is available to see students who are feeling ill or have an injury that requires attention. If it is not an emergency situation, students should ask their teacher to go to the clinic so the teacher will know where students are. In addition, middle and high school students are required to secure a hall pass from their teacher to come to the clinic.

Students who become ill or injured at school will need to be seen in the clinic for care. If the student appears too ill/injured to remain in school, the clinic staff will contact parents/guardians to make the arrangements for their child to go home. If an injury or illness appears life threatening, staff will summon the emergency squad. Every effort will be made to notify parents/guardians of this necessity.

Students returning to school on crutches or in a wheelchair should be seen in the clinic before going to class to obtain a buddy pass for a friend to help them in the halls and with their books.

### **Control of Casual Contact Communicable Diseases and Pests**

When a child is ill, appears to be ill, has been diagnosed with a communicable, untreated illness, or has an illness still considered contagious, the clinic and administrative staff have the authority to exclude or isolate the student. In accordance with District Policy 8450, students having symptoms of fever 100 degrees or higher, vomiting, diarrhea, or other signs of a possible communicable disease, must be sent home and remain at home until they are symptom-free for 24 hours without the benefit of acetaminophen, ibuprofen, or anti-diarrhea medications.

For common communicable illnesses like strep, pink eye, ring worm, and impetigo that require medication treatment, students must complete a minimum of 24 hours of therapy before returning to school. For other communicable illnesses like whooping cough and chicken pox, the exclusion time will be longer and may require a physician's note to return to school.

Students with evidence of lice infestation will be excluded until treated and nit free. Students with scabies are also excluded until treated.

For more information on communicable diseases and the guidelines for treatment and exclusion from school, please see the Ohio Department of Health's Communicable Disease Guidelines. The district adheres to the guidelines of ODH and the Franklin County Health Department and excludes accordingly.

### **Medication Procedures**

If a child requires any oral, topical, optical, optic, or rectal medications at school, a parent/guardian is responsible for providing the school with the over-the-counter or prescription medication and a completed medication request. District forms for all over-the-counter and prescription medication authorizations are available on the district's web site or in the clinic.

### Prescription Medications

Prescription medication requests for school require a licensed prescriber's signed order and a signed parent release. All prescription medications must be stored in the clinic except for students who have an authorization on file to self-carry an inhaler or extra epinephrine autoinjector. Parents/guardians of students who participate in school-based extracurricular sports or activities are also required to provide an extra Glucagon kit or epinephrine autoinjector to the child's coach or supervising staff member.

### Regulation for Administration of Prescription Medications (Policy 5330)

1. Written request must be obtained from an Ohio-licensed prescriber and the parent/guardian each school year before any prescription medication may be administered by school personnel (form #5330 F1).
2. All prescription medication must be received in the original container in which it was dispensed by the doctor or pharmacist. Pharmacists can make a duplicate bottle for the school.
3. New request forms must be submitted each school year and whenever there is any change in the medication order, such as an increase or decrease in dosage, or a change of medication.
4. The medication and the signed permission form should be brought to the school by the parent/guardian. Forms can be faxed from home or the doctor's office to the school.
5. Accurate records of the administration of daily medications will be kept in the student's health file for five years.
6. A student cannot self-carry or administer her/his own prescription medication except as designated in #7. Prescription medication will be stored by school personnel in a locked area unless it requires refrigeration, in which case it will be kept in a refrigerator in a place not commonly used by students.
7. A student may self-carry and administer his or her own prescription medication via inhaler or epinephrine autoinjector if a medication request for the student to do so is completed by a licensed prescriber and a parent/guardian in advance and is on file in the school clinic.
8. The school board designates the following personnel to administer prescription medication: nurses, teachers, aides, secretarial/office staff, bus drivers, bus aides, assistant principals, principals, other district administrators and others as designated by the student's IEP and/or 504 Plan and/or any other person(s) as determined and designated by the superintendent or designee to meet the needs of a particular student. Any of the foregoing personnel administering medication may do so only after completing the District's drug administration training program and reviewing the applicable request form, including the prescriber's order, instructions, and signature and a parent/guardian signature.
9. Parents/guardians are responsible for picking up unused prescription medications at the end of each school year. Medications will not be sent home with students. Any medications remaining in the clinic will be discarded.
10. Medication forms for prescription medications, including Diastat, Glucagon, self-carrying inhalers, and epinephrine autoinjector are available online or may be picked up at the end of each school year so that your student will have their medication available on the first day of the new school year. These forms must be properly completed and signed by a licensed prescriber and parent/guardian each school year.

