



DUBLIN
CITY SCHOOLS

**Middle School
Student Handbook
2026–2027**

Dublin City School District
Middle School Student Handbook

2026-2027 School Year Calendar

Board Approved on June 8, 2026

August 2026

17-19: Work / Professional Development days for staff
20: First day for K-12 students
20-21: Kindergarten phase-in days
26: First Day for Preschool

February 2027

12: No School, Professional Development Day
15: No School, Presidents' Day
26: End of the 2nd Trimester (MS)

September 2026

7: No School, Labor Day

March 2027

12: End of the 3rd nine weeks
29-31: No School, Spring Break

October 2026

15: End of the 1st nine weeks
16: No School, Flex Work Day / Professional Development Day

April 2027

1-2: No School, Spring Break
23: No School, Teacher Conference Comp Day

November 2026

3: No School, Work Day / Waiver Day
13: End of the 1st Trimester (MS)
25: No School, Teacher Conference Comp Day
26-27: No School, Thanksgiving Break

May 2027

21: Last day for Seniors
23: Graduation
27: Last day for Preschool
28: Last day for students (K-11, A.M. only)
28: End of the 2nd semester
28: End of the 3rd Trimester (MS)
28: Last day for staff

December 2026

18: End of the 1st semester
21-31: No School, Winter Break

January 2027

1: No School, Winter Break
4: No School, Work Day
18: No School, MLK Day

Notes:

1st Quarter: 40 days
2nd Quarter: 42 days (including Nov 5 Waiver day)
3rd Quarter: 46 days
4th Quarter: 49 days

1st Trimester: 60 days
2nd Trimester: 58 days
3rd Trimester: 59 days

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Middle Schools & Administration

Ann Simpson DAVIS MIDDLE SCHOOL

2400 Sutter Parkway
Dublin, Ohio 43016
Main: (614) 761-5820
Attendance: (614) 718-8671
Fax: (614) 761-5893
Principal: Mr. Jason Snyder
Assistant Principal: Mrs. Cassandra Jackson
Admin Intern: Mrs. Kerri Ward

EVERSOLE RUN MIDDLE SCHOOL

9015 Gardenia Drive
Plain City, Ohio 43064
Main: (614) 718-8448
Attendance: (614) 718-8461
Fax: (614) 718-8413
Principal: Mrs. Rita Shaffer
Assistant Principal: Mr. Joseph Phelan

Willard GRIZZELL MIDDLE SCHOOL

8705 Avery Road
Dublin, Ohio 43017
Main: (614) 798-3569
Attendance: (614) 718-8600
Fax: (614) 761-6514
Principal: Mr. Andrew Wilkinson
Assistant Principal: Mrs. Ann Tiefenthaler

Dr. Henry W. KARRER MIDDLE SCHOOL

7245 Tullymore Drive
Dublin, Ohio 43016
Main: (614) 873-0459
Attendance: (614) 718-8511
Fax: (614) 873-1492
Principal: Mrs. Brooke Menduni
Assistant Principal: Mr. Joseph McCreary

John SELLS MIDDLE SCHOOL

150 W. Bridge St.
Dublin, Ohio 43017
Main: (614) 764-5919
Attendance: (614) 718-8572
Fax: (614) 764-5923
Principal: Mrs. Katherine O'Neal
Assistant Principal: Mr. Kevin Masterson
Admin Intern: Mr. Dale Jennings

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Board of Education	
Mrs. Amy Messick	President
Mrs. Tiffany deSilva	Vice President
Mrs. Elizabeth McClain	
Mrs. Tara Seward	
Mr. Christopher Valentine	

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 website, www.dublinschools.net for dates, times, and locations of board meetings. All community members are invited to attend.

Administrative Team – Executive Cabinet and Directors	
EXECUTIVE CABINET	
Dr. Jennifer Schwanke	Superintendent
Mr. Brian Kern	Treasurer
Mrs. Samantha Althouse	Deputy Superintendent
Mr. Bryan Buoni	Executive Director of Human Resources
Mrs. Lori Marple	Executive Director of Teaching and Learning
Mr. Chris Ondrus	Executive Director of Student Services
Ms. Kelly Ramm	Executive Director of Technology and Information
Mr. Jeff Stark	Chief Operating Officer
DIRECTORS	
Dr. Peter Kurty	Director of English Learners
Mr. Joshua Page	Director of PK-5 School Leadership
Mr. Matthew Parrill8	Director of Secondary School Leadership
Mr. Tyler Wolfe	Director of Student Wellness

Administrative Building 5175 Emerald Parkway Dublin, Ohio Ph: (614) 764-5913 Fax: (614) 761-5899	Transportation Garage 6371 Shier-Rings Road Dublin, OH 43016 (614) 764-5926 Coordinator of Transportation: Mr. Brian Killian
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Welcome

Welcome to Dublin City Schools! This handbook was written to help you understand the procedures and programs at your school. Please read it together and discuss. If you have any questions, please talk with your teacher or principal. We wish you a most successful school year.

Mission

The Dublin City School District develops educator, family, and community partnerships to provide a personalized educational experience to prepare all students for success during their school journey and after graduation.

Vision

The Dublin City School District will ensure that every student is prepared for success.

Culture and Values

We know that culture is not built by what we proclaim, but is built by what we practice, permit, and promote. When it comes to the culture in Dublin City Schools, everything matters; when we build our culture, everyone has an impact.

A major focus for Dublin City Schools is culture. Our intentional focus on building a successful culture is critical as we work through the strategic planning process and master facility work. We know that culture is not built by what we proclaim, but is built by what we practice, permit, and promote. When it comes to the culture in Dublin City Schools, everything matters; when we build our culture, everyone has an impact. You can view our Culture Playbook [here](#).

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Section I: Middle School Operations and Procedures

The School Day **School Hours**

Period 1 & Advisory 8:28am - 9:36am (Advisory begins at 9:16am)		
Period 2 9:39am - 10:26am		
Period 3 10:29am - 11:16am		
Period 4 Lunch* 11:16am - 11:46am	Period 4/5 11:19am - 12:06pm	Period 4/5 11:19am - 12:06pm
Period 5/6 11:49am - 12:36pm	Period 6 Lunch* 12:06pm - 12:36pm	Period 6/7 12:09pm - 12:56pm
Period 7/8 12:39pm - 1:26pm	Period 7/8 12:39pm - 1:26pm	Period 8 Lunch* 12:56pm - 1:26pm
Period 9 1:29pm - 2:16pm		
Period 10 2:19pm - 3:08pm		

*Middle School lunches are organized by student grade level. See your building schedule for specific lunch assignments.

Arriving at School

Students are eligible for busing if they live one mile beyond the location of the child's middle school. If a student is eligible for busing, the bus number, pickup/drop-off times, and the location of the bus stop will be listed on the district website, [Families/Transportation](#).

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:

- Student lockers are the property of the Board of Education, which are provided solely as a convenience for students to use.
- Student lockers are to be used only for the purpose of storing textbooks, school supplies, clothing and daily lunches.
- Students should not consider the locker to which they have been assigned a private place.
- Student lockers are subject to search by school officials (see Search and Seizure).
- 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.
- 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).
- 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.
- Presetting of locks is prohibited.

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Personal Property at School

At times, a student may bring personal property to school to share with friends or to use in the classroom. The Board assumes no responsibility for any personal property brought to school. Each school has a Lost and Found that students and parents should check for any lost items. Unclaimed items are given to charity on a regular basis.

Book Bags: Any bag or purse that is large enough to carry a school book or notebook will be considered to be a book bag. Students may bring a book bag or backpack to school, but they might not be permitted to take them into classrooms. Athletic equipment needs to be secured in assigned athletic lockers prior to the school day.

Cafeteria

Dublin Middle Schools offer USDA-governed National School Lunch and Breakfast Programs (NSLP/NSBP), which follow the 2010 Dietary Guidelines for Americans. These guidelines promote calorie balancing and encourage intake of vegetables, fruits, whole grains, and low-fat dairy while limiting sodium, fats, and sugars.

To purchase a school meal, parents can deposit money into their child's account online via the district's [PaySchools](#) Central website or send cash to the school for the kitchen staff to add. Students can also bring their own lunch and purchase milk from the cafeteria. A la carte items are also available.

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 on the district website, [LunchApplication](#).

For full details on menus, nutrition, payment, and free/reduced meals, visit the [Food Services page](#) on the district website.

Items/Messages for Students

Items brought to school by a parent must be picked up by the student in the office. Items will not be delivered to classrooms. Messages regarding appointments, transportation, or other issues will not be delivered unless it is an emergency. Parents need to make arrangements in advance with their child.

Sale of Items by Students

The sale of any items at school must have prior approval of the administration.

