HIGH SCHOOL

STUDENT CODE OF CONDUCT &

CO-CURRICULAR PROGRAM

OUR MISSION: TO EMPOWER A

COMMUNITY OF LEARNERS WHO

WILL CHANGE THE WORLD

2026 - 2027

Worthington Schools Board of Education

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Worthington Education Center
200 E. Wilson Bridge Road
Worthington, Ohio 43085
614-450-6000

www.worthington.k12.oh.us

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

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

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

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

أو البريد الإلكتروني sshanaah@wscloud.org

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

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988 SUICIDE & CRISIS LIFELINE Ohio

rev. 8/26

THOMAS WORTHINGTON HIGH SCHOOL

300 W. Dublin-Granville Road
Worthington, Ohio 43085
https://twhs.worthington.k12.oh.us/

BUILDING LEADERSHIP

Josh Almanson, Principal
Nathan Thornhill, Assistant Principal (last names A – D)
Mallory Tecklenburg, Assistant Principal (last names E – K)
Adrienne Carr, Assistant Principal (last names L – R)
Brett Shaffer, Assistant Principal (last names S – Z)
Molly Feesler, Athletic Director

Scott Gordon, Dean of Students
Felicha Smith, Counselor (last names A – D)
Kelly Swearingen, Counselor (last names E – K)
Celeste Preisse, Counselor (last names L – M)
David Quart, Counselor (last names N – R)
Stephanie Burns, Counselor (last names S – Z)

IMPORTANT CONTACT INFORMATION

Main Number.....614-450-6200
Fax.....614-450-6391
Attendance/Absence Reporting.....614-450-6291
Absence Email.....twhsattend@wscloud.org

Administration Office.....614-450-6292
Main Entrance Receptionist.....614-450-6291
Athletic/Co-Curricular Office.....614-450-6286
School Counseling Office.....614-450-6296

Period	Regular Bell Schedule
1	8:40 - 9:25
2 (5 minutes for announcements)	9:30 - 10:20
3 (lunch period)	10:25 - 11:10
4 (lunch period)	11:15 - 12:00
5 (lunch period)	12:05 - 12:50
6 (lunch period, semester 1)	12:55 - 1:40
7	1:45 - 2:30
8	2:35 - 3:20

WORTHINGTON KILBOURNE HIGH SCHOOL

1499 Hard Road
Columbus, Ohio 43235
https://wkhs.worthington.k12.oh.us

BUILDING LEADERSHIP

Aric Thomas, Principal
Dominique Alexander, Assistant Principal (last names A - K)
Kirsten Dyer, Assistant Principal
Angela Leiding, Assistant Principal (last names L – Z)
Julie Travis, Assistant Principal
Jeffrey M. Todd, Athletic Director

Brianna Abbott, Counselor (last names A - Co)
Sarah Schnell, Counselor (last names Cr - He)
Lauren Himmel, Counselor (last names Hi - Mi)
Erica Mann, Counselor (last names Mo - Se)
Molly Lord, Counselor (last names Sg - Z)

IMPORTANT CONTACT INFORMATION

Main Number.....614-450-6400
Fax.....614-450-6560
Attendance/Absence Reporting.....614-450-6410
Absence Email.....wkattend@wscloud.org

Administrative Office.....614-450-6495
Student Services.....614-450-6455
Athletic/Co-Curricular Office.....614-450-6425
School Counseling Office.....614-450-6420

Period	Regular Bell Schedule
1	8:40 - 9:25
2 (5 minutes for announcements)	9:30 - 10:20
3 (lunch period)	10:25 - 11:10
4 (lunch period)	11:15 - 12:00
5 (lunch period)	12:05 - 12:50
6 (lunch period)	12:55 - 1:40
7	1:45 - 2:30
8	2:35 - 3:20

LINWORTH EXPERIENTIAL PROGRAM

2075 West Dublin-Granville Road
Worthington, Ohio 43085
https://linworth.worthington.k12.oh.us/

BUILDING STAFF

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

IMPORTANT CONTACT INFORMATION

Main Number.....614-450-6900
Fax.....614-436-0138
Attendance/Absence Reporting.....614-450-6900
Absence Email.....akargiotis@wscloud.org

Linworth Block	Regular Bell Schedule	Home School Periods
A	8:55 - 10:10	1
		2
B	10:30 - 11:45	3
		4
C	12:15 - 1:30	5
		6
D	1:55 - 3:10	7
		8

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

WORTHINGTON ACADEMY

2341 Snouffer Road
Worthington, Ohio 43085
https://academy.worthington.k12.oh.us/

BUILDING STAFF

Jennifer Hinderer, Principal
Ron Waterwash, School Counselor
Ken Nally, Science
John Ogg, Social Studies
Clare Volz, English Language Arts
Spencer Ayers, Mathematics

IMPORTANT CONTACT INFORMATION

Main Number.....614-450-4100
Fax.....614-781-0135
Attendance/Absence Reporting.....614-450-4100
Absence Email.....ccavaluchy@wscloud.org

Worthington Academy Session	Regular Bell Schedule	Home School Periods
Morning	8:45 - 11:30	1
		2
		3
		4
Afternoon	12:15 - 3:00	5
		6
		7
		8

A HISTORY OF WORTHINGTON SCHOOLS

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

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

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

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

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

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

Sources

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

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

WORTHINGTON SCHOOLS CALENDAR

WORTHINGTON SCHOOLS CALENDAR 2026-2027 SCHOOL YEAR

Presented to the Board of Education for Approval on May 12, 2025

- ▲ First day of school
- ☑ Last day of Quarter (6-12)
- ● Last day of Trimester (K-5)
- ■ Teacher work day (students not in session)
- ◈ Teacher grading day (students not in session)
- ♦ In lieu of Parent/Teacher conferences (students not in session)
- ○ PD/Teacher Collaboration day (students not in session)
- Students not in session

No School for Students/Staff

AUGUST 2026

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17 ■	18 ■	19 ▲	20	21	22
23	24	25	26	27	28	29
30	31					(9)

SEPTEMBER 2026

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
						(21)

OCTOBER 2026

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15 ☑	16 ♦	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						(21)

NOVEMBER 2026

S	M	T	W	TH	F	S
1	2	3 ■	4	5	6	7
8	9	10	11	12	13 ●	14
15	16	17	18	19	20	21
22	23	24	25 ○	26	27	28
29	30					
						(17)

DECEMBER 2026

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18 ☑	19
20	21 ◈	22	23	24	25	26
27	28	29	30	31		
						(14)

JANUARY 2027

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						(19)

FEBRUARY 2027

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12 ♦	13
14	15	16	17	18	19	20
21	22	23	24	25	26 ●	27
28						
						(18)

MARCH 2027

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19 ☑	20
21	22	23	24	25	26 ○	27
28	29	30	31			
						(19)

APRIL 2027

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
						(20)

MAY 2027

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27 ☑ ●	28 ■ ◈	29
30	31					(19)

AUGUST 2026
- **17** Teacher work day
- **18** Teacher work day/Convocation
- **19** First Day of School

SEPTEMBER 2026
- **7** Labor Day – No school

OCTOBER 2026
- **15** End of 1st Quarter (6-12)
- **16** In Lieu of Parent/Teacher Conferences - No school

NOVEMBER 2026
- **3** Teacher Work Day – No school
- **13** End of 1st Trimester (K-5)
- **25** In Lieu of PD/Teacher Collaboration Day – No school
- **25-27** Thanksgiving Break

DECEMBER 2026
- **18** End of 2nd Quarter; End of 1st Semester (6-12)
- **21** Teacher Grading Day – No school

WINTER BREAK:
Dec 22, 2026 – Jan. 1, 2027

JANUARY 2027
- **18** Martin Luther King, Jr. Day – No school

FEBRUARY 2027
- **12** In Lieu of Parent/Teacher Conferences - No school
- **15** Presidents' Day – No school
- **26** End of 2nd Trimester (K-5)

MARCH 2027
- **19** End of 3rd Quarter (6-12)
- **26** In Lieu of PD/Teacher Collaboration Day – No school

SPRING BREAK:
March 29 – April 2, 2027

APRIL 2027

MAY 2027
- **27** Last Day of School
- **28** Teacher Grading Day – No school

1st Semester	82
2nd Semester	95
Student Total	177
Teacher Days	186

GENERAL INFORMATION

Availability of Board of Education Policies

The Board of Education has established policies and procedures that pertain to students, staff, and school operations. Copies of these policies and procedures are kept at the office of the Treasurer of the Board of Education, Worthington Education Center, 200 E. Wilson Bridge Rd., Worthington, 43085. These documents may also be viewed on the district website **www.worthington.k12.oh.us**

Enrolling in Worthington Schools

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides. For specific enrollment information, please visit the Welcome Center at the Worthington Education Center or go to https://www.worthington.k12.oh.us/welcome-center.

Withdrawal/Transfer from School

Students must attend school in the school district in which their parent(s) reside. If a family moves out of the Worthington School District they must withdraw your child from school. A parent must inform their child's school that they are moving out of the District. When the child is enrolled in their new school district, the receiving school will request records from the Worthington Schools.

If a family moves within the Worthington School District but out of their current school attendance area and wish to keep their child at their current school, they may request approval for open enrollment by completing an open enrollment form, available online.

Intra-District Open Enrollment Policy

Requests by parents for their children to attend a Worthington school outside of their attendance area may be approved as long as the requested school's capacity and class size limits will not be exceeded and the educational program can be maintained. Parents must also agree to provide transportation for their child as needed.

Application requests for a transfer at the start of the next school year should be submitted online no later than March 31. Intra-district open enrollment forms are available on the Worthington City Schools' website, www.worthington.k12.oh.us. Parents should complete the form online. Parents will be notified in August no later than 10 days before the start of the school year whether or not their children will be able to attend the school of choice. The student's new school assignment is subject to annual review and may be canceled if space is no longer available at the school of choice. **Reapplication for open enrollment must be done yearly at the elementary level.**

Changes in Contact Information and Parenting Agreements

Anytime there is a change in telephone number, address, place of employment, marital status, custody schedule or anything else of which the school should be aware, please contact the school office immediately so our records can be updated. Phone numbers, email addresses and medical information should be updated by parents on Infinite Campus.

Drug Education

Any student who has a question or concern about their own or another's use or abuse of alcohol or any other mood-altering chemical may feel free to use the services of an administrator, school counselor, mental health specialist, or the school nurse, where confidential, constructive guidance and assistance are available.

Health Office

A full-time school nurse is available in the Health Office. Emergency illnesses or injuries should be reported to them immediately. Students who are too ill to attend class should report directly to the Health Office with a pass from their classroom teacher. **The school nurse may release an ill student from school once the student's parent(s) or guardian have been notified.**

Guidelines: When To Keep a Child Home From School

The protocol for management of communicable disease in Worthington City Schools is based upon the Ohio Department of Health's guidelines and recommendations.

A child is too ill to go to school if they have any of the following symptoms:

- Temperature of or above 100.4°F by mouth (must stay home until the student is fever free for 24 hours without the use of fever-reducing medication. In most cases this means students will miss the following school day. Please understand fevers can reoccur within a 24-hour time period and this policy is in the best interest for all students)
- Vomiting or diarrhea within the past 24 hours (must stay home for 24 hours to ensure these symptoms are gone before returning to school)
- Shortness of breath or increased wheezing during normal activity
- Has a cough that interrupts normal activity
- Pain from an earache, headache, sore throat or recent injury
- Has yellow or green drainage from nose or eye(s)
- Rash over body or localized to one area of the body (students who show signs of a communicable disease exhibiting as a rash may return to school once the rash is gone or a doctor's note stating the student may return to school is presented)
- Fatigue that requires bed rest (common with flu-like symptoms)
- Signs of conjunctivitis such as red, crusty or swollen eyes (may return once symptoms have been treated and are gone or a doctor's note stating the student may return to school is presented)

If your child is ill, please do not send them to school to be checked by the school nurse. Such exposure may be harmful to the child as well as to the children with whom they come in contact.