### Over-the-Counter Medications

Over the counter medication requests for school require only a parent/guardian directive and signature, which may not exceed the manufacturer's dosage recommendations.

### Non-Prescribed (Over-the-Counter) Medications for Grades Pre-K to 5 (Policy 5330)

1. Non-prescription medications may be administered by school personnel with the completion of Form 5330 F6 by the parent or guardian.
2. Parent-requested dosage shall not exceed the maximum recommended dose of the manufacturer unless prescribed by a physician.
3. No aspirin will be administered to students except by written physician request because of its association with Reye's Syndrome.
4. All over-the-counter medication must be brought in by the parent in the original container and will be kept in the clinic for designated staff to administer.
5. When medication is requested, a parent will be contacted to assure the medication was not already administered at home to the student. Medication will only be administered according to the time frame recommended by the manufacturer.

6. If a student has obvious signs of injury or illness, such as a fever, rash, vomiting, diarrhea, or other signs of a possible communicable illness or serious injury, the medication may be given, but the student will be sent home to recover.
7. Parents are responsible for picking up unused medication at the end of the school year. Medications will not be sent home with students.

#### Non-Prescribed (Over-the-Counter) Medications for Grades 6-12 (Policy 5330)

Parents may authorize the school to administer a non-prescribed (over-the-counter) medication using Form 5330 F4, which is available at the school office, in this handbook, or on the district web site. A physician does not have to authorize such medication unless the dosage exceeds the manufacturer's recommended dose on the package.

The parent may also authorize that their child self-administer the medication and keep the medicine in his/her possession. If a student is found using or possessing a non-prescribed medication without parent authorization, she/he will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received.

Parents must supply all over-the-counter medications to their child or the school clinic.

**Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the School's Code of Conduct and may be disciplined in accordance with the drug-use provision of the Code.**

1. All over-the-counter medication must be kept in its original container.
2. Parent-requested dosages shall not exceed the maximum recommended dose of the manufacturer.
3. No aspirin is to be self-administered to students except by physician's request because of its association with Reye's Syndrome.
4. If a student has obvious signs of injury or illness, such as a fever, rash, vomiting, diarrhea, or other signs of communicable disease or possible serious injury, the medication may be given, but the student will need to go home to recover.
- 5.

#### **Immunizations**

Ohio Department of Health minimum immunization requirements for all grade levels for the 2011-2012 school year (Policy 5320)

**Ohio law requires a record of a student's immunizations be on file with the school by the 14<sup>th</sup> day the student attends school. If a student's immunization records are not on file by the 14<sup>th</sup> day of school the student will be excluded. In addition, all current and new students to the district who have spent more than 90 consecutive days in a foreign country within the past 5 years must present evidence of a negative Tuberculin test performed in the United States before they can attend school.**

**PRE SCHOOL**

4 DTaP, DPT, DT or Td  
 3 Polio  
 1 MMR  
 3-4 HIB; 1 dose if given on or after 15 months of age  
 3 Hepatitis-B

**1<sup>st</sup> GRADE**

4 DTaP, DPT, DT OR Td  
 4 Polio (4<sup>th</sup> after 4<sup>th</sup> birthday)  
 2 MMR  
 3 Hepatitis-B  
 2 Varicella

**GRADE- 6**

4 DTaP, DPT, DT or Td (unless 3<sup>rd</sup> given after age 7, then only 3 are needed)  
 4 Polio  
 2 MMR  
 3 Hepatitis-B

**GRADES 9-12**

4 DTaP, DPT, DT or Td (unless 3<sup>rd</sup> given after age 7, then only 3 are needed)  
 4 Polio  
 2 MMR  
 3 Hepatitis-B