Dress Code

1. Goals
 - Maintain a safe learning environment
 - Allow students to wear clothing of their choice that is safe and comfortable
 - Allow students to wear clothing that expresses their self-identified gender.
 - Allow students to wear religious attire without fear of discipline or discrimination.
 - Prevent students from wearing clothing with images or language depicting or advocating violence or the use of alcohol or drugs.
 - Ensure that students are treated equitably regardless of gender/gender identification, sexual orientation, race, ethnicity, body type/size, religion, and personal style.
2. Dress Code Responsibilities
 - The primary responsibility for a student's attire adhering to the school dress code resides with the student and parents or guardians.
 - The school district and individual schools are responsible for seeing that student attire does not interfere with the health or safety of any student and that student attire does not contribute to a hostile or intimidating atmosphere for any student.
3. Dress Code Policy
 - Students Must Wear
 - Shirt

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- Bottom: pants / sweatpants / shorts / skirt / dress / leggings
 - Shoes (activity-specific shoes are permitted...for example, sports and P.E.)
 - Examples of items Students May Wear
 - Religious Headwear
 - Hoodie Sweatshirts (with hoods down)
 - Fitted pants, including leggings, yoga pants, and “skinny jeans”
 - Ripped jeans, as long as underwear is not exposed
 - Tank Tops (sleeveless blouses are OK, spaghetti straps are not)
 - Shorts (length and fit should be appropriate for school)
 - Athletic attire
 - Items Students Cannot Wear
 - Violent language or images
 - Images depicting drug alcohol (or any illegal item or activity) or use of the same
 - Hate speech, profanity, or sexually explicit images
 - Images or language that create a hostile or intimidating environment based on any protected class.
 - Visible Underwear (Visible waistbands or straps on undergarments worn under are not a violation)
 - Headgear of any kind that obscures the face, including scarves, bandannas, etc.. (except as a religious observance)
 - Sunglasses indoors
4. Dress Code Enforcement
- Enforcement should be consistent with a school’s overall discipline plan. (Rule 22).
 - Violations should be treated as minor on the continuum of school rule violations.
 - Best practice would indicate that students do not miss academic instruction for violations that solely have to do with the dress code.
 - Best practice would indicate that students are given “school clothing” as a last resort. When possible, students should be allowed to use their own jackets, extra clothing, etc.. to resolve dress code issues or call parents to bring in appropriate clothing.
 - No student population should be disproportionately affected by dress code enforcement because of gender, race, body size, or body maturity.
 - These guidelines are not to be considered all-inclusive. Administration reserves the right to deal with any apparel determined to be inappropriate.

*** Acknowledgment is given to the *Oregon NOW Model School Dress Code* creators for inspiring language used in the Dublin City Schools’ Student Handbooks.

Dress for Physical Education

All students are required to participate in physical education class. Failure to participate will result in a loss of points. If students are ill and cannot participate, they must secure a note from the school nurse or their parents. A doctor’s excuse is required if the student is unable to participate due to physical limitations. Students are required to wear proper footwear and are encouraged to wear appropriate clothing for physical activity. The students will have the opportunity to change clothes for PE class if they need or want to before and after class.

Note: Individual exceptions to the dress code are acceptable if authorized by the building principal or designee.

School Dance Policy & Rules

Students may attend after school dances, at their school of attendance only. This means that no guests from other schools may attend. Students must stay until the end of the dance, unless other arrangements are made with the administration. If a student leaves the dance, s/he is not allowed to return. Students not in attendance during the school day may not attend a school dance except with the permission of the administration. School dance attendance is only for students who attend the hosting school. Student behavior at the dance is governed by the Dublin City Schools Student Code of Conduct.

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Financial Obligations 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 official grades withheld for all subjects until all fees are paid.

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

Attendance

Attendance and engagement are key to success in school. Students who attend school regularly have a greater opportunity to develop well academically and socially. Research shows that Ohio students who attend school regularly are much more likely to read and perform on grade level and graduate on time.

Compulsory school age: A child between 6 and 18 years of age is "of compulsory school age" and must attend school each day. A child under 6 years of age who has been enrolled in kindergarten also shall be considered "of compulsory school age."

Chronic Absence: Missing at least 10% of instructional time for *any reason* in the school year. Student absences from school, whether excused, medically excused, unexcused, or out-of-school suspensions, take away from instructional time and have an adverse effect on student learning.

Habitual Truancy: Any student who is absent without legitimate excuse from the public school the child is supposed to attend for 30 or more consecutive hours, 42 or more hours in one school month, or 72 or more hours in one school year, unless the student's district or school determines the student and student's family are making satisfactory progress in improving the student's attendance at school. However, if the student and the student's family cease to continue making progress in improving the student's attendance, a complaint in the juvenile court shall be filed.

Excused Absence: The Board acknowledges there are times when a student simply cannot be at school. The Board considers the following factors to be reasonable excuses for time missed at school:

1. Illness of the child, which may require a written physician's statement
2. Illness in the family necessitating the presence of the child
3. Quarantine in the home up to 3 school days
4. Death in the family
5. Appointment with a health care provider
6. Religious Expression Days (up to 3 school days)
7. Absences due to a child's placement in foster care or change in foster care placement or any court proceedings related to the child's foster care status
8. Absences due to a student experiencing homelessness
9. Out-of-state travel to participate in District-approved enrichment or extracurricular activities
10. Take your child to work day
11. College visitation
12. Attendance at a driver's education course (Two hours on no more than four days)
13. Emergency or other set of circumstances in which the judgment of the superintendent of schools constitutes a good and sufficient cause for absence from school.

The parent, legal guardian, or custodian must provide an explanation for the absence, which shall be recorded by the approving authority of the school and shall include the date and time of the absence according to local policy.

Multi-Tiered Systems of Support and Parent Notification

An integrated multi-tiered system of support that is inclusive of universal prevention and early intervention before students become chronically absent. A continuum of support will be in place with different types of evidence-informed instruction and interventions to meet the diverse needs of students and address the range of barriers that prevent students from participating and engaging in learning. More intensive support is provided for students with greater numbers of absences, along with resources to help students and their families address the root

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causes of the absences. The district shall have teams work with students at risk of becoming chronically absent and their families to improve the students' attendance at school.

- Absence Intervention Teams will work with any student at risk of becoming chronically absent to provide support.
- Parents will receive a notification when a student has missed 5% of the total school year hours (approximately 50 hours of the school year). This notification is not a punishment but a proactive measure to prevent the student from falling into the "Chronically Absent" category.
- Court complaints are only filed if the student makes no progress or stops making progress after an intervention has started. The school will not file a complaint in juvenile court if they determine the student and family are making "satisfactory progress" toward improving attendance.

Tardies to School

When a student arrives late to school (up to 1.5 hours), they will be considered tardy. Tardiness for reasons other than those listed as excused will be considered unexcused. In middle school, the parent/guardian must sign in their student at the school office.

Student Dismissal

The preferred method of notifying the school of an early dismissal is through the Campus Parent App or the parent/guardian portal in [Infinite Campus](#). The second preferred method is email. Parents/guardians must come into the school office to sign out their student before the student leaves the building or school property. Parents/guardians must sign in their students when returning to school.

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 (3.09 hours) 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.

Religious Expression Days

The Principal will approve up to three (3) religious expression days per school year after receiving a written request from the student's parent or guardian. Religious expression days may be used to take holidays for reasons of faith or religious or spiritual belief systems or to participate in organized activities conducted under the auspices of a religious denomination, church, or other religious or spiritual organization. Students who are absent on approved religious expression days will not face any academic penalties and will be provided with academic accommodations with regard to examinations and other academic requirements that are missed.

To receive accommodations for religious expression days, parents or guardians must submit written requests to the Principal within fourteen (14) days after the start of the school year or fourteen (14) days after a student is enrolled in the District. The requests must specify the religious expression day(s) to be approved. The Principal will approve the days without inquiring into the sincerity of a student's religious or spiritual belief system. However, the Principal may verify the authenticity of a request by contacting the parent or guardian to confirm that they signed it. The Principal may deny the request for religious expression days if the parent or guardian indicates that the signature is not authentic. Once the days have been approved, the Principal will ensure that each teacher schedules a time and date for alternative examinations or other academic requirements that conflict with the student's absence. Students may participate in interscholastic athletics or other extracurricular activities on days in which the student is absent for religious expression. For more information, please visit the district's website page, [Religious Expressions Days](#).

Vacations

Students are permitted to go on vacation during the school year without academic 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.

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- A. Whenever a proposed absence for vacation is requested, parents must discuss it with the principal or his/her designee. 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 unexcused absence, but shall not be a factor in determining grades unless make-up work is not completed. If lengthy, time missed may cause the student to become "Habitually Truant."

Long Term Absences

The Dublin Board of Education recognizes that in exceptional circumstances, a student may need to be absent from school for an extended period of time. However, a long-term absence can have a significant impact on your student's education.

If parents/guardians plan to remove students from school for travel purposes or visitation for extended periods, they must complete a [Pre-Arranged Absence Form](#) (5200 F1), which is available on the DCS website or from the school office. The Pre-Arranged Absence Form should be submitted to the office at least five (5) school days prior to the expected absence.

If you wish to avoid your student being considered habitually truant, you should plan to withdraw your student and re-enroll with Dublin City Schools when you return.

Truancy

Truancy is defined as deliberate, unauthorized absence. Truancies are subject to discipline as described in the Student Code of Conduct.

Class Tardiness

Students are responsible for arriving promptly to every class. Students who are tardy will be admitted to class and marked late. 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 tardiness may result in loss of privileges.

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.

- Excused absences shall receive up to 100% credit for makeup work. An absence will not be considered excused until written notification of the absence has been provided to the attendance office.
- Unexcused absences and truancies could receive less credit for makeup work.
- Students who fail to complete makeup work in the allotted time will be assigned a failing grade for the assigned work.
- Students who are on out-of-school suspensions are eligible to make up work for 100% of the credit for daily work missed as a result of the suspension.

Withdrawal Procedure

At least three days prior to withdrawal, a withdrawal form must be picked up in the Guidance Department. This form must be presented to each teacher and all textbooks, library books, Chromebook and other materials must be turned in. After this form has been completed, it must be returned to the Guidance Department in order to allow cumulative records to be forwarded to the new school.