Please report all contagious diseases to the school office in order that the proper steps may be taken within the school to prevent the spread of disease.

If your child becomes ill, or is injured at school, you will be called and asked to come for them. We will be guided by information on the "Health Services" portion of your student's Online Registration Summary. You are asked to supply that information on or before the start of each school year.

If there are ever any changes to this information during the school year, please notify the school office immediately and make those changes online.

Health Screenings

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

Medication

When students require medication at school for illness or other chronic medical reasons, there are rules and laws regarding medication administration at school that must be followed. These requirements are not intended to create unnecessary inconvenience for parents, but rather to help ensure student safety and prevent medication errors while at school.

For medication to be administered at school (prescription and over-the-counter), a Medication Authorization Form must be completed by the parent or guardian and returned to the school office before any medication can be administered at school. This form must be signed by the parent and the doctor and indicate the name of the medication, the time to be taken, route of administration and possible side effects.

All medication must be received in the container in which it was dispensed. Your pharmacist will prepare another labeled bottle if you ask. Pills in envelopes and plastic bags are not acceptable. All medication is kept in a locked area and administered in the school clinic.

According to Worthington School Board Policy, students are not permitted to bring any medications to school. An adult must transport medications to school. If you have any questions, please contact your school nurse.

Student Possession of Prescription Medication: If school personnel are asked to dispense any kind of prescription medication to a student, the health office must have a Prescription Medication Authorization Form completed and on file in our office. This form requires the signatures of the prescribing physician and at least one parent or guardian.

Student Possession of Emergency Medication: Students who have a medical need to maintain emergency medication on their person, as verified by a current signed physician's statement, may possess and self-administer such medication in accordance with the directions of the student's physician. Any such student shall first notify the building health office by presenting a copy of the signed physician's statement together with the prescribed medication. Examples of such medication may include, but are not limited to, medication for seizures, diabetes, inhalers, severe allergy reactions, and similar conditions.

Student Possession of Non-Prescription Medication: Students in grades 9-12 are permitted to self-carry over-the-counter medications during school hours. Non-prescription medication must be carried in the original container and limited in quantity to only the amount necessary for one week's dosage. The Over-the-Counter Non-Prescription Medication Form requires the signature of at least one parent or guardian and must be on file in the health office.

Both forms are available on the district's website and in our school office.

(policy 5336; Ohio Revised code, section 3313.713)

Immunizations

Proof of immunization must be on file in the nurse's office within fourteen (14) days of the student entering school. In addition to this requirement, students entering the district from a foreign country must also present evidence of a negative TB test or chest x-ray report within the last thirty (30) days and prior to entry to school.

Additional vaccine requirements: Ohio Revised Code 3313.671 requires the meningococcal vaccine for all students entering the 12th grade.

7th grade: Tdap and Meningococcal vaccines
12th grade: Meningococcal vaccine

Library-Media Center

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

Instructional Materials (Textbooks & Chromebooks)

Hardcopy textbooks, Chromebooks, and other instructional materials are distributed, collected, and stored through the library, classroom, or other designated area. Students are expected to pick up and return these items at the beginning and end of each semester.

Students are responsible for the care and return of all school-issued materials in good condition. Items that are lost, damaged, or not returned may result in replacement costs and/or fines. Failure to meet these obligations may affect a student's eligibility to participate in school activities or to access certain privileges.

Sign-Posting Policy

1. **ONLY** Worthington Kilbourne or Thomas Worthington organizations or groups with special permission may post signs in the school.
2. *All signs must be approved in the appropriate administrative office. At Worthington Kilbourne, signs are approved in the Co-curricular office. At Thomas Worthington, signs are approved in the Central Office.*
3. Please use tack strips where available. Signs can also be attached to the wall by using masking tape on the back of the sign; no other tape is permitted. Signs should never be suspended from or attached to light fixtures. Signs may be posted on hallway bulletin boards or any non-painted surfaces with the exception of the Commons area.
4. Signs and posters should be moderate in size, no larger than 22"x 28." They must be appropriate and in good taste.
5. **Locker Signs**: Student support group advisors may obtain student locker numbers from an office (WKHS Student Services or TWHS Central Office) at the beginning of the season. A complete team/group roster must be submitted at the time locker numbers are requested.

Student Publications

School Sponsored:
The following guidelines shall give direction to the preparation of school-sponsored publications:

1. Ongoing publications prepared by members of the student body for distribution to other students and to faculty shall be under the supervision of one or more faculty members. The advisor will be appointed by the principal.
2. The person or persons designated as editor or co editors will bear full student responsibility for content.
3. The editor or editorial staff will be responsible for the final review and preparation of the articles for the paper under the direction of the previously appointed member of the faculty.
4. Articles that have been reviewed and rejected by the editor, editorial staff, advisor, or principal will be returned to the author. The author may reconsider the content and amend the article, or avail themself of the right of appeal.

5. According to the U.S. Supreme Court in the "Hazelwood decision, the school is the publisher and therefore has ultimate editorial rights."

Non-School Sponsored:
The following guidelines shall give direction to the preparation and distribution of non-school sponsored publications. Such publications must be written completely by students of Worthington schools.

1. There shall be no solicitation of business and professional people or of any other community group for advertisements.
2. Publication shall be printed outside the school. Neither school supplies nor school equipment may be used in the printing of non-school sponsored literature.
3. The manner of distribution in the school shall be in accordance with the following guidelines established by the principal and agreed to by the Board of Education:
   a. Anyone wishing to distribute literature shall present a copy to the principal one day in advance of its planned distribution.
   b. Non-school sponsored literature may be distributed only before 8:40 am and after 3:20 pm in areas designated by the principal.
   c. No charge may be made for the literature; however, donations may be accepted.
4. All persons contributing articles to such publications shall acknowledge authorship of said articles by signing them and shall refrain from libel, obscenity, and irresponsible personal attacks.

Work Permits

A work permit must be obtained by any student who is under eighteen years of age and employed. The State of Ohio requires such a permit. It is necessary for the student to have a different permit for each job. Forms are available on the District website, www.worthington.k12.oh.us, and at TWHS and WKHS. Students may submit forms in the Administrative Office at TWHS or Student Services Office at WKHS. Proof of age must be presented; valid documents are driver's license, birth certificate, or passport.

Video Surveillance and Electronic Monitoring

In order to promote student and staff safety, protect Board of Education property, and deter unauthorized access and destructive acts (e.g., theft and vandalism), the Board of Education authorizes the use of video surveillance and electronic monitoring equipment on school property, and in school buildings and school buses. Information obtained through video surveillance/electronic monitoring may be used to identify intruders and persons breaking the law, Board policy, or the Student Code of Conduct (i.e., it may be used as evidence in disciplinary actions and criminal proceedings).

The monitoring of actions and behavior of individuals who come onto school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school and student property. Video surveillance/electronic monitoring systems serve to complement other means being employed in the District to promote and foster a safe and secure teaching and learning environment for students and staff. The Board recognizes that the use of a video surveillance/electronic monitoring system does not replace the need for the ongoing vigilance of the school staff assigned by the building principal to monitor and supervise the school building. Rather, the video surveillance/electronic monitoring system serves as an appropriate and useful tool with which to augment or support the in-person supervision provided by staff. The building principal is responsible for verifying that due diligence is observed in maintaining general campus security.

The Superintendent is responsible for determining where to install and operate fixed-location video surveillance /electronic monitoring equipment in the District. The determination of where and when to use video surveillance /electronic monitoring equipment will be made in a nondiscriminatory manner. Video surveillance/electronic monitoring equipment may be placed in common areas in school buildings (e.g., school hallways, entryways, the front office where students, employees and visitors are permitted to freely come and go, gymnasiums, cafeterias, libraries),

the school parking lots and other outside areas, and in school buses. Except in extraordinary circumstances and with the written authorization of the Superintendent, video surveillance/electronic monitoring equipment shall not be used in areas where persons have a reasonable expectation of privacy (e.g., restrooms, locker rooms, changing areas, private offices (unless there is express consent given by the office occupant), or conference/meeting rooms), or in individual classrooms during instructional times. Security staff and administrators are authorized to carry and use portable video cameras when responding to incidents.

Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

Legible and visible signs shall be placed at the main entrance to buildings and in the areas where video surveillance/electronic monitoring equipment is in use to notify people that their actions/behavior are being monitored/recorded. Additionally, the Superintendent is directed to annually notify parents and students via school newsletters and the Student Handbook, and staff via the Staff Handbook, of the use of video surveillance/electronic monitoring systems in their schools.

Any information obtained from video surveillance/electronic monitoring systems may only be used to support the orderly operation of the School District's schools and facilities, and for law enforcement purposes, and not for any other purposes. As such, recordings obtained through the use of video surveillance/electronic monitoring equipment may be used as evidence in any disciplinary proceedings, administrative proceeding or criminal proceeding, subject to Board policy and regulations. Further, such recordings may become a part of a student's education record or staff member's personnel file.

Ordinarily video surveillance/electronic monitoring equipment will not be used to make an audio recording of conversation occurring on school grounds or property.

The Board will not use video surveillance/electronic monitoring equipment to obtain information for the purpose of routine staff appraisal/evaluation or monitoring.

Recordings of students will be treated as confidential. Consequently, because the Board is bound by Ohio's Student Records Statute and the Family Educational Rights and Privacy Act (FERPA), copies of video recordings containing personal identifiable information about students shall not be released except to school officials with legitimate educational interests. Parents or guardians of minor students, and students who are eighteen (18) years of age or older, who are charged with disciplinary violations may view relevant portions of any video recording related to the charge, upon written request to the building principal, provided that viewing the recording does not violate State and/or Federal law (i.e., the privacy rights of any other students whose images appear on the recording). Likewise, school personnel may view relevant portions of any video relating to any disciplinary charge against them, upon written request to the building principal, provided that viewing the recording does not violate State and/or Federal law (i.e., the privacy rights of any students whose images appear on the recordings). Otherwise, such confidential recordings shall only be released through subpoena or court order.

The Board shall maintain video surveillance/electronic monitoring recordings for a limited period. Any request to view a recording under this policy must be made within fourteen (14) calendar days of the event/incident. Unless a formal complaint is being investigated, recordings shall be destroyed after thirty (30) days. If, however, action is taken by the Board/administration, as a result of a formal complaint or incident, recordings shall be kept for a minimum of one (1) year from the date of the action taken.

This policy does not address or cover instances where school officials record a specific event (e.g., a play, music performance, athletic contest, graduation, or Board meeting), or an isolated instance where a classroom is videotaped for educational or research purposes. Authorized videotaping for educational, instructional and/or research purposes is permitted and is not addressed by this policy.

The Superintendent is directed to develop administrative guidelines to address the use of video surveillance/electronic monitoring equipment in school buildings, school buses and on property owned and/or operated by the Board.

Video surveillance is to be implemented in accordance with this policy and the related guidelines. The Board will not accept or tolerate the improper use of video surveillance/electronic monitoring equipment and will take appropriate action in any cases of wrongful use of this policy.

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

Nut Free Environment

Recognizing that allergy reactions to nuts may be especially severe and even life threatening, during school hours, all schools will be nut and peanut free facilities. School provided meals will be nut and peanut free.To protect the health and safety of all of our students, we ask that parents/guardians be diligent in making sure that food sent with their child to school is nut and peanut free. This includes refraining from bringing any food item to school, including field trips and other school-sponsored events, that contains peanuts or tree nuts, or that, according to its label “may include peanuts or tree nuts.”