**KINDERGARTEN**

5 DTaP, DPT, DT OR Td  
 4 Polio (4<sup>th</sup> after the 4<sup>th</sup> birthday)  
 2 MMR  
 3 Hepatitis-B  
 2 Varicella

**GRADES 2-5**

4 DTaP, DPT, DT or Td (unless 3<sup>rd</sup> given after age 7, then only 3 are needed)  
 4 Polio  
 2 MMR  
 3 Hepatitis-B  
 1 Varicella

**GRADES 7-8**

4 DTaP, DPT, DT or Td (unless 3<sup>rd</sup> given after age 7, then only 3 are needed)  
 1 Booster Tdap or Adult TD within 5 years of entering 7<sup>th</sup> grade or 8<sup>th</sup> grade  
 4 Polio  
 2 MMR  
 3 Hepatitis-B

**Blood Borne Pathogens**

The Dublin City Schools Board of Education recognizes that staff/students incur some risk of infection and illness each time they are exposed to blood or other potentially infectious materials. While the risk to staff/students of exposure to body fluids due to casual contact with individuals in the school environment is extremely low, the board regards any such risk as serious.

The school district seeks to provide a safe educational environment for students and has taken appropriate measures to protect those students who may be exposed to blood borne pathogens in the school environment and/or during their participation in school-related activities. Staff are taught to assume that all body fluids are potentially infectious and to follow universal procedures to reduce risks and minimize and/or prevent the potential for accidental infection. Universal precautions require that staff and students assume all human blood and body fluids are potentially infectious.

A district Exposure Control Plan is in place for staff to minimize, eliminate, or reduce the risk of student and staff exposure to blood borne pathogens. A blood borne pathogen is a pathogenic microorganism that is present in human blood and can cause disease in humans. These microorganisms include, but are not limited to, Hepatitis B and C Viruses (HBV and HBC) and Human Immunodeficiency Virus (HIV).

Whenever a student has contact with blood or other potentially infectious material, the child must immediately notify his/her teacher or the nurse/clinic aide. Staff will assist your child in cleansing the exposed area.

The parents of a student who is exposed will be contacted regarding the exposure and encouraged to consult with the student's physician concerning any necessary post-exposure testing or treatment.

As required by Federal law, parents may be requested to have their child's blood checked for HIV and HBV when their child has bled at school and students or staff members have been exposed to their blood. Any testing is subject to laws protecting confidentiality.

### **Library Media Center Services**

The Library Media Center functions as an integral part of the total educational program at Dublin Scioto High School. The Library Media Center supports, supplements, and enhances the curriculum by providing access, guidance and instruction for students in their choices of learning resources and pleasure reading. In order to provide an atmosphere for information literacy, the library media specialists assist students to become active and creative locators of information to solve problems and satisfy their curiosity. The partnership for learning in the Library Media Center provides an active learning environment for the library media specialists to aid students in become information-literate, independent thinkers and lifelong learners.

The Library Media Center contains a core collection of nonfiction and fiction, print material, videotapes, audiotapes, periodicals and newspapers. The reference collection houses extensive, current, and thorough print material. Computers and printers are available for individual work as well as classroom learning. Electronic resources are accessed online through the library network as well as the Internet. Students must complete and have on file an Acceptable Use Policy and Electronic Usage Agreement with parent permission in order to use the Internet in the school building.

### **Student use of the Library Media Center**

1. Students need a valid Scioto High School ID card to come to the Library Media Center and to check out materials.
2. All students must sign in at the Front Desk of the Library Media Center.
3. Respectful attitude toward materials, peers and school staff is required in the Library media center.
4. Food and drink are not permitted in the Library Media Center.
5. It is expected that students research, read and study quietly.
6. Any behavior or conduct that prevents an atmosphere conducive to learning or research may result in a loss of privileges.

### **Student computer access**

1. Students doing individual computer work MUST sign up on the computer assignment sheet at the Library Media Center front desk. (Students attending with a class are signed up by the teacher of that class.)
2. To use the Internet, students must present a valid Scioto ID and have on file a signed Acceptable Use Policy and Electronic Usage Agreement. If the student is under 18, the form must be signed by both a parent/guardian and the student. If the student is over 18, only the student needs to sign the form.
3. Students understand that any inappropriate computer usage will result in disciplinary action.
4. Students should be sure to close programs, applications and online services when finished.
5. The Usage Policy clearly states that computers are to be used for educational purposes.
6. Printing should be undertaken with regard to usefulness of the material being printed.