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School Closing

If the school is closed because of inclement weather or an emergency, the closing will be announced on local television stations, on social media, and posted on the district's website, www.dublinschools.net. Do not call school employees, the middle school, or the central office to inquire about school closings. If you are signed up for the Parent Notification System, you will be notified of any school closing.

Food in Classrooms

Food, drinks, and candy are prohibited in the classroom unless part of the class activity or with the permission of the school administration and/or classroom teacher.

Student Wellness

Dublin middle schools take an active role in promoting, supporting, and modeling healthy eating habits for our students.

- **Birthdays & Special Events:** Each school has committed to non-edible treats for birthdays or special events specific to individual students or classes of students. This means that students *will not* bring in food items for birthday treats or to celebrate events such as moving, etc. Instead, each school can help identify how to celebrate special events in ways that do not involve edible treats.
- **School-wide Celebrations:** Each school will continue to promote healthy eating as well by providing nutritional snack options such as fruits and vegetables for school-wide celebrations. Schools will limit sweet treats for school-wide events to one item per student.

Children embrace being recognized by their peers and teachers for special occasions. We invite the Dublin school community to join us in our efforts to promote healthy and nutritious habits in our students.

Personal Communication Devices

Cell phones may be brought to school, but must remain turned off and stored in the student's locker or backpack while on school property. Visit the Personal Communication Devices district policy for more information.

1:1 Chromebook Program

Technology Fee

- All 1:1 participants are responsible for making a non-refundable, annual payment of \$50, by the assigned distribution day of the school.
- If the technology fee is not received, the Parent/Guardian will be responsible for the market cost of replacement of the Chromebook or the cost of repairs.
- The \$50 annual technology fees includes accidental damage protection. This covers repairs caused by accidental damage to screens, keys, keyboards, broken hinges, and internal ports for power and headphones. (See limitations below)
 - 2 break-fix issues
 - 1 replacement during the student's middle school years (Grades 6-8)
 - 1 replacement during the student's high school years (Grades 9-12)
 - Charging cords are not covered under the tech fee, lost cords must be replaced by the Parent/Guardian.
 - Damage caused by deliberate action of the student is not covered.
 - If a Chromebook is lost or damaged due to neglect, the Parent/Guardian/Student may be liable for the full purchase price of the device.

View the complete [Chromebook Agreement](#) online.

Taking Care of Your Chromebook

Students should treat the Chromebook as a valuable piece of equipment, as it is school property. The Chromebook serves as an important learning tool and is strictly for educational purposes only. Students must adhere to all District

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and Acceptable Use policies when using the Chromebook, whether at school or outside of school. They are expected to comply with local, state, and federal laws, along with standards of common decency while using the Chromebook. All users are required to follow these expectations, the Code of Conduct, and all acceptable use policies.

General Precautions and Care

- The Chromebook must remain free of any writing, drawing, stickers, or labels that are not the property of the District.
- Chromebooks should never be left unsupervised. Students are responsible for charging Chromebooks prior to each school day.

View the complete guide for [Taking Care of a Chromebook](#) online.

Chromebook Break/Fix

Students requiring assistance with chromebooks should visit the Library Media Center. If necessary, the Media Specialist will send devices in for repair and issue a loaner chromebook.

Chromebook loaners and chargers for students with uncharged or forgotten devices are limited and given at the discretion of media center staff and building administration.

Forms

Many forms routinely completed by parents prior to the start of school, or during the first few days of the school year, are on the district website, [Families/Forms](#). Please contact the school of attendance if you have any questions.

Student Google Accounts: Personal Information

At Dublin City Schools (DCS), we use Google Workspace for Education, and manage a Google Workspace for Education account for each student. Under COPPA, DCS acts as the parent's agent in providing consent for educational technology tools, including Google Workspace for Education. As such, Dublin City Schools provides this consent on behalf of parents/guardians for students under 13 for the purpose of using these services for educational purposes only.

For students aged 13-18, Dublin City Schools also accepts Google's Terms of Service on behalf of students, in accordance with the district's educational technology policies and legal compliance.

Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At Dublin Schools, students will use their Google Workspace accounts to complete assignments, communicate with their teachers, and learn 21st century digital citizenship skills.

In addition, we also allow students to access certain additional Google services with their Google Workspace for Education accounts. Specifically, students may have access to Chrome Web Store (limited), Google Bookmarks, Google Chrome Sync, Google Classroom, Google Earth, Google Gemini (limited to High School), Google Maps, Google Play (limited), Google Scholar, Google Takeout, and Google Translator. A list of additional services is available at <https://support.google.com/a/answer/181865>.

Further, we allow students to access additional third-party services with their Google Workspace for Education accounts. Our school administrator enables access to these third-party services with your student's Google Workspace for Education account, and authorizes the disclosure of data, as requested by the third party services. Google provides information about the information it collects, as well as how it uses and discloses the information it collects from Google Workspace for Education accounts in its Google Workspace for Education Privacy Notice. You can read that notice online at https://workspace.google.com/terms/education_privacy.html.

View the complete Google Workspace for Education Notice to Parents and Guardians <https://www.dublinschools.net/chromebooks>.

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Sign/Publication Posting Policy

- All signs/publications must be approved and authorized by the administration before they are posted.
 - *All signs/publications must be approved and authorized by the teacher/faculty advisor AND the administration before they are posted.*
- Only school organizations or groups with special permission may post signs only in designated areas.
 - *Only school organizations or groups with administrative permission may post signs only in designated areas.*
- Organizations posting signs/publications are responsible for their prompt removal.
- Defacing or destroying signs/publications is prohibited and the student will be subject to disciplinary action.

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.

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

Changing Classes

- 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.
- Students are not permitted to be lined up at the door prior to dismissal.

Hall Passes

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

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.

School Safety

Student safety is the utmost priority for Dublin City Schools. The following procedures are in place to ensure student safety and effective, efficient communication to parents in the case of an emergency.

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Emergency Early Dismissal & Parent Notification System

Parents are encouraged to discuss a plan with their child in case of an emergency early dismissal. Emergency early dismissals will be communicated through the Parent Notification System.

The district uses a broadcast messaging system (phone, email, text) to communicate with families. Parents should update their contact information via the [Infinite Campus](#) portal.

In an emergency, the district's first priority is to contact first responders and secure the schools. While the district aims to communicate quickly, broadcast messages are generally not sent for routine events like medical incidents, drills, or non-threatening situations. Note that the presence of first responders often indicates training or routine visits, not necessarily an emergency.

For large or dynamic incidents, the district will defer to the Dublin Police Department for public communication and will share the department's messaging.

Where to Find Updates

You can get emergency updates and other information via these channels:

- **Social Media:**
 - Dublin Police on Twitter: **@DublinPolice**
 - Dublin City Schools on Facebook and Instagram **@DublinSchools**
- **Websites:**
 - [DublinSchools.net](#)
 - [DublinOhioUSA.gov/](#)
 - [DublinOhioUSA.gov/Dublin-Police/](#)

Visitors

Visitors must enter through the school's main doors and sign in at the main office to receive a visitor or volunteer badge. Anyone without a badge will be directed back to the office. Parents should schedule appointments in advance to meet with staff, and students may not bring guests to school without prior approval from the principal.

Student visitors from other schools are not permitted to visit while school is in session.

Volunteers

The Board of Education uses volunteers to enhance programs and activities by leveraging their specialized knowledge and skills.

The Superintendent or designee manages the volunteer program, including recruiting, reviewing capabilities, and placement. They are not required to use volunteers whose skills do not match the District's needs.

Each volunteer must be informed that they:

- Must follow all Board policies and guidelines, particularly maintaining the confidentiality of all student personal information.
- Are covered by the District's liability policy, but are not provided health insurance or eligible for workers' compensation for illness or injury sustained while volunteering.
- Will be required to sign a waiver releasing the District from obligation for any illness or injury.
- Cannot accept compensation from any third party (including booster clubs or parent organizations) for their official volunteer duties.

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

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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.

Emergency Procedures and Drills

Each Dublin City School has thorough plans in place in the event of an emergency. These plans are filed with local and state emergency and government offices annually, and school officials conduct periodic safety drills to ensure students and staff are knowledgeable of emergency practices.

Fire: Each middle school complies with all fire safety laws and will conduct fire drills in accordance with state law. Specific instructions on how to proceed during a fire drill will be provided and practiced by students with their teachers, who will be responsible for the safe, prompt and orderly evacuation of the building.

Tornado: Tornado drills will be conducted during the tornado season using the procedures prescribed by the state of Ohio.

Safety: School safety drills will take place at intervals throughout the year. Staff provide students with strategies to utilize in the event there is an unsafe situation or individual in the school setting. As is any other emergency, students, staff, and guests will be expected to follow the directions of the school officials.

Eye Protection

Eye protection devices are required to be worn by all teachers and students in all robotics, 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.

Academics

Reporting Student Progress

Student academic progress will be reported to parents on a consistent interval throughout the year. Parent conferences and progress reports will serve to keep parents informed of pupil progress as well. Parents are urged to contact their child's teacher if concerns arise.

[Infinite Campus](#) is a web-based program that is available to keep parents informed on their child's academic progress. It provides a comprehensive approach for monitoring student progress. One of the most powerful features of [Infinite Campus](#) is its ability to enhance ongoing communication between parents and teachers. To learn more about [Infinite Campus](#), please speak to your child's teacher.

Parent-teacher conferences are scheduled twice each year to provide the staff with time to meet with parents after school and in the evening. Please contact your principal or teacher to arrange conferences.