Bicycles, E-Bicycles, and E-Scooters at School

All children are encouraged to walk to school if residing in the non-transport boundary. The use of bicycles, e-bicycles, and scooters for travel to and from school by students is an assumption of responsibility on the part of those students and their parent/guardian -- a responsibility in the care of property, in the observation of safety rules, and in the display of courtesy and consideration toward others. The school district will not be responsible for bicycles, e-bicycles, or scooters which are lost, stolen, or damaged. Students outside of transport areas should not ride their bike to or from school unless accompanied by their parent or guardian. For those students who plan to ride bicycles, e-bicycles, or scooters to school, the following guidelines should be followed:

- All students within non-transport boundaries are permitted to ride bicycles to school with parental/guardian consent. The parent/guardian and child need to decide when a child is ready to ride a bicycle to school.
- All bicycles, e-bicycles, and e-scooters are to be parked in bicycle racks.
- Students motorized bicycles or scooters should dismount their bicycle or scooter once on school grounds and walk the e-bike or scooter to the rack.
- Riders are to obey all safety and traffic laws, e.g. stop signs.
- All bicycles, e-bikes, and scooters should be locked while parked in the bicycle rack.
- Bicycle riders should wear helmets.
- Students riding bicycles or other forms of transportation should stay clear of vehicular traffic areas, including bus and parent/guardian drop-off and pick up areas.

Safe bicycle practices are expected at all times. If students are unable to maintain a safe environment transporting to school, they may be asked to leave their bicycle, e-bike, or scooter at home.

SAFETY PROCEDURES

Visitors

Visitors to our schools are welcome; however, certain protocols must be observed. All buildings in the Worthington City School District use a visitor management system to document and screen school visitors.

1. **Upon arriving at school, please report to the office to obtain a visitor's badge.** This will enable us to know who is in the building at all times. Visitors, including parents/guardians, must be approved by the office, and are required to sign in at the visitors' kiosk. The system will require all adult visitors to scan their driver's license or a state issued ID. This helps to not only confirm the visitor's identity but also compares information with a national database regarding sex offender status. Visitor information is not stored by the district. A visitor's identification badge with photo will be dispensed and must be worn while in the building.
2. The approval or disapproval of a visitor's badge will be dealt with on the basis of individual merit.
3. When dropping off items, please bring them to the office and school personnel will happily deliver them to your child to lessen classroom disruptions.
4. Student Visitors Policy—No student visitors except from official exchange programs or prospective students will be permitted. Arrangements for visitors to the building must be made in advance by obtaining permission from an administrator and host's teachers. A note from the host's parent(s) must be brought to the administrator 48 hours before the proposed visit indicating the reason for the visitor.
5. Counselors may request a student visitor for the same day when working with prospective students from out of town.
6. Students from a Worthington high school wishing to visit another campus must have prior permission from their own administrator and an administrator of the campus being visited.
7. Requests for exceptions to the above guidelines must be obtained at least 48 hours in advance from the appropriate office.

Safety Drills

Worthington Schools complies with all fire safety laws and will conduct fire drills in accordance with State law. The School conducts tornado drills during the tornado season following procedures prescribed by the State. Staff will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

Additional safety drills will be conducted during the school year. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated.

Fire Evacuation Procedures

When the fire alarm sounds, all persons are to leave the building as prescribed by the drill regulations which follow:

1. Leave all books and materials on desks.
2. Form lines and proceed quietly from the room as quickly as possible.
3. Follow the assigned route quietly -- in an orderly fashion.
4. In the event the assigned exit route is blocked, students, under verbal direction of the teacher, should proceed to the next closest exit. Quiet is necessary in this eventuality.
5. The teacher leaves the room last after seeing that all windows and doors are closed.
6. The teacher remains with the class, maintains order, and checks the class roll, and reports absences to the designated person. (No student is permitted to leave the group without explicit instructions from the faculty member in charge.)
7. All work areas, break rooms, restrooms, locker rooms and offices must be cleared.

8. The last person out each exit assumes the responsibility for closing the outside doors; similarly, the first person out should fasten the doors to remain open until all people are out.
9. All persons would move at least thirty yards from the building, keeping roadways and parking areas clear for emergency vehicles.
10. Once students are outside, they must check in with the classroom teacher or area supervisor.
11. When the "all clear" sounds, classes will quietly reenter the building.

Tornado Guidelines

When a Tornado Warning is issued, the tornado alarm will be sounded.

Classroom Preparation (if time permits): All windows should be closed.

Procedure:

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

STUDENT POLICIES AND GUIDELINES

Student Rights and Responsibilities

Students, like all citizens, have rights guaranteed by the Constitution of the United States including the First Amendment which ensures the freedom of religion, speech, press, assembly and petition and the Fourteenth Amendment which guarantees due process and equal protection. These rights will be provided to students to the extent that they are applicable in the public school setting and as provided in Board policy and regulations.

The rights of an individual are preserved only by the protection and preservation of the rights of others. A student is responsible for the way they exercise such rights. Each exercise of an individual's rights must demonstrate respect for the rights of others. The student must recognize the boundaries of their rights and accept the consequences of their actions.

These statements set forth the rights of students in the public schools of the district and the responsibilities that are inseparable from these rights:

1. Civil rights - including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.
2. The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.
3. The right to due process of law with respect to suspension and expulsion.
4. The right to free inquiry and expression; responsibility to observe reasonable rules regarding these rights as applied to the public school setting.
5. The right to privacy as applied to the public school setting, which includes privacy in respect to the student's school records as required by state and federal law.

As part of the educational process, students should be made aware of rights and responsibilities and of the legal authority of the Worthington Board of Education to make and delegate authority to its staff to make rules regarding orderly operation of the schools.

A copy of the school discipline code of conduct will be posted in each of the schools and given to each student. This code describes the offenses for which disciplinary action may be taken and for which students may be suspended, expelled, or removed from school. Copies of the code are available, upon request, for any parent in the principal's office. Worthington Schools will reciprocate the rules, codes, policies, and guidelines from any school that our student attends for an academic purpose. (ex: DACC, Columbus State, OSU...etc.)

Equal Education Opportunity

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

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

Angela Adrean, Assistant Superintendent - 614-450-6016
Emilie Greenwald, Director of Secondary Education - 614-450-6031

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

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

Student Dress Code

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

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

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

Our Goals:

- A safe learning environment.
- Student choice.
- Ability to express identified gender.
- Religious attire is allowed.
- NO offensive images or language, including profanity, hate speech, and pornography.
- NO images or language depicting or advocating violence or the use of alcohol or drugs.
- All are treated equitably regardless of gender/ gender identification, sexual orientation, race, ethnicity, body type/size, religion, personal style.

For all students at all times certain body parts must be covered. Genitals, buttocks, and nipples must be covered with opaque material. Daily, students must wear:

- Shirt: must cover the majority of the midriff.
- Bottom: pants/sweatpants/shorts/skirt/dress/ leggings.
- Shoes: activity-specific shoe requirements are permitted (for example for sports, recess, gym class).

Students May NOT Wear:

- Violent language or images.
- Images or language depicting drugs or alcohol (or any illegal item or activity).
- Hate speech, profanity, pornography.
- Language or images that create a hostile or intimidating environment based on any protected class.

- Visible underwear. (Please note that inadvertently visible undergarment straps or waistbands are not considered a violation.)
- Sunglasses inside of the building.
- Bathing suits.
- Hats/headwear that conceal the student's identity.

General Rules of the Building

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

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

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

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

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

Cellular Phones and other Portable Communication Devices
Cellular Phones: In accordance with district practice and state law, student use of cellular phones and other electronic communication devices is not permitted during the school day, from 8:00 a.m. - 3:30 p.m.. This is intended to minimize distractions and support a focused, respectful learning environment for all students.

Exceptions to this rule are limited and include the following:

- Medical Needs: Students may use a cellular phone or other electronic device to monitor or address a medical condition if the district receives a written statement from a licensed physician requiring such use.
- Individualized Education Plans (IEPs) or 504 Plans: Students with an IEP or 504 Plan that specifically includes the use of a cellular phone or device as part of their support plan may use such devices as outlined in their plan.
- Emergency Situations: Use of cellular phones may be permitted as part of a building's Comprehensive Emergency Management Plan.

Outside of these specific circumstances, student cellular phone use is prohibited. Students are expected to keep devices silenced and out of sight during school hours, which includes before school, passing time between classes, lunch, and academic prep, unless explicitly authorized by a school administrator.

Failure to follow this may result in disciplinary action as outlined in the student code of conduct.

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

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

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

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

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

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

Open Lunch -- Grades 11 and 12: Juniors and seniors must submit a signed Open Lunch Form in order to be authorized to leave campus for lunch. This form must be on file. While students are out in the community, they are expected to represent Worthington City Schools with class, dignity and decorum. This privilege, if not handled appropriately, may be revoked. Open lunch may also be revoked if school rules are not followed.

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

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

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

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

Early Release, Late Arrival, & Option/Privilege

Juniors and seniors in good academic standing may be eligible for Late Arrival or Early Release based on their class schedule. These are privileges and are subject to administrative approval. Students must have a parent/guardian permission form on file and follow all program guidelines. Course schedules should not be manipulated (i.e., adding or dropping classes) to create eligibility for late arrival or early release. Students approved for early release must leave campus or be under the direct supervision of a staff member; otherwise, they will be assigned an Academic Prep period.

The Option/Privilege program provides eligible students with unscheduled time during the school day, allowing them to develop responsible time management skills while continuing to meet academic goals. During this time, students

may use supervised areas such as the commons, library, computer lab, or counseling center. Students may leave for lunch and an adjacent Option/Privilege period with written parent permission on file. Juniors and seniors who have failed a course at the end of a nine-week period may be assigned an academic prep.

To retain Early Release, Late Arrival, or Option/Privilege, students must maintain good attendance, uphold academic performance, and follow all school rules as outlined in the Student Handbook. Students who are failing a course at the end of any grading period or who need to meet state assessment requirements may be assigned Academic Intervention in place of Early Release, Late Arrival, or Option/Privilege.

The administration may revoke Early Release, Late Arrival, or Option/Privilege at any time. The principal or designee will serve as the final authority on all decisions related to the Early Release, Late Arrival, or Option/Privilege scheduling.

Dance Guidelines and Expectations

Our goal in the implementation of these guidelines is the creation of a safe and fun environment in which our students can enjoy themselves in an appropriate and legal manner while on our campus. Students that violate the following guidelines will be putting themselves and others at risk and if discovered, will face consequences as outlined below.