### **Loan of materials**

Books, videotapes and audiotapes are circulating materials. Students must present a valid ID card to check out materials. Reference books and software do not circulate. Overdue materials and any resulting fines must be taken care of promptly.

### **Student copier**

A photocopier is located in the Library Media Center for student use to allow students to make copies for 10 cents per copy.

### **Cafeteria/Food Service**

Dublin Scioto High School has a closed lunch period. Students must stay in the commons and multipurpose area during their lunch period. No students will be permitted to eat lunch at any outside restaurants or have delivery of food orders made to the high school.

## **Music and Dramatic Events**

### Concerts

During the school year, the Performing Arts Department presents its groups in concert, which demonstrate the performance skills of Dublin Scioto High School students. The performing groups are Symphonic Choir, SSA, TBB, Chorale, A Cappella Chamber Choir, concert band, marching band, orchestra, and stage band.

### Musical

During the year, the Dublin Scioto High School Performing Arts Department presents a musical production.

### Fall Play

In the fall of the year the Performing Arts Department presents its annual production. Tryouts are open to the student body and any Dublin Scioto High School student is eligible for membership in the cast or crew.

## **Clubs and Organizations**

### Student Senate

The purpose of the Dublin Scioto High School Student Senate shall be: to provide a forum for student interests and opinions; to establish lines of communication among students, faculty, administrators and the Dublin community; to encourage school spirit and pride; and to provide an outlet for leadership, scholarship and community service. Membership is based upon representatives from other clubs and organizations and from at-large candidates who petition for and are voted upon by their peers in the fall of the school year.

### Freshman Cabinet

The Freshman Cabinet is composed of the ninth grade students who petition for selection to the cabinet. The cabinet helps plan various class, school and community related activities. These activities include dances and fundraisers. Selections are held in the spring of each school year.

### Sophomore Cabinet

Members of the Sophomore Cabinet are selected through a petitioning and voting process in the spring of each school year. The sophomore class is the sponsor of the Sweetheart Dance in February. The cabinet members help coordinate various activities throughout the year.

### Junior Cabinet

This junior group is selected through a petitioning and voting process for membership. The students are representatives for their junior class peers. Through various fund raising activities they sponsor the Garter Bowl and Prom. Selections for the cabinet are held in the spring.

### Senior Cabinet

Membership is by a petition and voting process that is held in the spring of each year. Members are required to attend all meetings and functions to retain membership. The cabinet acts as the planning organization for senior class activities such as the sponsoring of the Homecoming and end-of-the-year activities.

### The Art Club

The art club is designed to enhance the art experiences of the Dublin art students. In accordance to the interest level of the students, various activities are planned. Tours, exhibits and social functions highlight the activity schedule. Displays of student work are displayed in the school and throughout the community.

### Chinese Club

The Chinese Club was created to expose individuals to the Chinese culture. We want to help students learn and have fun, while doing activities that might help them better understand and enjoy the Chinese culture.

### Chorale

The students are selected as a result of auditions. Chorale provides an opportunity for capable singers to perform various styles of music. They will not only perform for community organizations, but also for contests and festivals.

### Communications Club

The purpose of the Communications Club is to provide students with various exciting opportunities to use their communication skills. Members are from the Argumentation and Debate and Public Speaking classes, as well as students who possess experience or a desire to learn and practice effective communication techniques, for example, speech composing and delivery and informal and formal debate. Members may perform in various contests. The fun after-school activities and evening social events build leadership and confidence in students who are considering a high profile future.

### Concert Band

Membership is based on the individual's ability to play an instrument. The band meets every day as a scheduled elective course. The band performs at basketball games, contests, and special events. Practices occur after school hours depending on the time of year.

### Drama Club

The purpose of this club is to expose our students to the art of the theatre. Drama Club members work on the school plays that are presented each year. Members of the club are not required to participate in the plays, but may work behind the scenes to aid in the productions.