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Grades and Grading Scale		
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	.67
F	59-below	.00

Trimesters

1st Twelve Weeks	Ends November 13, 2026
2nd Twelve Weeks	Ends February 26, 2027
3rd Twelve Weeks	Ends May 28, 2027

Nine Week Grading Periods: For courses taken at High Schools only

1st Nine Weeks	Ends October 15, 2026
2nd Nine Weeks	Ends December 18, 2026
3rd Nine Weeks	Ends March 12, 2027
4th Nine Weeks	Ends May 28, 2027

Semester Exams

6th Grade:	No semester exams
7th Grade:	No semester exams
8th Grade:	Semester exams will be given in any high school credited courses at the close of the first semester. No final exams covering the year will be given.

Grade Point Average (GPA)

Grade point averages will be figured each trimester/grading period for the purpose of eligibility. All courses will have equal weight. Class rank will not be figured and has no purpose at the middle school level.

Guidelines for Schedule Changes for High School Equivalent Courses

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**

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schedule in August, through the remainder of the school year, the Dublin City Schools Change Request Form, available in the Guidance Office, must be processed to request a schedule change.

High School Credit Earned at the Middle School

Middle school students successfully completing high school courses will be granted high school credit for each approved course completed. Such credit will count toward high school credit requirements. The final grade and credit will appear on the high school transcript and will be figured into the high school grade point average (GPA). All students taking high school classes for credit are subject to all high school student handbook guidelines. (High school student handbooks can be obtained online.)

Promotion and Retention

The decision to promote or retain a student is always made after consideration of what is best for the student. The first consideration for student retention is whether the student is able to meet at least minimum levels of knowledge and skills at this grade level, or minimum goals prescribed on the Individualized Educational Program. However, academics are not the sole factor in the determination of retention. The student's age, maturity level, emotional and social criteria, and attendance must also be considered on an individual basis. Retention shall occur only if it is viewed as an opportunity for student growth. If deemed necessary, it should occur as early as possible in a student's educational program. Decisions on student promotion, placement, or retention resides with the building principal. A parent may appeal the decision to the Superintendent.

Academic Honesty

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. 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 honesty. This is not a definitive list:

- plagiarism (of ideas, work, research, speech, art, music, etc.);
- forgery of another's work;
- presenting the results that are the product of an artificial intelligence (AI) platform as one's own where the use of AI was not specifically allowed by the teacher as part of the assignment;
- downloading or copying information from other sources and presenting it as one's own;
- using language translation work of someone else or using technology when the expectation is doing one's own translation;
- copying another person's work;
- allowing another person to copy one's own work;
- stealing another person's work;
- doing another person's work for them;
- distributing copies of one's work for use by others;
- distributing copies of someone else's work for use by others for academic gain or advantage;
- intentionally accessing another's work for the purpose of presenting it as one's own for academic gain or advantage;
- distributing or receiving answers to assignments, quizzes, tests, assessments, etc.;
- distributing or receiving questions from quizzes, tests, assessments, etc.

Our faculty believes in the statement below and is encouraged to include it on all course syllabuses:

As a student of integrity, I 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.

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Cheating

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 on 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.

Dublin Student Honor Statement

As a student of integrity in the Dublin City Schools, I have neither given nor received unauthorized aid on this assignment.

Student Awards & Recognition

Honor Roll/Merit Roll

Students who have a 3.5-4.0 GPA will receive recognition on the Honor Roll. Students who have received a 3.0-3.49 grade point average (GPA) will receive recognition each grading period on the Merit Roll.

Scholastic Awards

6th Grade Academic Achievement Award

This award is earned by any sixth-grade student who, at the end of the second grading period, has a cumulative average of 3.50 GPA or above including all graded subjects.

7th Grade Academic Achievement Award

This award is earned by any seventh-grade student who, at the end of the second grading period, has a cumulative average of 3.50 GPA or above including all graded subjects.

8th Grade Academic Achievement Award

This award is earned by any eighth-grade student who, at the end of the second grading period, has a cumulative average of 3.50 GPA or above including all graded subjects.

Library/Media Center Services

Our media center is centrally located. This location indicates how important the library is to our school. Books, reference materials, encyclopedias, newspapers and magazines are provided for your use. Each student is responsible for materials borrowed from the library. Fines may be assessed for lost or overdue items.

School Counseling Services

School Counseling services are for all students. The focus of the school counseling program is to provide experiences to ensure that every student progresses toward fulfillment of their educational, personal and career goals. We believe that parents/guardians are an essential component in the educational planning for their student. The middle school counseling department follows the School Counseling Framework of Dublin City Schools, a coordinated plan based on stated goals and delineated student competencies.

All school counselors are available to assist and support students with decision-making and problem solving. If you need help with a schedule change, the school counselor can assist you. They can offer options about how to get along well with teachers and other students. If you need assistance with personal decisions, you may want to talk with a school counselor. They are available to assist you in understanding your interests, abilities and skills related to academic achievement. Parents are welcome to discuss any items of importance with school counselors.

If you would like to talk to a school counselor, please complete the School Counselor Appointment Form that is available in the School Counseling Office. A school counselor will contact you as soon as they are available.

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Section II: Student Code of Conduct

School rules are in place to provide a safe and orderly learning environment where students' rights are respected as long as they respect others. Students are expected to follow directions, obey rules, and come prepared to learn each day. Parents have the right to be informed about their child's progress and are encouraged to maintain open communication with teachers and staff. Disciplinary actions include due process to ensure fairness, and students should seek support from counselors or administrators if challenges arise.

Disciplinary Procedures

Students who violate school rules may face consequences ranging from detention and/or loss of privileges to suspension, expulsion, or referral to outside agencies. Assisting others in breaking rules will also result in discipline based on the severity of the offense. Students suspended out of school may still earn credit for missed work, and all disciplinary actions will follow Board of Education due process procedures. School conduct rules apply to all students at school, during school activities, on school transportation, and at school-sponsored events. Students can also be disciplined for off-campus behavior that disrupts school operations, affects other students' learning, or targets school staff and/or their property.

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.

Application of the Student Code of Conduct

These conduct codes apply to all students on 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. Furthermore, students may be disciplined for misconduct that occurs off of property owned or controlled by the district or school but that is connected to activities or incidents that have occurred on property owned or controlled by that district or school and for misconduct regardless of where it occurs that is directed at a district or school official or employee, or the property of such official or employee.

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 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.

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Student Code of Conduct Rules

RULE 1. Narcotics, alcoholic beverages, drugs, drug paraphernalia, counterfeit controlled substances, or mood altering chemicals of any kind: A student shall not knowingly buy, sell, supply, apply, possess, use, transmit, conceal, be under the influence of the aforementioned items, assist and/or facilitate in the sale of the aforementioned items, or otherwise violate regulations “counterfeit controlled substances” or “Substance Misuse.”

“*Possession*” includes, without limitation, retention on the student’s 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 container 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 rug kits.

Use/Possession (including: buy, apply, possess, use, transmit, conceal, be under the influence):

1st offense

10 days out-of-school suspension (OSS) -*The suspension may be reduced to 3 days OSS and 2 days in the Alternative Learning Center (ALC), where students will be expected to complete the district approved alcohol, tobacco and drug use education program. In addition, students must complete individual or group sessions with the district Substance Use Disorder Counselor, and parents must be involved in the process. If the student and family do not complete the program, the student will be assigned the remaining 2 days of OSS up to a total of 10 days of OSS at the discretion of the principal.* Additional

- Referral to Bureau of Motor Vehicles
- Referral to police
- Loss of privileges
- Possible loss of driving/parking privilege for a quarter

2nd offense

10 Days OSS -*Suspension may be reduced to 5 days OSS and 2 days in the ALC, where students will be expected to complete the second level district approved alcohol, tobacco and drug use education program. In addition, students must complete individual or group sessions with the district Substance Use Disorder Counselor and create an abstinence plan. Parents must also be involved in this process.* Additional consequences may include:

- Possible Recommendation for expulsion
- Referral to Bureau of Motor Vehicles
- Referral to police
- Loss of privileges
- Possible loss of driving/parking privileges

3rd offense

10 day OSS with a recommendation to the superintendent the student be expelled from school –AND– any additional penalties as outlined in the Student-Parent Co-Curricular Activity Handbook.

Distribution or sale of drugs, alcohol, or counterfeit drugs:

- 10 day OSS
- Referral to Bureau of Motor Vehicles
- Referral to police

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Loss of privileges
Possible loss of driving/parking privilege
Possible recommendation of expulsion

RULE 2. 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.

Minimum: After School Detention.

Maximum: 10 day OSS with possible recommendation of expulsion to superintendent.

RULE 3. Damage to School Property: 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.

Minimum: After School Detention.

Maximum: 10 day OSS with possible recommendation of expulsion to superintendent.

RULE 4. Damage to Private Property: 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.

Minimum: After School Detention.

Maximum: 10 day OSS with possible recommendation of expulsion to superintendent.

RULE 5. Assault and/or Fighting: A student shall not knowingly act or behave in such a way as could cause, attempt to cause, or threaten physical injury to other students, any school employee, or other persons. Pushing, shoving, wrestling, etc. may also be considered fighting or assault.

Minimum: 1 day ALC.

Maximum: 10 day OSS with possible recommendation of expulsion to superintendent.

RULE 6. Manifest Disrespect: A student shall not demonstrate manifest disrespect toward any other individual. Actions may include verbal or nonverbal disrespect, psychological, or material abuse.

Minimum: 1 day ALC.

Maximum: 10 day OSS.

RULE 7. Dangerous Weapons & Instruments: 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").