1. For an Informal Dance, expectations are that the clothes worn that night will be similar to those worn to school, such as T-shirts and jeans. For a Formal Dance, expectations are that the clothes worn that night will be formal attire – gowns, skirts, sports coats, suits, etc. For all dances, student dress, behavior, and dance styles are to be in accordance with the Student Handbook and contribute to the creation of a safe environment. Students arriving in attire that violates the school-day dress code may not be admitted.
2. Students must be in **good academic standing** to attend dances. This includes **maintaining satisfactory grades, consistent attendance, and appropriate behavior**. Students with failing grades, excessive absences, or significant disciplinary actions may be ineligible to attend. Eligibility will be determined by the school administration prior to each dance.
3. Students engaging in dangerous, disrespectful, inappropriate, or unsafe behavior will be subject to removal from the dance, suspension, expulsion and/or arrest, depending on the severity of the situation.
4. Students attending a dance at their own home school must present their student ID or be recognized by a staff member to be allowed entry to the dance.
5. Non-Worthington students, or students attending a dance at somewhere other than their home school, are considered "Guests." Guests must also show a photo ID upon arrival. *All guests for dances must be registered by 3:30 p.m. on the last school day before the dance.* Only one guest per student is allowed. **Guests must be in at least Ninth Grade and under the age of 21.** The guest's home school may be contacted and we reserve the right to deny admission to guests with a negative disciplinary record. Non-registered guests may be turned away.
6. Ticket prices for dances will vary depending on the length and formality of the event. Formal dances will offer tickets for sale during the week leading up to the dance.
7. Entry to all dances will be through a single door only. All coats, jackets, and purses must be checked and left in the coat check area while students are on the dance floor.
8. If bottled water is available, it must be consumed in a designated area and is not allowed on the dance floor.
9. All DJ's hired for dances have agreed to only use songs that come from a "clean-edit" list. Generally, requests will not be honored during the dance. An exception to this policy may be allowed if the DJ has prepared a list of pre-screened, clean-edit songs for students to choose from.
10. The dance will be monitored by staff, administrators, parents, and police. The parking lot may also be monitored, but the school will not be responsible for damage to or theft from vehicles. Participants park at their own risk.
11. Once a student leaves the building, there will be no re-admittance to the dance. If a situation arises in which a student must travel to and from a vehicle in the parking lot during the dance, they must be accompanied by a police officer or staff member.
12. Students determined to be in attendance while in violation of the district's Alcohol, Tobacco, and Other Drug (ATOD) policies will be subject to arrest and removal.

13. Students in violation of the ATOD policies who drove a motor vehicle to the dance will be subject to having that vehicle towed at the owner's expense to an impound lot.

Assembly Expectations

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

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

Cafeteria

Breakfast will be served in the cafeteria before school, and lunch will be available during designated lunch periods. All food purchased must remain in the cafeteria/commons unless approved by a staff member. (See Food in the Halls/Classrooms) The following common courtesies are expected of all persons using the cafeteria:

1. Moving ahead of others in the lunch line is unacceptable.
2. Loud or unusual noises and name-calling are not acceptable in the cafeteria.
3. Throwing food, paper or other items is unacceptable.
4. Students are to remove all material from tables before leaving the cafeteria. All disposable items are to be placed in waste cans provided throughout the cafeteria.
5. Students are to treat cafeteria personnel with courtesy and respect.

Food in The Halls/Classrooms

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

Academic Preparation & Academic Intervention

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

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

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

Seniors who fail a course at the end of a nine-week period are placed on Academic Intervention in place of Options/Privilege. Students who have no failing grades on their following report card may be removed from Academic Intervention.

Attendance Regulations

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Absences for any reason, whether excused or unexcused, reduce instructional time and have an adverse impact on student learning. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which a student has been assigned.

A student in grades nine (9) through twelve (12) may be considered a full-time equivalent student provided the student is enrolled in at least five (5) units of instruction, as defined by State law, per school year.

In accordance with statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

The Board considers the following factors to be reasonable excuses for time missed at school:

A. personal illness (a written physician's statement verifying the illness may be required)

B. appointment with a health care provider

C. illness in the family necessitating the presence of the child

D. quarantine of the home

E. death in the family

F. necessary work at home due to absence or incapacity of parent(s)/guardian(s)

G. attendance at a driver's education course for up to two (2) hours on no more than four (4) days (limited to a total of eight (8) hours during the school year)

H. religious expression days, up to three (3) of which may, after approval by the principal in accordance with this policy, permit the student to be absent without any academic penalty

I. out-of-state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity

   Any classroom assignment missed due to the absence shall be completed by the student.

   If the student will be absent for twenty-four (24) or more consecutive hours that the student's school is open for instruction, a classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance.

J. such good cause as may be acceptable to the Superintendent

K. medically necessary leave for a pregnant student in accordance with Policy 5751

L. service as a precinct officer at a primary, special, or general election in accordance with the program set forth in Policy 5725

M. college visitation

N. absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status

O. absences due to a student being homeless

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance for the program, provided that the student reports to such staff member the student is assigned for guidance at the place in which the student is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

The Superintendent may excuse a student over fourteen (14) years of age from attendance at school for a future limited period for the purpose of performing essential work directly or exclusively for the student's parents or guardians. Such excuse should not exceed five (5) days and may, at the discretion of the Superintendent, be renewed for five (5) additional days. At no time, however, shall such excuse cause a student to be absent from school for a period of more than ten (10) consecutive days.

At the discretion of the Superintendent, a student may be excused for a longer period of time than ten (10) days if a child's parent or guardian has recently died or become totally or partially incapacitated and there is no older brother or sister living in the home who is out of school. (The Superintendent may request a certificate of a physician attesting to the physical condition of the parent or guardian.)

Contacting the Parent/Guardian of an Absent Student

When a parent, guardian, or other person having care of a student has failed to initiate a telephone call or other communication notifying the school or building administration of the student's excused or unexcused absence within 120 minutes after the beginning of the school day, the attendance officer or designee for each school building shall make at least one (1) attempt to contact the parent, guardian, or other person having care of any student who is recorded as absent without legitimate excuse within 120 minutes after the beginning of each school day by a method designated by the Superintendent in accordance with Ohio law (see AG 5200).

A student may have an excused absence for medical reasons, such as personal illness or medical visit, subject to the following rules. A student may have up to ten (10) medically excused absences without a doctor's note, but with a phone call from a parent/guardian. This policy will be extended beyond ten (10) days if the student or someone in the student's family is in quarantine due to a recognized pandemic/epidemic (e.g., COVID-19) or experiencing symptoms of the pandemic/epidemic. A medical excuse for personal illness will be accepted in the form of a doctor's note within five (5) school days of the absence or parent call-in on the day of the absence due to illness or doctor's visit.

Attendance at a Driver's Education Course

The District will excuse a high school student from school to attend a driver's education course that is approved by the Director of Public Safety in accordance with Chapter 4508 of the Revised Code. The student may be absent for up to two (2) hours per day on no more than four (4) days during the school year (limited to a total of eight (8) hours).

Students who miss school to attend a driver's education course are required to complete any missed classroom assignments.

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 system or 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 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.

The District has adopted the following procedure for a student, parent, or guardian to notify the District of any grievance with regard to the implementation of this policy. A grievance must be submitted in writing to the Superintendent. The Superintendent will review the grievance and issue a written determination of whether the policy has been violated. The decision of the Superintendent is final and not subject to further appeal.

The District will notify parents and guardians annually about this policy and the procedures that they must follow to request accommodations for religious expression days.

The policy will be placed in a prominent location on the District's website and will include the contact information for an individual who can provide further information about the policy. The District will also publish a non-exhaustive list of major religious holidays, festivals, and religious observations. The list will be provided whenever the policy is posted, printed, or distributed, and will be accompanied by a statement that declares the list is non-exhaustive and may not be used to deny accommodations to a student for a holiday, festival, or observation that is not included in the list. Nothing in this policy, and no inclusion or exclusion of a religious holiday or festival on the list posted by a District, shall preclude a student from full and reasonable accommodations for any sincerely held religious beliefs and practices with regard to all examinations or other academic requirements and absences for reasons of faith or religious or spiritual belief system.

Parent Notification of Excessive Absences

When a student of compulsory school age is absent from school in excess of thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in a school year, the District or school shall notify the child's parent or guardian of the child's absences, in writing. At the same time written notice is given, any appropriate intervention strategy listed in this policy may be taken.

Habitually Truant

A student will be considered habitually truant if the student is of compulsory school age and absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year.

Legitimate excuses for the absence of a student who is otherwise habitually truant include, but are not limited to:

A. the student was enrolled in another school district;

B. the student was excused from attendance in accordance with R.C 3321.04; or

C. the student has received an age and schooling certificate.

The District’s attendance officer shall file a complaint in the juvenile court against any student who is habitually truant unless the District or the student’s school determines that the student and the student’s family are making satisfactory progress in improving the student’s attendance at school. If no determination of progress is made, or if the school determines that the student and the student’s family have ceased to continue making progress in improving the student’s attendance, the attendance officer shall proceed to file a complaint in juvenile court against the student. The complaint will allege that the child is unruly for being habitually truant, and the parent, guardian, or other person having care of the child has violated Revised Code 3321.38.

If a student who is habitually truant violates the order of a juvenile court regarding the student’s prior adjudication as an unruly child for being a habitual truant, the student may further be adjudicated as a delinquent child.

Tiered System of More Intensive Interventions and Supports

The District implements a tiered system of interventions and supports for students to increase attendance. The system is designed to provide resources to students and their families to address the root cause of student absences. More intensive interventions and support are provided to students with greater numbers of absences.

Intervention Strategies

The term "chronically absent" means that a student has missed at least ten percent (10%) of the minimum number of hours required in the school year. In order to address the attendance practices of students and prevent students from becoming chronically absent, the District will implement one (1) or more of the following intervention strategies:

A. provide counseling to the student

B. request or require the student's parent to attend a parental involvement program

C. request or require a parent to attend a truancy prevention mediation program

D. take appropriate legal action

E. assign the student to an alternative school

Students shall not be suspended, expelled, or otherwise prevented from attending school because of the student's absences.

Absence Intervention Team

The District will establish at least one (1) absence intervention team ("AIT") District-wide. The AIT will work with students at risk of becoming chronically absent and their families to improve the students' attendance. The Superintendent will develop administrative guidelines that address AIT membership, criteria for when the AIT will work with students and families, and strategies and resources that may be utilized by the AIT to improve school attendance.

Educational Program

The Superintendent is authorized to establish an educational program for parents of truant students which is designed to encourage parents to ensure that their children attend school regularly. Any parent who does not complete the program is to be reported to law enforcement authorities for parental education neglect, a fourth-class misdemeanor if found guilty.

This policy was developed after consultation with the judge of the juvenile court of Franklin County/Counties, with the parents, guardians, or other persons having care of the students attending school in the District, and with appropriate State and local agencies. The policy aligns with District and school improvement plans developed pursuant to State and Federal law.

Tracking Remote Attendance

Consistent with the District's remote learning plan (e.g., Blended Learning, Online Learning, etc.), the District will provide a variety of instruction models, including both teacher-led remote learning and self-directed remote learning.

Student attendance in teacher-led remote learning (synchronous web-based instruction) shall be tracked in the same manner as hourly, in-person instruction. Teachers shall determine hourly attendance by evidence of student login and logoff data.

In addition to the reasons listed at the beginning of this policy, absences from teacher-led remote learning (synchronous web-based instruction) may be considered excused under the following circumstances, with notice from a parent/guardian:

A. temporary internet outage for individual students or households;

B. unexpected technical difficulties for individual students or households, such as password resets or software upgrades occurring during a teacher-led remote learning lesson;

C. computer/device malfunction;

D. malfunction of a District-owned device for which the District is providing technical assistance, repair, or replacement.

Attendance in self-directed remote learning (asynchronous) shall be tracked by evidence of participation, which may include, but is not limited to:

A. daily logins to learning management systems;

B. daily interactions with the teacher to acknowledge attendance, which may include, but are not limited to, messages, emails, telephone calls, video chats, or other formats that enable teachers to engage with students; and

C. assignment completion.

The following guidelines ***must*** be adhered to by all students enrolled in Worthington schools regardless of age. Parents must excuse the absences of dependent 18-year old students.