### Environmental Club

The Environmental Club was founded by and for students who are willing to do something about our planet's wide-ranging environmental problems. There are fundraisers throughout the year to help support buying rain forests, protecting endangered species and recycling in the high school and the community. Everyone is welcome to come help make new friends and have fun.

### F.H.A./H.E.R.O.

This organization, under the home economics department leadership, is open to DSHS boys and girls. The club is involved in issues that are relevant to modern day home vocational topics and a variety of community and service related areas. This club endeavors to broaden student interest in applied practices of home management and career learning experiences.

### Flag Corps

The DSHS flag corps is open to any girl Grades 9-12. Auditions take place in the spring. Flag Corps (853) is scheduled as a 1/2 credit class and the students do receive a grade. Members participate in all scheduled marching band activities. Flag corps also has a one-week camp in the summer. At the conclusion of marching band, members of the corps who do not play a band instrument will then have study hall until other performances occur.

### French Club

The Dublin Scioto High School French Club promotes an interest in French as an extracurricular activity. The main purpose of the club is to provide students with an additional opportunity to work with French and to broaden their understanding and appreciation of the French culture. The club meets at least once a month after school.

### Future Teachers of America

The purpose of Future Teachers of America is to promote education as a career choice and to expose students to a variety of educational experiences. Members will earn points by peer tutoring in the Academic Assistance Center, attending meetings, working with a teacher in a grade or field that they are interested in, etc., to earn awards at the end of the year banquet.

### German Club

The Dublin Scioto High School German Club promotes an interest in German as a co-curricular activity. The main purpose of the club is to provide students with an additional opportunity to work with their German skills and to broaden their understanding and appreciation of the German culture. The club meets at least once a month after school.

### Interact Club

Interact is Rotary International's service club for high school students. Interact Clubs are sponsored by individual Rotary clubs, which provide support and guidance, but Interact clubs are self-governing and self-supporting.

Scioto's Interact Club is sponsored by the Dublin AM Rotary. Each year, Interact Clubs complete at least two community service projects, one of which furthers international understanding and goodwill. Through projects, Integrators develop a network of friendships with local and overseas clubs. In the process, Integrators develop leadership skills and learn the value of hard work.

#### Irish Eye

The Irish Eye is the high school news magazine. Published eight times a year, the paper is produced by the journalism class and financed through the sale of advertisements and subscriptions. This organization tries to familiarize the students with the process and responsibility of a newspaper. Reporting, writing, editing, layout, advertising and sales are all emphasized.

#### Japanese Club

The Japanese club exists to provide all students with the opportunity to experience Japanese culture, whether they are in Japanese class or not. Students are given the opportunity to make and eat traditional Japanese food. We also go to a Japanese restaurant for a meal of sushi and green tea. Contemporary Japanese culture such as the Dance Revolution game, the latest Japanese video games and current animation movies are also presented. The highlight of the year is a Sukiyaki Party put on by members of the Japanese community who volunteer in the classroom. We have many visitors from Japan and so the Japanese club activities provide students with a chance to informally interact with our Japanese guests.

#### Jazz Band

Stage Band is a performing ensemble comprised of the traditional jazz band instrument. Students are auditioned in the spring. The group meets daily as a scheduled class. The band performs for school events, local organizations and special functions.

#### Key Club

The Key Club is a service and social club organized to help the community and the school while having fun in the process. Some of the various projects that the club has participated in are the Dublin Kiwanis Frog Jump and the National Teacher's Day. A member should have leadership qualities along with honesty and the willingness to participate in club activities.

#### Latin Club

Dublin's Latin Club is an active member of the National Junior Classical League and is sponsored by the American Classical League. Its purpose is to encourage an interest in and an appreciation of the language, literature and culture of ancient Greece and Rome.

#### Marching Band

Membership is based on the individual's ability to play an instrument and march. The band meets every day during the school day and practices twice a week after school. The band performs at all football games and a few parades during the year. The band also performs at selected contests during the marching band season. All members are required to be at all practices and performances.

#### Multicultural Alliance

This organization will make the different ethnic groups feel valued in our school. The purpose of the Multicultural Alliance is to educate the Dublin Community about multicultural awareness. Various groups are invited to join the organization.