Minimum: 10 day OSS

Maximum: 10 day OSS; with recommendation to the superintendent for expulsion* and possible referral to police, juvenile justice system*.

**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 law 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.

Minimum: After School Detention.

Maximum: 10 day OSS with possible recommendation for expulsion.

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.

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Minimum: 1 day ALC.

Maximum: 10 day OSS with possible recommendation of expulsion to superintendent.

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.

Minimum: After School Detention.

Maximum: 3 day OSS.

RULE 11. Cheating: 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.

Minimum: After School Detention.

Maximum: 1 day ALC.

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

Minimum and Maximum: Administrative discretion including possible recommendation to the superintendent for expulsion.

RULE 13. Repeated or Flagrant Violations of the Student Code of Conduct: Such violations shall be dealt with in accordance with the Student Code of Conduct.

Minimum: 1 day ALC.

Maximum: 10 day OSS with possible recommendation of expulsion to superintendent.

Detention accumulation: Students who receive 8 or more detentions may be assigned ALC or OSS.

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.

Minimum: After School Detention.

Maximum: 5 day OSS.

RULE 15. Use of Obscene Language, Gestures, and Inappropriate Materials: A student shall not use obscene or vulgar language, gestures, signs, or possess inappropriate materials.

Minimum: Detention.

Maximum: 5-day ALC.

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.

Minimum: Detention.

Maximum: 5 day ALC.

RULE 17. Tardiness: Students shall arrive at school and 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.

Unexcused tardies, for this purpose, are accumulated during one semester.

1st level (3 Unexcused Tardies): Administrative warning.

2nd level (6 Unexcused Tardies): Lunch Detention(s) based on **Administrative discretion**.

3rd level (9 or more Unexcused Tardies): After School Detention based on **Administrator discretion**.

RULE 18. Tobacco and Similar Substances: 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 but not limited to vapor pens and e-cigarettes.

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1st offense: 3 day OSS. Suspension may be reduced to 1 day of ALC with completion of the nicotine education program and individual or group sessions with the district SUD Counselor if recommended by principal.

Police referral

2nd offense: 5 day OSS. Suspension may be reduced to 2 days OSS or 2 days ALC with second level nicotine education and cessation program and required individual or group sessions with the district SUD Counselor including required parent involvement.

Police referral

Loss of privileges

Loss of driving/parking privileges

3rd offense: 10 day OSS. Suspension may be reduced to 5 days OSS and required individual or group sessions with the district SUD Counselor and required parent involvement.

Police referral

Loss of privileges

Loss of driving/parking privileges

4th offense: 10 day OSS - 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.

Minimum: After School Detention.

Maximum: 3 day OSS.

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

Bus Discipline Ladder:

1st referral to Administration

2nd referral to Administration

3rd referral to Administration

4th referral to Administration

More than 4 referrals

Warning from Administration

3 day bus suspension

5 day bus suspension

10 day bus suspension

Repeat 10 day suspension and possible recommendation to superintendent of permanent removal from the bus.

*Interventions prior to school referral

First: Driver to Student

Second: Driver to Parent

*All school rules are in force on the bus and Code violations may be addressed by the administration in addition to the bus discipline ladder.

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

Minimum: Detention.

Maximum: 1 day ALC.

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

Minimum: Detention.

Maximum: 1 day ALC.

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

Minimum: Detention.

Maximum: 1 day ALC.

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

Minimum: After School Detention.

Maximum: 5 day OSS.

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 the 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 an intimidating, hostile, 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 upon a student's educational opportunities.

Minimum: 1 day ALC.

Maximum: 10 day OSS with possible recommendation of expulsion to superintendent.

RULE 26. General Misconduct: The Student Code 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.

Minimum: Administrative warning

Maximum: Administrative discretion

RULE 27. Violation of Student Technology Use and Safety Policy: A student shall not violate the "Student Technology Acceptable Use and Safety" policy.

Minimum: Detention.

Maximum: 5 days OSS. Discipline may also include loss of Internet privileges and computer usage.

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

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

Search and Seizure

Search of a student and his or her possessions may be conducted at any time the student is under the jurisdiction of the Board of Education if there is reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others.

Discipline of Students with Disabilities

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

Detentions

Students who display inappropriate behavior in the classroom, or fail to follow the classroom or team rules, are sometimes provided with after-school or before-school detention time as a consequence of their action. Detentions are usually served in the classrooms with team teachers acting as detention supervisors. If a student fails to serve an assigned detention, the student will be referred to the administration.

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After School Detention

After School Detention is a disciplinary assignment given by the administrators to those students who have violated the Dublin City Schools Code of Conduct. After School Detention will be held at each of the four middle schools during the school year. This could include participation in service projects at an off-site location.

General

- After School Detention will allow students to work on school studies and improve their likelihood of success in the classroom.
- Students will not be allowed to sleep or talk during After School Detention.
- After School Detention will not be an alternative for substance misuse offenses, assaults or fighting.
- Excuses such as job responsibilities, work at home, family obligations, school activities or lack of transportation are not acceptable reasons for missing After School Detention.
- After School Detention is not appealable.
- Students could participate in various service projects throughout the year in lieu of traditional after school detention. This could include, but not limited to, food pantry service, Friendship Village, and community clean up. In this case students will/could need to submit a permission slip and will be transported to and from the experience.

Attendance

- Students shall attend After School Detention from 3:15 to 5:45 pm.
- All school rules are to be observed while students are on or off school grounds.
- Students not reporting to After School Detention or not fulfilling the requirements of After School Detention will be subject to further disciplinary actions.

Academic

- Students shall be required to do school-related work during After School Detention.
- 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.
- When appropriate, a certificated teacher will offer assistance upon request to students having academic difficulties.

Alternative Learning Center (ALC)

The Alternative Learning Center (ALC) is a disciplinary assignment given by the administration to those students who have violated the Dublin City Schools Code of Conduct. ALC is supervised by a certified teacher at the student's home school. Students assigned to ALC are provided with work by their teachers. Students assigned to ALC shall receive both academic and attendance credit for the day in which they are assigned.

- A certified teacher will supervise the A.L.C.
- Students are to report to the A.L.C. as assigned.
- When a student is absent from the A.L.C., a parent must notify the school.
- If a student is tardy to the A.L.C., an additional day may be added to the A.L.C. assignment. An excused absence will result in a makeup day assignment. Truancy from the A.L.C. may result in an out-of-school suspension.
- Students are responsible for bringing all needed textbooks and classroom materials to the A.L.C. Students will not be excused to leave the A.L.C. for any reason except an emergency.
- Students receive credit for assigned work and attendance. All the student's teachers will submit the student's assignments to the supervising teacher prior to the first day of the student's removal from regular classes.
- Rest room breaks will be provided for students assigned to the A.L.C. and will be supervised.
- In addition to the rules of the A.L.C., all school district rules and policies will apply to students in the A.L.C.
- Students who are disruptive in the A.L.C. or who do not follow the prescribed rules will be suspended out of school and must complete all remaining days of the original A.L.C. assignment upon their return to school.
- A.L.C. is not appealable.

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Suspension and Expulsion

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 Superintendent's 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, and/or custodian (hereafter referred to as "Parent") of the student and the Treasurer of the Board will be notified in writing of Principal, or Assistant 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. Students who violate the misconduct codes 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 teacher. Students who are suspended for violating the code of conduct are eligible to make up nine (9) week tests, semester tests, and final exams and receive his/her earned grade on the test. All students affected by this policy have access to class assignments during their out-of-school suspension. Students may get assignments from classmates and are encouraged to do all work to maintain academic progress. Suspended students cannot participate in or attend any school-related activities during the period of suspension.

Appeal of 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. If at the time of the expulsion, there are fewer than eighty (80) days remaining in the school year, the Superintendent may apply any or all of the remaining period to the following school year.
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/her 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,

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the rights of the student or parent to appeal the Superintendent's decision to the 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. A student or student's parent/guardian may appeal an expulsion by the Superintendent to the Board's designee.
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 Student

The Superintendent, a principal, or an assistant principal may immediately remove a student from school premises or activities if their presence poses a continuous danger to people or property, or an ongoing threat to disrupt the academic process.

A teacher may also make an emergency removal from an activity under their supervision, submitting the reasons in writing to the Principal as soon as possible.

Due Process and Hearings

- Removals less than 24 hours that do not lead to suspension or expulsion do not require formal notice and a hearing.
- If an emergency removal exceeds 24 hours, a due process hearing must be held within 72 hours of the removal order. The student will receive written notice of the hearing and the reason for the disciplinary action (suspension or expulsion) as soon as practicable.
- The person who ordered the removal must be present at the hearing.

Post-Removal Status

A student under emergency removal can be restricted from attending class until the misconduct is resolved through reinstatement, suspension, expulsion, or other disciplinary action.

If the Superintendent or Principal reinstates the student, the teacher who requested the removal will be given the reasons in writing upon request, but a teacher cannot refuse the reinstatement.

Finally, if the alleged misconduct involves the violation of federal, state, or local laws, the Principal will refer the matter to the proper authorities in addition to imposing school discipline.

The Use of Physical Restraint

Professional staff members and support staff determined appropriate by the Superintendent are permitted to physically restrain and/or seclude a student, but only when there is immediate risk of physical harm to the student and/or others, there is no other safe and effective intervention possible, and the physical restraint or seclusion is used in a manner that is age and developmentally appropriate and protects the safety of all children and adults at school. All restraint and seclusion shall only be done in accordance with Board policy, which is based on the standards adopted by the State Board of Education regarding the use of student restraint and seclusion.