Policy: 5200
Adopted: December 18, 2017
Last Revised: October 27, 2025

Religious Holidays

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

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

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

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

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

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

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

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

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

Reporting Absences

Parents/Guardians are asked to contact the Attendance Office before 9:00 a.m. if their student will be absent. If the parent/guardian does not call in when their student is absent, the school will verify absences by email or phone the day the absence occurs. (This is required by Ohio Missing Child Regulations.) Requests for pre-excused absences should be submitted 24 hours in advance. (See Pre-Excused Absences)

To report an absence for students, contact the 24-hour Attendance Line or Email:

TWHS	614-450-6210 twhsattend@wscloud.org
WKHS	614-450-6410 wkattend@wscloud.org
Linworth	614-450-6900 akargiotis@wscloud.org
Worthington Academy	614-450-4100 ccavaluchy@wscloud.org

Please provide the following information:

1. student's name
2. grade
3. date

4. reason for absence
5. person calling
6. number where person can be reached

Students do not have to check in at the Attendance office upon their return to school after a full-day absence, as long as the parent/guardian had notified the school of the absence by telephone or email. If notification was not made, the student should bring a note to the Attendance office upon return.

Pre-Excused Absences

A pre-excused absence is defined as an absence for cause or an absence that occurs with the prior full knowledge and consent of the parents. The principal or designee may, at their discretion, accept as valid the reasons for such an absence or reject such reasons.

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

1. Parents/Guardians should contact the Attendance Office PRIOR to the appointment, preferably the day before. Or a note from a parent/guardian may be turned in to the Attendance Office prior to an appointment.

TWHS	614-450-6210 twhsattend@wscloud.org
WKHS	614-450-6410 wkattend@wscloud.org
Linworth	614-450-6900 akargiotis@wscloud.org
Worthington Academy	614-450-4100 ccavaluchy@wscloud.org

2. If it is a same-day appointment, the student is responsible for checking at the Attendance Office and picking up a pass BEFORE the class they will need to leave. Teachers are not required to release students from a classroom without a pass. Please use the pass to leave at the designated time. The office will not call a student down.

3. A student should show the teacher the pass at the beginning of the period they will be leaving. Parents/Guardians are not required to sign their student out, as long as the school has been notified ahead of time and the student has picked up the yellow pass.

4. Students must sign back in at the Attendance Office upon return to school from appointment.

Unexcused Absences & Truancy

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

Class cutting is defined as not being in the assigned area per a student's schedule. Class cuts will be treated as an unexcused absence and are a Code of Conduct Violation.

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

Unexcused But Verified Absences

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

Make Up Work Following an Absence

Excused Absences: It is the student's responsibility to secure assignments and to complete work on time. All work missed during a period of excused absence may be made up. Upon returning to school, a student shall have a period of school days equal to the number of school days absent in which to make up any class work. Due dates for quizzes, tests, projects and papers must be reasonable and will be mutually agreed upon between teachers and students. Students should access missed work from that day's lesson through Infinite Campus, Schoology or email their teachers.

Unexcused Absences (Truancy/Cutting Class): If a student is truant from class(es), they <u>will not</u> be able to receive credit for any work that is missed. This includes assignments/papers/projects that are due, in-class assignments, quizzes, or tests. A student whose absence is unexcused but verified may be permitted to complete work for credit. The due dates for assignments given during an unexcused absence must be met. Even though credit cannot be earned, all students are encouraged to do the missed work so as not to fall behind. The Principal or designee will have the discretion to enact provisions that allow exceptions on a case-by-case basis.

Unexcused Absences (Suspension from School): Students who are suspended from school will have the opportunity to receive credit for missed assignments, tests, projects or class work. Assignments missed due to out-of-school suspension may be completed for credit. The student is responsible for contacting instructors and making arrangements to receive all assignments. Completed assignments are due upon return to school. If needed, the student will have the same number of days to complete as they were out for the suspension. These assignments may not be assigned a failing grade solely on account of the student's suspension. Due dates for tests, projects and major papers must be reasonable and will be mutually agreed upon between teachers and students. The Principal or designee will have the discretion to enact provisions that allow extensions on a case-by-case basis. Expelled students are not able to make up work after they are withdrawn from school.

Extended Absence Procedures

Family Vacations/Extended Absences: The school strongly discourages vacations or extended absences during the days school is in session. However, if a parent/guardian wishes to take a child out of school for any period of time for reasons other than personal illness, death in the immediate family, religious observances or family emergencies, a parent/guardian must contact the office in advance. An Extended Absence Form must be filled out a minimum of three school days prior to the first day of the proposed absence. If the form is not filled out within three school days of the first day of the proposed absence, it may not be excused.

Students are responsible for informing their teachers of impending absences in a timely manner. Students are responsible for keeping up with their class work during the extended planned absence, including assignments, quizzes, and tests.

College Visits

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

Skip Days

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

Tardiness and Tardy Policy

An important part of the school day is being punctual. Tardiness to class is not acceptable. It is the student's responsibility to be in the classroom when the bell rings. Penalties for tardiness and class cuts are included in the code of conduct.

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

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

Excused Tardies:

- Illness*
- Doctor appointments with a doctor's excuse.
  *If tardies resulting from illness become excessive, a doctor's excuse may be requested.

Unexcused Personal Tardies:

- Oversleeping (alarm not working, etc…)
- Car trouble, Missed ride/bus
- Any others that cannot be verified.

Food Service

Worthington Schools recognizes the need for helping to meet the nutritional needs of children and serve a well-balanced, nutritious breakfast and lunch each school day. Breakfast and lunch is available to all students at a cost of $3.00. A la carte items are also available. If a student wishes to purchase breakfast, families must deposit money into their student's lunch account. If a student qualifies, they may receive breakfast and lunch at no cost.

Applications for free and reduced lunch prices must be completed at the beginning of each school year. Applications can be found on the Worthington Schools Food Service website. Annual Menus can also be found on the Worthington website.

Worthington Schools uses a pre-pay/debit system that requires our families to put money in an account for their child to use for the purchase of lunch. Prepaid lunch money is collected in the classroom first thing in the morning and turned in to the cafeteria manager. Please observe the following to prepay your child's lunch:

1. Families may take advantage of the options to prepay their student's meal accounts. Prepaid meal accounts help the lunch lines go faster and gives students more time to eat, relax, and play. It also gives you the peace of mind of not having to worry about looking for lunch money every day or worry that it might get lost, stolen or used for other things other than lunch. Families may prepay lunch accounts at the Worthington Schools Food Service website utilizing MyPaymentsPlus.

2. Families may send money to be deposited into their lunch account with their student. It should be placed in an envelope, marked clearly with the student's name, their ID #, the $ amount and the check #. Students may turn in prepaid deposits to the cafeteria cashier(s) or school office.

Lost and Found

Please clearly label students' coats, hats, gloves, boots, and other articles of clothing and personal items for quick and easy identification. At the end of each quarter, those items which are unmarked and unclaimed will be donated. Students check with the school office or the lost and found they have lost anything of value.

Special Education and Section 504

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District's programs and facilities.

The laws define a person with a disability as anyone who:

A. has a mental or physical impairment that substantially limits one (1) or more major life activities
B. has record of such an impairment; or
C. is regarded as having such an impairment

The District has specific responsibilities under these two (2) laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Additionally, in accordance with State and Federal mandates, the District seeks out, assesses, and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess, and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment".

Child Find
Worthington Schools is responsible for locating any child birth to 21 with a suspected disability who resides within the Worthington School District. The school district provides special education services to any child who qualifies as disabled according to the Individuals with Disabilities Education Improvement Act (IDEIA) or Section 504 of the Rehabilitation Act ages 3 through 21 years of age. Suspected disabilities include: multiple disabilities, deaf-blind, hearing impairment, visual impairment, speech/language disability, orthopedic impairment, emotional disturbance, mental retardation, specific learning disability, autism, traumatic brain injury, other health impairment and developmental delay (preschool only). If you know of a child who is suspected to have a disability, please call the Director of Special Education at (614)450-6020 or contact your building principal for more information.

Parent Mentor

Worthington Schools has a parent mentor to assist parents of students who are referred for a special education evaluation or who are eligible for special education services. The Parent Mentor can support parents as they move through the processes associated with special education or can serve as a resource for information related to special education. If you would like more information regarding the services of the parent mentor, please call the parent mentor at (614)450-6020.

Restroom/Locker Room Usage

Students are required to use the restroom/locker room aligned with male or female biological sex in a school building or facility used by the school for a school-sponsored activity.

Senior Tag

Senior tag is not a school-sponsored nor school-sanctioned activity. Please remember that Worthington Schools has a zero tolerance on weapons and look-alike weapons that include squirt guns and other toys used to shoot. Students who have participated in this activity in the past have been injured, and damage has been caused to community property. Worthington Schools cannot be held responsible for issues that arise out of student participation in this non-school related activity. Violations on campus may lead to disciplinary consequences.

Loss of Drivers License for Dropping Out, Violations of Drug/Alcohol Policies or Habitual Absenteeism

Consistent with the Board of Education adoption of this aspect of the Ohio School Law, the superintendent is authorized to notify the Registrar of Motor Vehicles and juvenile court judge 1) when a person withdraws (drops out) from school, 2) when the person has excessive absences from school (10 consecutive days or 15 total days) without a legitimate excuse or, 3) when a person is a repeat violator of the school's drug/alcohol policy, is found to be selling or distributing any quantities or possessing any large quantities, or is expelled from school for the use or possession of alcohol or drugs. When notified, the registrar of Motor Vehicles will suspend the temporary instruction permit or operator's license or deny the opportunity to obtain such a permit or license of a person who is the subject of such notice until the person becomes age 18, returns to school or receives a General Educational Development certificate, or the privileges otherwise are restored.

Search and Seizure

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

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

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

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

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

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

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

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

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

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

Physical Restraint

Section 3319.41 of the Ohio Revised Code specifies that: A person employed or engaged as a staff member, teacher, principal or administrator in a school, whether public or private, may, within the scope of their employment, use and apply such amount of force and restraint as is reasonable and necessary to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon the person or within the control of the student for the purpose of self-defense, or for the protection of persons or property.

Interrogation by Police or Outside Agencies

When law enforcement or other authorities arrive at the school and wish to interview a student or investigate an alleged violation of law, they must contact the building administrator indicating the nature of their investigation and their desire to question a student or students.

If the student (or a member of his/her family) is the subject of a child abuse/neglect investigation, or the student is being interviewed regarding alleged child abuse that took place on school property or involves an emergency, the building administrator shall attempt to contact the parent prior to questioning and will remain in the room during questioning unless compelling reasons for exclusion are provided by the agency.

If an agency investigating child abuse/neglect indicates that the parent is believed to be the perpetrator, the building administrator will not contact either parent prior to the interview. The building administrator will remain in the room during questioning unless compelling reasons for exclusion are provided by the agency.

Before the student(s) is (are) questioned as a witness to or suspect in an alleged violation of law, the building administrator shall attempt to contact the parent prior to questioning and shall remain in the room during the questioning unless compelling reasons for exclusion are provided by the agency.

Anti-Harassment

General Policy Statement

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

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

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.

B. Filing a malicious or knowingly false report or complaint of unlawful harassment.

C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

Definitions

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Complainant is the individual who alleges, or is alleged, to have been subjected to unlawful harassment, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged harassment.

Respondent is the individual who has been alleged to have engaged in unlawful harassment, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged harassment.

School District community means students and Board employees (i.e., administrators, and professional and classified staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

Third Parties include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the

Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

Day(s): Unless expressly stated otherwise, the term “day” or “days” as used in this policy means business day(s) (i.e., a day(s) that the Board office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

Bullying

Bullying rises to the level of unlawful harassment when one (1) or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation; and may involve:

A. teasing;
B. threats;
C. intimidation;
D. stalking;
E. cyberstalking;
F. cyberbullying;
G. physical violence;
H. theft;
I. sexual, religious, or racial harassment;
J. public humiliation; or
K. destruction of property.