#### National Honor Society

The National Honor Society is composed of those juniors and seniors who have demonstrated academic skills, personal integrity and have participated in extracurricular activities in their school careers. Members become eligible in the junior year. The eligible students must have a 3.5 G.P.A. or better. Upon application for membership by the student, eligible students are voted upon by a committee of faculty members after a careful study of the student's contributions to school and community. A formal induction ceremony is held in the fall.

### Orchestra

Orchestra meets every day for one period. It is expected that students who enroll in orchestra are able to play a stringed instrument and read music. The orchestra plays concerts both in school and in the community. They also participate in the school musical.

### Physics Club

This is an activity-oriented club for all high school students interested in the physical sciences. The students work on projects, enter competitions and form teams for special tests and programs. Club meetings are held twice a month after school.

### Quiz Team

The Quiz Team is a scholastic team that participates in local league play with fast-paced toss-up questions. Beyond the league the team competes in W.O.S.U.'s In-The-Know and in a nationwide computer game, the Knowledge Maker Open. The activities will appeal to those students who enjoy have an excellent recall of information from a few or many disciplines.

### Ski Club

The Dublin Scioto High School Ski Club is a social club open to all students at Dublin Scioto High School. The main purpose of the club is to provide students with a lifelong recreational activity of a popular outdoor sport.

### Social Studies Club

The Dublin Scioto High School Social Studies Club presents students with an opportunity to become involved in social studies related activities. Major activities of the club include election poll surveys, Washington D.C. workshops and participation in Girls State and Boys State.

### Spanish Club

The Dublin Scioto High School Spanish Club is an organization whose purpose is to provide cultural and social activities pertaining to the study of Spanish and Spanish speaking countries. The club meets once or twice a month after school and evenings.

### Teen Institute

The Teen Institute for Prevention of Alcohol and Other Drug Abuse is founded on the basic promise that youth are effective and credible as educators in the eyes of their peers. The two main purposes of Teen Institute are (1) to develop teens' leadership potential, and (2) to train to effectively implement alcohol and other drug prevention projects within the school community. Students may petition for membership and subsequent training each fall.

### Yearbook

The work of the Annual staff is an important one to the school as it represents through pictures the life of the school throughout the year. There are many opportunities for a student to get involved as a member of the Annual staff: Business manager, editors, copywriters, layout staff, advertising personnel, typists, etc. No previous experience is necessary.

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

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-alike" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the district will also notify law enforcement officials.

The district is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which she/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.

## Dublin City Schools Pay-to-Participate Fee Schedule

### High School-2011-12:

\$75 per sport per student

Boys' Baseball

Boys' and Girls' Basketball

Boys' and Girls' Golf

Girls' Softball

Girls' Gymnastics

Wrestling

Football

Boys' and Girls' Volleyball

Boys' and Girls' Tennis

Boys' Ice Hockey

\$50 per sport per student

Boys' and Girls' Swimming & Diving

Boys' and Girls' Lacrosse

Boys' and Girls' Cross Country

Basketball Cheerleading

Field Hockey

Boys' and Girls' Soccer

Boys' and Girls' Track

Football Cheerleading

\$40

Marching Band

### Middle School-2011-12:

\$30 per participant per activity

#### Family Cap

Family Cap (High School)      \$300

Family Cap (Middle School)      \$100

The family caps for high school and middle school are not cumulative.

#### Forms

Many forms routinely completed by parents prior to the start of school, or during the first few days of the school year, are available at <https://dublin.formshare.com>. Other forms are available on-line at [www.dublinschools.net](http://www.dublinschools.net). Please contact the school of attendance if you have any questions.



# Acknowledgement Form

Parent/Student Acknowledgement of:

Student Handbook  
Network and Internet Access Agreement Policy  
Notification to Parents Regarding Student Records  
Bus Safety Guidelines

We, \_\_\_\_\_ and \_\_\_\_\_,  
have received and read the 2011-2012 Student Handbook, the Network Internet Access Agreement Policy, the Notification to Parents Regarding Student Records, and the Safety Guidelines for Riding Dublin City School Buses. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures and policies of the Dublin School District. We also understand that this handbook supersedes all prior handbooks and other written material on the same subjects.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date