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Student Responsibility for School Property

The Board of Education encourages students to respect property and take pride in school facilities. Each student is responsible for the proper care of school property, supplies, and equipment.

Students who cause damage to school property will face disciplinary measures, and their parents may be held financially liable for the cost of the damage, as allowed by law.

The District is authorized to impose fines for the loss or damage of school resources, including equipment, textbooks, and library materials. The District may also report students with serious or chronic damage issues to juvenile authorities.

The Board assumes no responsibility for any personal property students bring onto school premises. A reward may be offered for information leading to the apprehension of anyone who vandalizes school property.

Safety Guidelines for Riding Dublin City Schools Buses

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

Students riding Dublin City Schools buses shall:

- Always obey and cooperate with the bus driver promptly and respectfully.
- Observe the Dublin City Schools Student Code of Conduct on the bus.
- Turn in a completed medical emergency card to the bus driver within three (3) days after receiving it.
- 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.
- 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.
- 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.
- Go directly to an available or assigned seat - do not stand. Students may not change seats without the driver's permission.
- Remain seated, keeping aisles and exits clear at all times.
- 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.
- Talk quietly at all times. At railroad crossings there is to be no talking.
- Not use profane language.
- Not eat, drink, spit, or litter on the bus.
- Not throw or pass objects on, from or into the bus.
- Carry on the bus only objects that can be held in their laps.
- Not bring animals, dangerous materials, or objects onto the bus.
- 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.
- 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.
- Not use electronic equipment, such as radios, cell phones, smart watches, tablets, or other PCDs, 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.

Dublin City Schools Bus Discipline Referral Procedure

As stated in Rule 20 of the Code of Conduct, "A student shall not violate bus regulations." There is a Bus Discipline Referral Procedure in place, which includes a variety of interventions and documentation by the bus driver. Normally, interventions include driver-to-student and driver-to-parent contact; if there is no resolution, the Discipline Referral Report is handed over to the building principal.

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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. The following are the steps that will be followed in the case of repeated behavior infractions. Steps may be skipped depending on the severity of the incident.

Driver Interventions	Driver to student, Driver to parent
1st Bus Discipline Referral	Warning from Administration
2nd Bus Discipline Referral	Administrative Intervention
3rd Bus Discipline Referral	3-day bus suspension
4th Bus Discipline Referral	5-day bus suspension
5th Bus Discipline Referral	10-day bus suspension
5 or more Referrals	Repeat 10-day bus suspension, possible recommendation to Superintendent for permanent removal from the bus

Alternative Transportation Guidelines

A signed waiver is required if there are any adjustments in the normal pick-up or drop-off location of a student. A temporary change may be requested in writing and sent directly to the school at least two days in advance. A long-term adjustment requires a Transportation Form with a minimum 2-week notice. Requested changes are contingent upon availability of space on the bus.

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 have been recorded on video, the tape will be submitted to the Principal and may be used as evidence of misbehavior.

Bicycles, Skateboards, and Motorized Bikes/Scooters/Mobility Devices

Students may ride bicycles, skateboards, or motorized mobility devices (e.g., e-scooters, e-bikes, hoverboards) to and from school as a privilege. To maintain this privilege, students must:

- **Wear a Helmet:** Per City of Dublin regulations, all riders under the age of 16 **must** wear a helmet. The school district encourages riders of all ages to wear a helmet.
- **Adhere to Traffic Laws:** Students must follow all local traffic regulations.
- **Prohibited Devices:** Note that miniature motorcycles and dirt bikes are prohibited on all Dublin streets, sidewalks, and paths.
- **Park Responsibly:** Equipment must be secured in designated areas.
- **Operate Safely:** Reckless operation or failure to follow safety guidelines may result in disciplinary action, impoundment of the device by local authorities, and loss of the privilege to bring the device to school.

Co-Curricular Activity Code

Co-Curricular/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.

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

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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 (nonprescribed 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 (nonprescribed 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 district approved 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.

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Expectation

- 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 (nonprescribed 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.

1st offense

- **20%*** loss of participation (including contests, competitions, and performances)
- All awards held
- Loss of leadership for 1 calendar year

2nd offense

- **50%*** loss of participation (including contests, competitions, and performances)
- All awards held
- Permanent loss of leadership positions

3rd 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".
- Required participation in the student assistance program (education and random drug testing)
- May be used once at middle school and once at high school

1st offense

- **20%*** loss of participation (including contests, competitions, and performances)
- All awards held
- Loss of leadership for 1 calendar year
- Required participation in the student assistance program (education and random drug testing)
- Recommended assessment

2nd offense

- **50%*** loss of participation (including contests, competitions, and performances)
- All awards held
- Permanent loss of leadership positions
- Required participation in the student assistance program (education and random drug testing)
- Mandatory assessment

3rd offense

- Permanent loss of the privilege to participate in co-curricular activities
- Recommended assessment by an outside chemical dependency professional

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

If it is determined alcohol and/or drugs were provided or consumed at a student's residence by other Dublin students, that student could be found to be in violation of the distribution clause.

1st offense

- Loss of the privilege to participate for 1 calendar year
- Violations reported to the police
- Ineligible for any awards
- Mandatory assessment
- Permanent loss of leadership positions
- Required participation in the student assistance program (education and random drug testing)

2nd 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.**

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:

1st 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.

2nd offense

1. The 2nd 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.

3rd offense

1. Permanent loss of the privilege to participate in co-curricular activities

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

***If it is determined alcohol and/or drugs were provided or consumed at a student's residence by other Dublin students, that student could be found to be in violation of the distribution clause.**

Alcohol, Tobacco or Other Drug Use

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

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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, school 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

- 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.
- 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

- Drug testing will be conducted by a laboratory selected by the school.
- The student and the student's parents must sign a consent form authorizing the drug testing.
- Drug testing may be requested by the school representative or other appropriate school official at any time, including times outside the normal school day or school week. Upon such request students will be expected to provide a urine sample at school or at the designated laboratory within a reasonable time as specified by the school official. Failure to do so will be deemed a positive test and will result in a denial of participation privileges. The sample will be divided into multiple specimens, one or more of which will be retained in the event confirmation testing is necessary.
- Falsifying or tampering with a sample will be considered a positive drug test and result in suspension from the assistance program and a denial of participation privileges.
- The school will pay for three random drug tests within the 12-month period once the student has entered the student assistance program.
- Parents will be notified if a student has a positive drug test by phone. Negative reports are available upon request by contacting Sports Safe at **(614) 847-0847**.
- 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.

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Using Alcohol, Tobacco or Other Drugs

Students may not:

- 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, vape, 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:

- Observe bona fide religious practices.
- 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:

1st 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 district-approved 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.

2nd offense

1. The 2nd 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 district-approved 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

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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.

3rd 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.

If it is determined alcohol and/or drugs were provided or consumed at a student's residence by other Dublin students, that student could be found to be in violation of the distribution clause.

Consequences:

1st 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 district-approved 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 district-approved 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

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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.

2nd 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/students 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 7th-8th grade participant to a 9th-12th 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

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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

- Alcohol – Any liquor, wine, beer, and/or other beverages containing alcohol.
- 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.
- Build-Altering Chemical – Includes, without limitation, anabolic steroids, growth hormones, testosterone or its analogs, human chronic gonadotrophin (HCG), and other hormones.
- Co-curricular activity – Clubs, activity programs, athletic programs, student leadership activities, supervised and financed by the Dublin City Schools.
- 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.
- 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.
- Tobacco – Any product with tobacco as an ingredient that is smoked, chewed, inhaled, or placed against the gums.
- 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.
- 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.
- 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

Middle School Participation

All teams will be formed through a try-out (cut sports) or a registration process (non-cut sports). Both types of sports require reasonable commitment and attendance. Unless there is an extenuating circumstance (family emergency, health constraint, or recent move-in) players cannot be added to a roster after the try-out process for cut-sports, or after 10 practice days for non-cut sports. Student-athletes may only participate in one sport per athletic season.

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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 Activity 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.

Emergency Medical Cards/Physical Examination Cards

All athletes must have a current OHSAA Preparticipation Physical Evaluation form and emergency medical information on file prior to the first day of tryouts or practice. All required forms will be completed on [Final Forms](#) prior to participation. In the event of an emergency at athletic contests, coaches will have hard copies or access to [Final Forms](#) containing emergency medical information. Athletes can pick up blank OHSAA Physical 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:

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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.

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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 nonprescription medication during extracurricular activities are to follow school *Policy 5330 Use of Medications*. All medical forms can be accessed through the district website, [Medical/Health Services Forms](#) or the school health clinic and must be on file in the student's health record in the school office. Parents must provide all medication to the school staff that are supervising the child's sport or extracurricular activity, must be in its original container, and must have the student's name attached. Please see below for the appropriate requirements.

Daily/Routine Medication

For prescription medication the prescriber and the parent/guardian must complete [Form 5330 F1 Request for Administration of Prescription Medication by School Personnel](#). For nonprescription medication the parent/guardian must complete [Form 5330 F1a Request for Administration of Nonprescription Medication by School Personnel](#).

Nonprescription Self-Administered Medication

The parent/guardian must complete [Form 5330 F4 \(HS/MS\) Request for Student to Self-Administer Nonprescription Medication w/o Supervision](#).

Self-Administration of Inhaler

The prescriber and the parent/guardian must complete [Form 5330A A F1 Asthma Action Plan and Orders](#).

Life-Threatening Allergy

The prescriber and the parent/guardian must complete [Form 5330A E F1 Allergy and Anaphylaxis Emergency Orders and Action Plan](#). Parents must provide a separate emergency epinephrine autoinjector to the school staff supervising the child's sport or extracurricular activity.