Harassment

Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that:

A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;

B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or

C. has the effect of substantially disrupting the orderly operation of a school.

Sexual Harassment

For purposes of this policy and consistent with Title VII of the Civil Rights Act of 1964, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.

B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individuals.

C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender.

Sexual Harassment covered by Policy 2266 - Nondiscrimination on the Basis of Sex Education Programs or Activities is not included in this policy. Allegations of such conduct shall be addressed solely by Policy 2266.

Prohibited acts that constitute sexual harassment under this policy may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
B. Unwanted physical and/or sexual contact.
C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs, activities, or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
E. Sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings or literature, placed in the work or educational environment, that may reasonably embarrass or offend individuals.
F. Unwelcome and inappropriate touching, patting, pinching, or obscene gestures.
G. Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities.
H. Speculations about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
   Giving unwelcome personal gifts such as lingerie that suggests the desire for a romantic relationship.
   Leering or staring at someone in a sexual way, such as staring at a person's breasts, buttocks, or groin.
I. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
J. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.
K. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin/Ancestry Harassment

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; or creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disability, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

Anti-Harassment Compliance Officers

The following individual(s) shall serve as the District's Anti-Harassment Compliance Officer(s) (hereinafter, "the Compliance Officer(s)").

The names, titles, and contact information of these individuals will be published annually on the School District's web site.

The Compliance Officer(s) are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding harassment.

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

Compliance Officers shall accept reports of unlawful harassment directly from any member of the School District community or a Third Party or receive reports that are initially filed with an administrator, supervisor, or other District-level official. Upon receipt of a report of alleged harassment, the Compliance Officer(s) will contact the Complainant and begin either an informal or formal complaint process (depending on the request of the Complainant or the nature of the alleged harassment), or the Compliance Officer(s) will designate a specific individual to conduct such a process. The Compliance Officer(s) will provide a copy of this policy to the Complainant and Respondent. In the case of a formal complaint, the Compliance Officer(s) will prepare recommendations for the Superintendent or will

oversee the preparation of such recommendations by a designee. All Board employees must report incidents of harassment that are reported to them to the Compliance Officer within two (2) days of learning of the incident.

Any Board employee who directly observes unlawful harassment is obligated, in accordance with this policy, to report such observations to the Compliance Officer(s) within two (2) days. Additionally, any Board employee who observes an act of unlawful harassment is expected to intervene to stop the harassment, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the harassment. Thereafter, the Compliance Officer(s) or designee must contact the Complainant, if age eighteen (18) or older, or Complainant's parents/guardians if the Complainant is under the age eighteen (18), within two (2) days to advise of the Board's intent to investigate the alleged wrongdoing.

Reports and Complaints of Harassing Conduct

Students and all other members of the School District community along with Third Parties are encouraged to promptly report incidents of harassing conduct to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a report shall file it with the Compliance Officer within two (2) days of receiving the report of harassment.

Members of the School District community and Third Parties, which includes students, or third parties who believe they have been unlawfully harassed are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the Complainant's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 - Bullying and Other Forms of Aggressive Behavior, the Principal believes that the reported misconduct may have created a hostile work environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior and/or harassment to the Compliance Officers who shall investigate the allegation in accordance with this policy. If the alleged harassment involves Sexual Harassment as defined by Policy 2266, the matter will be handled in accordance with the grievance process and procedures outlined in Policy 2266. While the Compliance Officer investigates the allegation, or the matter is being addressed pursuant to Policy 2266, the Principal shall suspend the Policy 5517.01 investigation to await the Compliance Officer's written report or the determination of responsibility pursuant to Policy 2266. The Compliance Officer shall keep the Principal informed of the status of the Policy 5517 investigation and provide the Principal with a copy of the resulting written report. Likewise, the Title IX Coordinator will provide the Principal with the determination of responsibility that results from the Policy 2266 grievance process.

Investigation and Complaint Procedure

Except for Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, any student who believes that they have been subjected to unlawful harassment may seek resolution of the complaint through the procedures described below. The formal complaint process involves an investigation of the Complainant's claims of harassment or retaliation and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful harassment or retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of unlawful harassment or retaliation with the United States Department of Education Office for Civil Rights.

Informal Complaint Procedure

The goal of the informal complaint procedure is promptly to stop inappropriate behavior and to facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who believes s/he has been unlawfully harassed or retaliated against. This informal procedure is not required as a precursor to the filing of a formal complaint. The informal process is only available in those circumstances where the Complainant and the Respondent mutually agree to participate in it.

Students who believe that they have been unlawfully harassed may initiate their complaint through this informal complaint process, but are not required to do so. The informal process is only available in those circumstances where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in the informal process.

The Complainant may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

All complainants involving a District employee, any other adult member of the School District community, or a Third Party and a student will be formally investigated.

As an initial course of action, if a Complainant feels comfortable and safe in doing so, the individual should tell or otherwise inform the Respondent that the alleged harassing conduct is unwelcome and must stop. The Complainant should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officers are available to support and counsel individuals when taking this initial step or to intervene on behalf of the Complainant if requested to do so. A Complainant who is uncomfortable or unwilling to directly approach the Respondent about the alleged inappropriate conduct may file an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

A Complainant may make an informal complaint, either orally or in writing: 1) to a teacher, other employee, or building administrator in the school the student attends; 2) to the Superintendent or other District-level employee; and/or 3) directly to one of the Compliance Officers.

All informal complaints must be reported to one of the Compliance Officers who will either facilitate an informal resolution as described below, or appoint another individual to facilitate an informal resolution.

The Board's informal complaint procedure is designed to provide students who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the Complainant, informal resolution may involve, but not be limited to, one or more of the following:

A. Advising the Complainant about how to communicate the unwelcome nature of the behavior to the Respondent.
B. Distributing a copy of this anti-harassment policy as a reminder to the individuals in the school building or office where the Respondent works or attends.
C. If both parties agree, the Compliance Officer may arrange and facilitate a meeting or mediation between the Complainant and the Respondent to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the Compliance Officer/designee is directed to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. If the Complainant is dissatisfied with the informal complaint process, the Complainant may proceed to file a formal complaint. And, as stated above, either party may request that the informal process be terminated at any time to move to the formal complaint process.

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or the Complainant, from the outset, elects to file a formal complaint, or the CO determines the allegations are not appropriate for resolution through the informal process, the formal complaint process shall be implemented.

The Complainant may file a formal complaint, either orally or in writing, with a teacher, principal, or other District employee at the student's school, the Compliance Officer, Superintendent, or another District official who works at another school or at the district level. Due to the sensitivity surrounding complaints of unlawful harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a formal complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, principal, or other District employee at the student's school, Superintendent, or other District official, either orally or in writing, about any complaint of harassment, that employee must report such information to the Compliance Officer within two (2) business days.

Throughout the course of the process, the Compliance Officer should keep the parties reasonably informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent known: the identity of the Respondent; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter, the Compliance Officer will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the Compliance Officer will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the Respondent. In making such a determination, the Compliance Officer should consult the Complainant to assess whether the individual agrees with the proposed action. If the Complainant is unwilling to consent to the proposed change, the Compliance Officer may still take whatever actions deemed appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the Compliance Officer/designee will initiate a formal investigation to determine whether the Complainant has been subjected to offensive conduct/harassment/retaliation. The Principal will not conduct an investigation unless directed to do so by the Compliance Officer.

Simultaneously, the Compliance Officer will inform the Respondent that a formal complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including the Board's Anti-Harassment policy. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the Compliance Officer/designee will attempt to complete an investigation into the allegations of harassment/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

A. interviews with the Complainant;
B. interviews with the Respondent;
C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the Compliance Officer or the designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides

recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful harassment. The Compliance Officer's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used. The Compliance Officer may consult with the Board's legal counsel before finalizing the report to the Superintendent.

Absent extenuating circumstances, within ten (10) school days of receiving the report of the Compliance Officer/designee, the Superintendent must either issue a written decision regarding whether the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within ten (10) school days. At the conclusion of the additional investigation, the Superintendent shall issue a written decision as described above.

The decision of the Superintendent shall be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment/retaliation regardless of whether the student alleging the unlawful harassment/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

The parties may be represented, at their own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

Privacy/Confidentiality

The District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and related administrative guidelines shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must be provided the Complainant's identity.

During the course of a formal investigation, the Compliance Officer/designee will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that is learned or provided during the course of the investigation.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful harassment/retaliation by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effects.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a report, formal complaint testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person from making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in imposition of disciplinary sanction/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct

State law requires any school teacher or school employee who knows or suspects that a child with a disability under the age of twenty-one (21) or that a child under the age of eighteen (18) has suffered or faces a threat of suffering a physical or mental wound, disability or condition of a nature that reasonably indicates abuse or neglect of a child to immediately report that knowledge or suspicion to the county children's services agency. If, during the course of a harassment investigation, the Compliance Officer or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the Complainant, a report of such knowledge must be made in accordance with State law and Board Policy.

State law defines certain contact between a teacher and a student as "sexual battery." If the Compliance Officer or a designee has reason to believe that the Complainant has been the victim of criminal conduct as defined in Ohio's Criminal Code, such knowledge should be immediately reported to local law enforcement.

Any reports made to a county children's services agency or to local law enforcement shall not terminate the Compliance Officer or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Compliance Officer or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

Allegations Involving Conduct Unbecoming the Teaching Profession/Suspension

The Superintendent will report to the Ohio Department of Education, on forms provided for that purpose, matters of misconduct on the part of licensed professional staff members convicted of sexual battery, and will, in accordance with Policy 8141, suspend such employee from all duties that concern or involve the care, custody, or control of a child during the pendency of any criminal action for which that person has been arrested, summoned and/or indicted in that regard.

Education and Training

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information, provided regarding the Board's policy and harassment in general, will be age and content appropriate.

Retention of Investigatory Records and Materials

The Compliance Officer(s) is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and/or received as part of an investigation, which may include but not be limited to:

A. all written reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
B. any narratives that memorialize oral reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
C. any documentation that memorializes the actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities related to the investigation and/or the District's response to the alleged violation of this policy;
D. written witness statements;
E. narratives, notes from, or audio, video, or digital recordings of witness interviews/statements;
F. e-mails, texts, or social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);
G. notes or summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;
H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;
I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;
J. documentation of any supportive measures offered and/or provided to the Complainant and/or the Respondent, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;
K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
L. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Code of Conduct and/or Employee Handbooks);
M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment.

The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and/or State law (e.g., R.C. 3319.321) – e.g., student records and confidential medical records.

The documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

Policy: 5517
Adopted: December 18, 2017
Last Revised: April 12, 2021

Bullying and Other Forms of Aggressive Behavior

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

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

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

Harassment, intimidation, or bullying means:

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

B. violence within a dating relationship.

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

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

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

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the Building Principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the Building Principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

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

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The Building Principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were

verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

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

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

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

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

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

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

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

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

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

Formal Complaints

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

Informal Complaints

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

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

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

Privacy/Confidentiality

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

Reporting Requirement

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

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

Immunity

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

Notification

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian.

The statement may be sent with regular student report cards or may be delivered electronically.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines about aggressive behavior and bullying in general, will be age and content appropriate.

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

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

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

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

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

Policy: 5517.01
Adopted: December 18, 2017

Hazing

Hazing activities of any type are inconsistent with and disruptive to the educational process, and prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to or associated with Board-sponsored activities (e.g., extracurricular teams, clubs, or groups) or incidents that have occurred on

school property. No administrator, employee, faculty member, teacher, consultant, alumnus, or volunteer of the District shall encourage, permit, authorize, condone, or tolerate any hazing activities. The preceding prohibition includes recklessly permitting the hazing of any person associated with the District. Additionally, no student shall plan, encourage, or engage in any hazing.

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

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

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

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

Violations of this policy are subject to discipline as outlined in the student handbook.

Policy: 5516
Adopted: December 18, 2017
Last Revised: November 22, 2021

STUDENT CODE OF CONDUCT

Grounds For Suspension, Expulsion, Emergency Removal Or Other Disciplinary Action

Appropriate conduct is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in such a way that the rights of others are not violated. Students of the Worthington School District will conform with school regulations and accept directions from authorized school personnel. The Worthington Board of Education will not tolerate violent, disruptive or inappropriate behavior by its students and will vigorously enforce related policies and the Ohio Revised Code.

It is important for students to comply with school rules and directions from authorized personnel, so that the educational process is not interrupted. A student who fails to comply with Student Code of Conduct (policy 5500), established school rules, or with any reasonable request made by school personnel when subject to the authority of the Board of Education will be subject to the approved student discipline regulations. The superintendent or their designee shall develop regulations which establish strategies to address student misbehavior. Strategies shall encompass efforts ranging from prevention to intervention. Violation of the Code of Conduct may result in verbal or written warning or reprimand, referral to school counselor, parental contact or conference, detention, in-school suspension, community service, emergency removal, referral to law enforcement agencies, suspension or expulsion.

At the start of each school year or upon enrollment, students and parent(s)/guardian(s) are notified on how to access the online handbook, which outlines the rules and regulations to which students are subject while school is in session, at school-sponsored activities or events whether on or off school premises, on school premises whether or not school is in session, in any vehicle whose use is controlled, organized, or arranged by the school, or at any time the student is subject to the authority of the Board of Education or school district personnel. In addition, a student may be subject to school disciplinary action, including suspension or expulsion, for harassment, vandalism, physical abuse, or other harmful or disruptive behavior toward school personnel during non-school hours. The information in the handbook will include the types of conduct that will make students subject to suspension, expulsion, removal from school or other forms of disciplinary action. The Board directs the administration to make all students and parent(s)/guardians(s) aware of the Student Code of Conduct, which is designed to encourage positive appropriate behavior, and the fact that any violations of the Student Code of Conduct are subject to the consequences outlined therein. The Student Handbook is also available online via the district website at www.worthington.k12.oh.us.

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

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

If a student violates this policy or the code of conduct, school personnel, students or parents should report the student to the appropriate administrator. The administration cooperates in any prosecution pursuant to the criminal laws of the state of Ohio and local ordinances. Student attendance at after-school co-curricular events is a privilege. Any pupil may be removed from such events for engaging in disruptive conduct, for violation of the Student Code of Conduct or for conduct posing a danger to persons or property. Any student removed from co-curricular events may be barred from attendance at future events for the remainder of the school year.

Absence and Truancy: A student shall not be late or absent from school or any portion of a school day without proper authorization.

1A. Tardiness
See Disciplinary Action Chart (Appendix E)

1B. Class Cuts
See Disciplinary Action Chart (Appendix E)

1C. Truancy
See Disciplinary Action Chart (Appendix E)

2. **Abuse of Computer Hardware, Software or other School Technology:** A student shall not abuse the school district's hardware or software including, but not limited to, the following: tampering with computers or computer programs (whether such programs are commercially prepared or belong to another student or faculty member); using equipment to make unauthorized or illegal duplicate copies of computer software; damaging or destroying computers, computer hardware or software; or using computer phone or computer mail network facilities of the school district for purposes unrelated to the instructional program of the District unless written permission from the Superintendent or the Superintendent's designee has been obtained.

See Disciplinary Action Chart (Appendix E)

Alcoholic Beverages and Drugs: A student shall not possess, use, sell, offer to sell, conceal, transmit or show evidence of consumption of any alcoholic beverage, liquid containing illegal or a banned substance, electronic vapor devices, drug paraphernalia, or illegally used drug including steroids, counterfeit (look-alike) drugs, or controlled substances (*hereafter, "Prohibited Substances")* or otherwise violate Board Policy (5330/5512/5530) "Drug and Alcohol Abuse by Students."

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

"Possession" includes, but is not limited to, retention on the student's person or in a purse, wallet, locker, desk, or vehicle. It also includes being a passenger in a vehicle in which the student knows, or should reasonably have known, that any *Prohibited Substance* is present. Students acting together with students who are known to have possession of *Prohibited Substances* may be deemed to also have possession of such *Prohibited Substances* unless such students remove themselves immediately and/or report the offense at the earliest possible time. A student shall not wear or possess clothing, jewelry, personal possessions, publications, or other items or materials which depict or infer drugs or alcohol.

3A. Use or Possession of – Alcoholic Beverages
1st violation (Level 3 Violation): 5 day out-of-school suspension (suspension may be reduced to 2 days with completion of Student Assistance Program). Loss of privileges for 15 school days after the suspension, including attendance at after-school co-curricular events and activities and driving privileges. [Police Report]
2nd violation (Level 3 Violation): 10 day out-of-school suspension (suspension may be reduced to 5 days with completion of Student Assistance Program). Loss of privileges for 30 school days after the suspension, including attendance at after-school co-curricular events and activities and driving privileges. [Police Report]
3rd violation (Level 3 Violation): 10 day out-of-school suspension with recommendation for expulsion. [Police Report]

See Disciplinary Action Chart (Appendix E)
Note: if a student disregards the loss of privilege consequence, the penalty is doubled.

3B. Selling or Distributing – Alcoholic Beverages

Level 3 Violation – 10 days out-of-school suspension with possible recommendation for expulsion. When the sale or distribution are especially egregious and pose a greater safety threat to students, administration reserves the right to determine a lengthier suspension or recommend expulsion based on the facts of the case. Police Report. Loss of privileges for 45 school days after the suspension or expulsion, including attendance at after-school co-curricular events and activities and driving privileges.

See Disciplinary Action Chart (Appendix E)

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

Level 2 Violation – These are violations that are disruptive to the educational process or may cause harm to other persons or property. Students have an obligation to remove themselves immediately and/or report the offense at their earliest possible time when prohibited substances are in possession of students. Failure to remove and/or report **may** result in Level Two or Three disciplinary consequences, up to and including in-school suspension or out-of-school suspension.

See Disciplinary Action Chart (Appendix E)

3D. Use or Possession of – Drugs

1st violation (Level 3 Violation): 5 days out-of-school suspension (suspension may be reduced to 2 days with completion of Student Assistance Program). Loss of privileges for 15 school days after the suspension, including attendance at after-school co-curricular events and activities and driving privileges. [Police Report]

2nd violation (Level 3 Violation): 10 days out-of-school suspension (suspension may be reduced to 5 days with completion of Student Assistance Program). Loss of privileges for 30 school days after the suspension, including attendance at after-school co-curricular events and activities and driving privileges. [Police Report]

3rd violation (Level 3 Violation): 10 days out-of-school suspension with recommendation for expulsion. [Police Report]

See Disciplinary Action Chart (Appendix E)
Note: if a student disregards the loss of privilege consequence, the penalty is doubled.

3E. Selling or Distributing – Drugs

Level 3 Violation – 10 days out-of-school suspension with possible recommendation for expulsion. When the sale or distribution are especially egregious and pose a greater safety threat to students, administration reserves the right to determine a lengthier suspension or recommend expulsion based on the facts of the case. Loss of privileges for 45 school days after the suspension or expulsion, including attendance at after-school co-curricular events and activities and driving privileges. [Police Report]

See Disciplinary Action Chart (Appendix E)

3F. Failure to Remove and/or Report – Drugs

Level 2 Violation – These are violations that are disruptive to the educational process or may cause harm to other persons or property. Students have an obligation to remove themselves immediately and/or report the offense at their earliest possible time when prohibited substances are in possession of students. Failure to remove and/or report **may** result in Level Two or Three disciplinary consequences, up to and including in-school suspension or out-of-school suspension.

See Disciplinary Action Chart (Appendix E)

4. Use or Possession of Tobacco or Vapor Devices: A student shall not use or possess tobacco or tobacco products in any form or otherwise violate Board policy 5512, "Tobacco Use Prevention." This also includes a prohibition on smoking, electronic vapor devices, oils of any kind, liquid containing illegal or a banned substance, or otherwise using tobacco or tobacco products (or lookalike products) on the school grounds or any activities sponsored by or under the jurisdiction of Worthington City Schools. For purposes of this policy, "tobacco use" includes the consumption, chewing, holding, inhalation, absorption, or ingestion of any product containing, made of, or derived

from tobacco or nicotine (including synthetic nicotine), whether smoked, aerosolized, or vaporized. This includes but is not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, snus, clove cigarettes, and all electronic smoking devices (e.g., Zyn, e-cigarettes, vape pens, e-hookahs, JUUL, NJOY, BREEZE, Puff Bar) and their components or substances, regardless of nicotine content. It also includes rolling papers and any smoking device used to burn tobacco or other substances. Violations will result in Level 3 consequences and a loss of privileges for 5 school days for first offense, 10 days for second offense and 15 days for third offense after the suspension, including attendance at after-school co-curricular events and activities and driving privileges.

1st violation (Level 3 Violation): 1 days out-of-school suspension (suspensions may be reduced to 1 day of in-school suspension with completion of educational program). Violations result in loss of privileges *for 5 school days* after the suspension, including attendance at after-school co-curricular events and activities and driving privileges.
2nd violation (Level 3 Violation): 2 days out-of-school suspension. Loss of privileges *for 10 school days* after the suspension, including attendance at after-school co-curricular events and activities and driving privileges.
3rd violation (Level 3 Violation): 2 days out-of-school suspension. Loss of privileges *for 15 school days* after the suspension, including attendance at after-school co-curricular events and activities and driving privileges.

See Disciplinary Action Chart (Appendix E)

5. **Unauthorized Touching:** A student shall not knowingly or with reckless disregard cause physical injury or threaten to cause physical injury to any person.

   See Disciplinary Action Chart (Appendix E)

6. **Cheating and Plagiarism (Academic Dishonesty):** A student shall not obtain by fraudulent, dishonest or deceptive means and use as their own (or provide to another student, teacher or parent) the work, work product, questions on or answers to examinations, or any like matters or violate the reasonable requirements of a teacher with respect to the conduct and taking of examinations or the completion of other course assignments. A student shall not use the written work of any other person, parts or passages of another person's writings, the ideas of another person, or text or work generated by artificial intelligence, and hold them out as or represent them to be the product of their own mind.

   Under the Ohio Administrative Code, most of the materials used to administer state tests are considered "secure test materials." Secure test materials include test booklets, English and foreign language CD's, completed answer documents and other materials that contain student information or responses. Students involved in cheating on their own tests in any manner, releasing any test question or other content of a test to any student or students, or assisting students to cheat in any way may be punishable by invalidation of test scores, suspension, expulsion, and/or prosecution.

   See Disciplinary Action Chart (Appendix E)

7. **Conduct on Buses:** A student shall not violate Board Policy and Administrative Regulation 5610.04 "Suspension Of Bus Riding/Transportation Privileges."

   See Disciplinary Action Chart (Appendix E)

8. **Damage to Private Property:** A student shall not knowingly or with reckless disregard cause or attempt to cause damage to private property.

   See Disciplinary Action Chart (Appendix E)

9. **Damage to School Property:** A student shall not knowingly or with reckless disregard cause or attempt to cause damage to or deface school property including, but not limited to, buildings, grounds, equipment, materials, or computers or other technology. In accordance with state law, parent(s) may be liable for payment for the cost to repair or replace any such property damage caused by the acts of their children.