Diabetic Management

The parent/guardian must complete [Form 5330 F2 Consent for Diabetic Management](#) accompanied by the prescriber's orders. Parents must provide a separate emergency glucagon kit to the school staff supervising the child's sport or extracurricular activity.

Student Academic Eligibility in Athletics and Extracurricular Activities

See *Policy 2431 Interscholastic Athletics & Administrative Guideline 2431C (eligibility)*

The District has established excellence as a standard and strives 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.

- A. 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 his/her GPA for each nine (9) week grading period. Semester and final exams are not to be calculated in the nine (9)

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week GPA assessment because of their comprehensive nature. A student's eligibility will be determined by examining each nine (9) week's GPA independent of prior grading periods. The individual nine (9) 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.

- B. In addition to the above District 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 9 to 12 must pass a minimum of five (5) credits in the previous grading period. Middle school students in Grades 7 to 8 must pass seventy-five percent (75%) of their course work.
- C. Students may apply for a waiver if their GPA is between 1.0 and 1.99. If the waiver is denied, they have the opportunity to appeal the Eligibility Board decision. Students whose GPA is 0.99 or below cannot apply for, nor will they be granted, a waiver of participation. A student is eligible for three (3) such waivers throughout his/her middle school and high school years: one (1) waiver may be issued for middle school students; one (1) waiver may be issued during the freshman or sophomore year; one (1) 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 his/her school.
- D. A student may also make an appeal for additional waivers to the Eligibility Board (see E below). Student athletes must, however, also continue to qualify under all rules established by the O.H.S.A.A.
- E. Two (2) Eligibility Boards will be established: one (1) to review high school requests; one (1) to review middle school requests. The High School Eligibility Board will be comprised of the building principals, the athletic directors, and three (3) 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 (1) teacher from each of the four (4) middle schools (appointed by the building principals). Teachers appointed to both Eligibility Boards will serve for one (1) year and will be appointed in the spring of each year to begin service for the subsequent school year. Each Eligibility Board will meet the week following grade card distribution. Students will be informed of upcoming meetings by means of morning announcements. The Eligibility Boards will review all requests for waivers, additional waivers (as outlined in C and D 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 (5) school days. The decisions made by the Eligibility Boards are final.
- F. All student athletes in grades 9-12 who request and are granted an intra- district/superintendents transfer will be subject to OHSA Bylaw 4-7-3 beginning August 1, 2007 which means that the student will be ineligible for a period of one year. Also, any incoming freshman student athlete who requests and is granted an intra-district/superintendents transfer after August 1, 2007 will be ineligible for one calendar year as well. The one year wait period for eligibility shall apply following a transfer unless otherwise determined by law or policy.

Extracurricular/Co-Curricular Activities and Club Activities

- A. Extracurricular activities are defined as athletic contests against other OHSA member institutions which are governed by the rules and regulations of the Ohio High School Athletic Association, Dublin City Schools, and the rules and regulations of the leagues and conferences to which the Dublin City Schools are affiliated. All eligible students may participate. Extracurricular activities are not part of the regular academic program and are not graded.
- B. Co-curricular activities are those connected to a course offered to students with a Board of Education approved graded course of study (e.g., band, drama, choir, etc.). When performance is part of a course requirement, the eligibility requirements detailed in *Administrative Guideline 2430 District-Sponsored Clubs and Activities* apply.
- C. Club sports/activities will be affected by these. Examples of club sports/activities are: Ski Club, French Club, Spanish Club, etc. and any other activity or offering supervised and/or directed by the Dublin City Schools as determined by the administration.

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Extracurricular Transportation

All athletes are required to travel to and from out-of-town activities in district transportation when 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.

- Elementary and middle school students may be released only to a parent whose signature is on file in the school office or to a properly identified person authorized on the Emergency Medical Authorization Form by the parent to act on their behalf.
- A high school student may be released “on his/her own” only with verified parental or designated emergency contacts’ permission.

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.ohsaa.org.

Pay-to-Participate Fee Schedule - Middle School 2026-27

\$30 per participant per activity

Family Cap

High School	\$300
Middle School	\$100

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

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Section III: Student Services

Student & Parent Rights

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.

Equal Education 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, religion, sex, ancestry, age, 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 Civil Rights Coordinators or District Section 504/ADA Compliance Officer at: Dublin City Schools, 5175 Emerald Parkway, Dublin, OH 43017, phone **(614) 764-5913**. Julie Moses and Michael Blake, Coordinators of Human Resources, are the district's Civil Rights Coordinators. The following individual serves as the District Section 504/ADA Compliance Officer: Chris Ondrus (elementary and secondary schools; ondrus_chris@dublinschools.net).

Any complaint will be investigated and a response, in writing, will be given to the concerned person within 15 days. The Civil Rights Coordinator and District Section 504/ADA Compliance Officer can provide additional information concerning access to equal education opportunities. Under no circumstances will the district threaten or retaliate against anyone who raises or files a complaint.

Annual Notifications to Parents on the DCS Website

Dublin City Schools provides all annual notifications required by state and federal law—covering topics such as student privacy, technology use, non-discrimination, parental rights, and facilities management—on our website. These notices can be accessed on our website page, [Required Notices](#).

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 **(614) 760-6000**.

Student Services

Dublin City Schools offers many services to ensure equal opportunity for all children, including enrichment services, early childhood education, academic intervention, Title I math, reading support programs, services to support English language learners, home instruction, special education, and related services such as speech and language therapy, physical therapy, occupational therapy, adapted physical education services, psychological services, mental health services, and transportation. Support is also available through our school counselors, substance use disorder counselors, school nurses, student support specialists and alternative education opportunities.

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Parents who are in need of effective language assistance with respect to school programs and activities are entitled to these services from Dublin City Schools free of charge. Parents who self-identify as Limited English Proficient in at least one area (speaking, reading, writing and/or understanding English) may contact Dublin City Schools at info@dublinschools.net for language support. Please be sure to include your full name and school(s).

For more information about these services, please visit the Department of Academics and Student Learning web pages, [Teaching and Learning](#) and [Student Services](#).

Multi-Tiered Systems of Support (MTSS)

In Dublin City Schools, our number one priority and responsibility is preparing all students for success through a personalized educational experience, which is supported through our Multi-Tiered Systems of Support (MTSS) framework.

MTSS is a comprehensive and prevention-based organizational framework that addresses the needs of the whole child by aligning academic, behavioral and student well-being supports into a fully integrated system.

The foundation of our MTSS framework includes 5 core components:

1. Extensive Assessment System
2. Data Based Decision Making
3. Team Driven Leadership
4. Tiered System of Support
5. Family, School and Community Partnerships

The two main tiered systems of support that are embedded within MTSS are Response to Intervention – RtI (academic domain) and Positive Behavioral Interventions and Supports – PBIS (behavior, student well-being domain). Within these systems of support, each and every student receives what they need, as soon as they need it, for as long as they need it.

Classroom teachers are the first responders for providing instruction, intervention and enrichment to all students through core instruction. District and School teams utilize assessments and data on a regular basis to assess the healthiness of the universal tier, identify students who may need additional learning opportunities, as well as monitor the effectiveness of interventions. When a student exhibits a need for the intensification of support, then a student-level team utilizes a problem-solving method to create an instructional plan aligned with the student's needs, strengths and area(s) of concern. The team closely monitors the student's response to ensure the intervention is working.

Family and community partnerships within the MTSS framework strengthen student learning, wellness and experiences in order to ensure each and every student is prepared for success during their school journey and after graduation.

Child Find

[Child Find](#) is the process of locating, evaluating, and identifying children with disabilities who may be in need of special education and related services and/or may be entitled to protection from discrimination based on his/her disability. Parents, relatives, public and private agency employees, childcare providers, physicians, and concerned citizens are encouraged to help the school district find any child, age birth – 21, who may have a disability and is in need of special education and related services. If you suspect a child may have a disability, help is available. Contact the Dublin City Schools Department of Student Services, phone (614) 764-5913, or visit the district's website page, [Child Find](#).

Individuals with Disabilities Education Improvement Act (IDEIA) and Section 504/ADA

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 listed in the IDEIA is identified, the child can begin receiving the appropriate special education and

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related services through an Individualized Education Program. 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, intellectual disability, deaf-blindness, deafness, emotional disturbance, hearing impairment, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech or language impairment, traumatic brain injury, visual disability, 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, intellectual disability, deaf-blindness, emotional disturbance, hearing impairment, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech or language impairment, traumatic brain injury, or visual impairment.

Title II of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act (Section 504) provide that no individual will be discriminated against on the basis of a disability. An individual with a disability means a person who has a physical or mental impairment that substantially limits one or more major life activities; or has a record of such an impairment; or has been regarded as having such an impairment. This protection applies not just to the student, but all individuals who have access to the district's programs and facilities. In addition to the District Section 504/ADA Compliance Officer, the Board has also assigned building principals to serve as Building Section 504/ADA Compliance Officers. They are responsible for arranging annual reviews and three-year eligibility meetings, and for investigating at the first step any student or parent complaints of an alleged violation, misapplication or misinterpretation of Section 504/ADA.

To inquire about the procedures or programs you may contact your building principal or the Department of Academics and Student Learning office at **(614) 764-5913**.

Complaints Relating to Section 504

If a person believes that s/he has been discriminated against on the basis of his/her disability, the person may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter.

In accordance with Section 504 of the Rehabilitation Act of 1973 and its implementing regulations ("Section 504"), parents and students will be notified of their right to file an internal complaint regarding an alleged violation, misinterpretation, or misapplication of Section 504. In addition, students and their parents will be notified of their right to file a complaint with the U.S. Department of Education's Office for Civil Rights. Finally, students and parents will be advised of their right to request a due process hearing before an Impartial Hearing Officer (IHO) regarding the identification, evaluation, or educational placement of persons with disabilities, and their right to examine relevant records.

The person designated as the District Section 504 Compliance Officer/ADA Coordinator (District Compliance Officer) is listed below with their contact information.

Chris Ondrus, Executive Director of Student Services
Dublin City Schools
5175 Emerald Parkway
Dublin, Ohio 43017
Phone: (614) 764-5913
Fax: (614) 761-5856
Email: ondrus_chris@dublinschools.net

Building principals shall serve as Building Section 504/ADA Compliance Officers ("Building Compliance Officers").

Internal complaints and requests for due process hearings must be put in writing and must identify the specific circumstances or areas of dispute that have given rise to the complaint or the request for a hearing, and offer possible solutions to the dispute. The complaint or request for due process hearing must be filed with a District Compliance

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Officer within the time limits specified below. The District's Compliance Officer is available to assist individuals in filing a complaint or request.

Gifted Education and Services

For further information on the district's gifted services, identification practices, and enrichment, please visit the [Gifted website page](#).

Student Health

Clinic

A student health clinic is located in all elementary, middle, and high school buildings including the Emerald Campus building. The clinic is typically staffed by a full-time clinic aide who works in consultation with a multi-building school nurse. 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 provides:

- Basic First Aid and Emergency Care
- Medication Administration
- Vision and Hearing Screenings (Routine screenings for specific grades: K, 1, 3, 5, 7, 9, 11, and all new students, or upon request).
- Compliance Monitoring (Immunization and medication laws, communicable diseases).
- Medical Care as ordered by a healthcare provider.

Illness and Injury Procedures

The clinic is open during the school day to care for ill or injured students.

- Students must ask their teacher before going to the clinic. Middle and high school students generally require a hall pass, except in emergencies.
- If a student contacts a parent/guardian directly about feeling unwell, the parent should instruct the child to report to the clinic first for evaluation and proper communication with clinic staff.
- Clinic staff will contact the parent/guardian if a student appears too ill or injured to remain in school.
- In the event of a life-threatening injury or illness, staff will summon the emergency squad and make every effort to notify the parent/guardian immediately.
- Students returning to school with mobility aids (crutches, wheelchair) should check in with the clinic for a buddy pass.

Medication Procedures

If a student requires medications at school, a parent/guardian is responsible for providing the school with the medication as well as the appropriate medication request form. District forms for all medication authorizations are available on the district's website ([Medical/Health Services Forms](#)) or in the health clinic. Parents/guardians of students who participate in District-sponsored, after school, extracurricular activities are also required to provide a separate glucagon kit, epinephrine auto injector, or other emergency medication to the coach or supervising staff member.

Medical Authorization & Health Concerns

Ohio law (ORC 3313.712) requires that a parent/guardian complete an Emergency Medical Authorization Form for each student at the start of the school year.

- **Purpose:** This form authorizes emergency treatment for students who become ill or injured at school when a parent/guardian cannot be reached.
- **Action Required:** Please complete/update your student's medical information and the Emergency Medical Authorization online using the [Infinite Campus](#) parent portal.
- **Updates:** Remember to update emergency contacts and health information (including new medical conditions) in [Infinite Campus](#) throughout the school year. Contact the school clinic for health information changes, including newly diagnosed medical conditions.
- **Consequence:** Students will be excluded from field trips if this requirement is not met.

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- **Student Release:** If a student becomes ill or injured during school hours, they will only be released to individuals listed as an emergency contact.
- **Proactive Contact:** Parents/guardians are encouraged to contact the school nurse *before* the first day of attendance with any health concerns that could affect their child's learning, attendance, or safety at school.
- **Health Record:** It is recommended to list all health concerns and medications on the district's electronic health record ([Infinite Campus](#)), especially for conditions like life-threatening allergies, seizures, diabetes, asthma, or other major health concerns..
- **Health Care Plan:** The school nurse will work with parents/guardians to develop a health care plan for students requiring preventative or medical interventions at school when appropriate, which will be shared with relevant school staff.

Immunization Requirements for 2026-2027

Ohio law mandates that all students must have minimum immunizations to attend school for the 2026-2027 school year. For the official requirements and details, please refer to the Ohio Department of Health's [Ohio Immunization Summary for School Attendance, 2026-2027](#). The full requirement details are found on page 2 of the ODH document.

A record of these immunizations must be on file with the school by the 14th day after the student begins school. If the records are not on file by this date, the student will be excluded from school beginning with the 15th day after the student begins school.

*NOTE: The clinic staff will review all student immunization records for compliance with Ohio law. The number of required immunizations for each child may vary depending on the child's grade, age, route of-vaccine administration, manufacturer's brand of vaccine, and the child's disease and health history. The school nurse or clinic aide will contact you if additional vaccines are required.

Please contact the building school nurse, your child's healthcare provider, or the Ohio Department of Health Immunization Program at **(800) 282-0546** if you have questions or concerns about your immunizations.

Tuberculosis (TB) Requirements

All new students to the district who have spent more than 30 consecutive days in a TB endemic region within the past five years or who were born in a TB endemic region must also present evidence of a *negative* Tuberculin (TB) test before they can attend school. The TB test must have been completed within the past 12 months in the United States. Current enrolled students who spend 30 or more consecutive days in a TB endemic region will also be required to have a negative Tuberculin (TB) test before returning to school.

Bloodborne Pathogens

The Dublin City Schools Board of Education acknowledges the inherent risk of infection from blood or other potentially infectious materials, though the risk from casual contact in the school setting is considered extremely low. The district treats any such risk seriously and aims to provide a safe educational environment.

Exposure Control and Safety Measures

- **Risk Reduction:** The staff is trained to assume all body fluids are potentially infectious and follows standard precautions to minimize and prevent accidental infection.
- **Exposure Control Plan:** The district has an Exposure Control Plan in place for staff to eliminate or reduce the risk of exposure to bloodborne pathogens, which include Hepatitis B and C Viruses (HBV/HCV) and Human Immunodeficiency Virus (HIV).

Student Exposure Procedures

If a student has contact with blood or other potentially infectious material:

1. The student must immediately notify the nurse/clinic aide.
2. Staff will assist the child in cleansing the exposed area.
3. The parent/guardian will be contacted regarding the exposure and encouraged to consult with the student's medical provider about necessary post-exposure testing or treatment.

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Staff Exposure and Confidentiality

- If a staff member is exposed to a student's blood, the parent/guardian will be requested to have their child's blood tested for HIV and HBV, as required by Federal law.
- **Confidentiality:** Any testing conducted is **subject to laws protecting confidentiality**.

Healthchek Services for Children Younger than Age 21

Healthchek is Ohio's Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Program. It is a service package for babies, kids, and young adults younger than age 21 who are enrolled on Ohio Medicaid.

The purpose of Healthchek is to discover and treat health problems early. If a potential health problem is found, further diagnosis and treatment are covered by Medicaid.

Healthchek covers ten check-ups in the first two years of life and annual check-ups thereafter and offers a comprehensive physical examination that includes:

- medical history
- complete unclothed exam (with parent approval)
- developmental screening (to assess if child's physical and mental abilities are age appropriate)
- vision screening
- dental screening
- hearing assessment
- immunization assessment (making sure child receives them on time)
- lead screening; and
- other services or screenings as needed

If your children are enrolled on Ohio Medicaid, Healthchek services are available to them. If you are younger than age 21 and are also enrolled, you can receive Healthchek services, too. For additional information, go to the [Ohio Department of Medicaid's website for Healthchek](#).

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Section IV: District Board Policies

Board Policies

The Dublin City Schools District is governed by policies established by the Board of Education. While the most frequently referenced policies are hyperlinked below for your convenience, the complete and official **Board Policy Manual** and **Administrative Guideline Manual** can be accessed in its entirety via [BoardDocs](#).

Board Policy	Policy Number
Attendance	Policy 5200
Bullying and Other Forms of Aggressive Behavior	Policy 5517.01
Control of Casual-Contact Communicable Diseases	Policy 8450
District-Sponsored Clubs and Activities	Administrative Guideline 2430
Drug Prevention	Policy 5530
Interscholastic Athletics	Policy 2431
Multicultural/Inclusionary Education	Policy 2211
Personal Communication Devices & Electronic Equipment	Policy 5136 & Policy 5136.01
Promotion, Placement, and Retentions	Policy 5410
Protections of Individual Beliefs, Affiliations, Ideals, or Principles of Political Movements and Ideology	Policy 2265
Public Complaints	Policy 9130
Removal, Suspension, Expulsion, and Permanent Exclusion of Students & Permanent Exclusion of Nondisabled Students	Policy 5610 & 5610.01
Section 504/ADA Parents' Procedural Rights, Including Due Process Hearing	Administrative Guideline 2260.01B
Student Academic Eligibility in Athletics and Extracurricular Activities	Administrative Guideline 2431C
Student Privacy and Parental Access to Information	Policy 2416
Student Records (including Privacy Notification (FERPA))	Policy 8330
Student Technology Acceptable Use and Safety	Policy 7540.03
Tobacco Use Prevention	Policy 7434
Use of Medications (including Prescription Medication)	Policy 5330
Video Surveillance and Electronic Monitoring	Policy 7440.01
Weapons	Policy 5772