See Disciplinary Action Chart (Appendix E)

Dangerous Weapons: A student shall not possess, transport, transmit, conceal or attempt to possess, transport, transmit, or conceal a dangerous weapon, firearm, knife, explosive ordnance, stun gun, taser gun, other dangerous instrument, or "look-alike" counterfeit weapon, firearm, knife, ordnance, or dangerous instrument. "Look-alike" weapons, firearms, knives, ordnance, or instruments include, but are not limited to, any object a reasonable person might consider under the circumstances a dangerous weapon, firearm, knife, explosive ordnance or dangerous instrument.

The term "weapon" includes any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, incendiary devices, explosives, and other objects defined as dangerous ordinances under State law.

A firearm is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device. A destructive device includes, but is not limited to, any explosive, incendiary, poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter (1/4) ounce, mine, or other similar device.

A knife capable of causing serious bodily injury is defined as any weapon or cutting instrument consisting of a blade fastened to a handle; a razor blade; or any similar device (including sharp, metal martial arts weapons such as ninja throwing stars) that is used for, or is readily capable of, causing death or serious bodily injury.

10A. Dangerous Weapons - Firearm

10B. Dangerous Weapons - Knife

10C. Dangerous Weapons - Weapons Other Than Firearm, Explosion, Incendiary or Poison

10D. Dangerous Weapons - Firearm Lookalike

10E. Dangerous Weapons - Unauthorized Use of Fire, Possession or Use of Combustibles and Propellants – explosive, incendiary, or poison gas: A student shall not cause any flame, spark or other form of fire or propellant without the authorization to do so.

10F. Dangerous Weapons - Unauthorized Use of Fire, Possession or Use of Combustibles and Propellants – pepper spray, mace, and others: A student shall not cause any flame, spark or other form of fire or propellant without the authorization to do so.

10G. Failure to Remove and/or Report

Level 2 Violation – These are violations that are disruptive to the educational process or may cause harm to other persons or property. Students have an obligation to remove themselves immediately and/or report the offense at their earliest possible time when prohibited substances are in possession of students. Failure to remove and/or report **may** result in Level Two or Three disciplinary consequences, up to and including in-school suspension or out-of-school suspension.

See Disciplinary Action Chart (Appendix E)

11. **Harassment, Bullying and Intimidation or Other Degrading, Disgraceful, Discriminating and/or Racist Acts:** Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school- approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

See Disciplinary Action Chart (Appendix E)

12. **Disruption:** A student shall not knowingly or with reckless disregard act or urge other students or persons to act in such a way as to cause by use of violence, force, noise, threat, intimidation, fear, passive resistance, or any other conduct, the substantial and material disruption or obstruction of any lawful mission, process, or function of the educational process of the school district including, but not limited to, curricular and extracurricular activities.

See Disciplinary Action Chart (Appendix E)

13. **Disruptive Demonstration:** A student shall not violate Board Policy and Administrative Regulation 5520, "Disorder and Demonstration."

See Disciplinary Action Chart (Appendix E)

14. **Dress and Expression:** A student shall not violate 1) Board Policy 5511, "Student Dress and Grooming," and 2) "Student Dress Code" in this handbook.

See Disciplinary Action Chart (Appendix E)

15A. **Electronic Devices - Devices:** No student shall use electronic devices for gaming, such as computer games, laptop computers, multimedia tablets, personal communication devices (PCD's), except as provided, or use is expressly permitted, by the school or classroom teacher.

See Disciplinary Action Chart (Appendix E)

15B. **Electronic Devices - Laser:** No student shall possess or use any type of laser device including laser pointers while on school property or while attending a school-sponsored activity on or off school property. Students in violation of this policy are subject to confiscation of the laser device, suspension or expulsion from school, and possible referral to legal authorities. Anyone who discovers a student in possession of a laser device in violation of this policy shall report the violation to the principal. Any exceptions for the use of electronic or laser devices must be granted with advance limitations or specifications determined by the Superintendent or designee.

See Disciplinary Action Chart (Appendix E)

15C. **Electronic Devices – Cell Phone:** Student use of cellular phones is not permitted during the school day.

See Disciplinary Action Chart (Appendix E)

15D. Electronic Devices – Sexting: The possessing, taking, disseminating, transferring or sharing of nude, obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfers or otherwise (commonly called texting, emailing, sexting etc.) may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating or sharing nude, obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and may be reported to appropriate law enforcement agencies.

See Disciplinary Action Chart (Appendix E)

16A. Fighting: A student shall not engage in physically or verbally abusive or provocative activities or conduct directed toward another person which leads or, under the circumstances could lead, to harm to such other person or bystander. Spectators are subject to disciplinary actions if they are viewed to instigate, prolong or heighten a situation.

See Disciplinary Action Chart (Appendix E)

16B. Serious Bodily Injury: An incident that results in serious bodily injury to oneself or others. Serious Bodily Injury is defined as "A bodily injury that involves substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ or faculty (18 U.S.C. § 1365(3)(h)).

See Disciplinary Action Chart (Appendix E)

16C. Assault: Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally bullying, inflicting or attempting to inflict bodily harm upon another person. Physical assault of a staff member, student, or other person associated with the District, regardless of whether it causes injury, will not be tolerated. Any intentional, harmful or potentially harmful physical contact or bullying initiated by a student against a staff member will be considered to be assault. Assault may result in criminal charges and may subject the student to expulsion.

See Disciplinary Action Chart (Appendix E)

17A. Frightening or Intimidating Acts: A student shall not engage in any act or conduct which, under the circumstances a reasonable person would believe, does or is intended to frighten, intimidate, bully, harass, or otherwise cause harm to the person toward whom the act or conduct is directed. Students are expected to be tolerant of individual differences. A student shall not knowingly or with reckless disregard engage in any act or conduct which causes another person to reasonably believe that such student will cause physical harm to the person or property of such other person.

See Disciplinary Action Chart (Appendix E)

17B. False Alarm/Bomb Threat: Any threat (verbal, written, or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or to harm students or staff.

See Disciplinary Action Chart (Appendix E)

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

See Disciplinary Action Chart (Appendix E)

19. **Hazing:** A student shall not subject any other students to abusive or ridiculous activities or harass any other student with unnecessary or disagreeable tasks. Students shall not plan, encourage or participate in any form of hazing. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any class, team, or organization or any act to continue or reinstate membership in or affiliation with any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse. No person shall recklessly participate in the hazing of another. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy. Violation may lead to disciplinary action and/or legal action as contained in ORC 2307.44

    See Disciplinary Action Chart (Appendix E)

20. **Insubordination:** A student shall not disregard or refuse to obey reasonable requests or directions given to the student by school personnel.

    See Disciplinary Action Chart (Appendix E)

21. **Leaving School Premises/Improper Area:** A student shall not leave school premises before the hour of dismissal except where individual school policy otherwise provides or without first obtaining the consent of the principal, assistant principal, school nurse or their designee. In addition, a student shall not be in an improper area of the school away from proper supervision and/or without permission from a staff member. This includes all of the school grounds. Students off grounds or in an improper area may be subject to search and/or disciplinary action.

    See Disciplinary Action Chart (Appendix E)

22. **Misrepresentation and Forgery (Non-Academic Dishonesty):** A student shall not, orally or in writing, use or sign the name of another person or falsify times, dates, grades, addresses or other data on school records, in correspondence, or in other written material directed to the school or school personnel. A student shall not give or assist in giving false or fictitious information to any police department, fire department and school official or other person acting in an official and lawful capacity.

    See Disciplinary Action Chart (Appendix E)

23A. **Sexual Misconduct:** No student shall engage in any sexual conduct or sexual contact.

    See Disciplinary Action Chart (Appendix E)

23B. **Unwelcome Sexual Contact:** Unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive education or work environment (i.e., pinching, grabbing, suggestive comments, gestures or jokes or pressure to engage in sexual activity).

    See Disciplinary Action Chart (Appendix E)

24. **Sexual Harassment:** No student shall engage in any sexual harassment. Prohibited acts that constitute sexual harassment under this policy may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to: unwelcome sexual propositions, invitations, solicitations, and flirtations; unwanted physical and/or sexual contact; threats; unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes or innuendoes; unwelcome suggestive or

insulting sounds or whistles; obscene telephone calls; sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings or literature; unwelcome and inappropriate touching, patting, pinching, or obscene gestures; leering or staring at someone in a sexual way, such as staring at a person's breasts, buttocks, or groin; verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature. Please refer to the Worthington School District's website for complete policies on Sexual Harassment (Policy 1662, 5517) or the "Anti-Harassment" portion of this handbook.

See Disciplinary Action Chart (Appendix E)

25. Theft: A student shall not take nor receive or attempt to take or receive into their possession property of the school district or property of another student, teacher, visitor or employee of the school district without privilege to do so.

See Disciplinary Action Chart (Appendix E)

26A. Unauthorized Sale: A student shall not sell or attempt to sell any object or substance that has not been properly authorized by the Superintendent, principal or their designee for sale to any person on school premises.

See Disciplinary Action Chart (Appendix E)

26B. Unauthorized Distribution: A student shall not distribute or attempt to distribute any object or substance that has not been properly authorized by the Superintendent, principal or their designee for sale or distribution to any person on school premises.

See Disciplinary Action Chart (Appendix E)

27. Trespassing: Although schools are public facilities, the law allows the Board to restrict access to school property. A student shall not: be present in any Board-owned facility or portion of a Board-owned facility when it is closed to the public or when the student does not have the authorization to be there, or have unauthorized presence in a Board-owned vehicle; or have unauthorized access or activity in a Board-owned computer, into district, school, or staff computer files, into a school or district file server, or into the Network. When a student has been removed, suspended, expelled, or permanently excluded from school, the student is prohibited from being present on school property without authorization from an administrator.

See Disciplinary Action Chart (Appendix E)

28. Use of Profane, Vulgar or Abusive Language or Gestures: A student shall not use profane, vulgar, abusive, obscene, or other words or gestures which, under the circumstances, are offensive to the sensibilities of ordinary people in the school district community or which disrupt normal school activities. Such prohibitions include, but are not limited to, use of computers or other technology or communications.

See Disciplinary Action Chart (Appendix E)

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

See Disciplinary Action Chart (Appendix E)

29B. Failure to Remove and/or Report

Level 2 Violation – These are violations that are disruptive to the educational process or may cause harm to other persons or property. Students have an obligation to remove themselves immediately and/or report the offense at their earliest possible time when someone is involved in illegal acts. Failure to remove and/or report **may** result in

Level Two or Three disciplinary consequences, up to and including in-school suspension or out-of-school suspension.

See Disciplinary Action Chart (Appendix E)

30. **Other Conduct:** In recognition that any list of prohibited conduct cannot, with specificity, encompass every conceivable action which may properly be subject to discipline, the Superintendent, Superintendent's designee, or a building principal shall have the authority to suspend or expel a student for conduct not specifically set forth herein and which substantially and materially disrupts or interferes with the good order, discipline, operation, academic or educational process taking place in the school or which substantially and materially is or poses a threat to the safety of persons or property.

    See Disciplinary Action Chart (Appendix E)

31. **Repeated Violations or Other Circumstances:** These guidelines do not restrict school personnel from using judgment in interpreting and implementing consequences. The administration reserves the right to assign and establish procedures in areas where precedent has not been set. There are instances or times under which any of the violations indicated herein, when considered in the context of the circumstances surrounding their occurrence and/or the student's past behavior record, can lead to a recommendation for suspension or expulsion.

    See Disciplinary Action Chart (Appendix E)

32. **Unauthorized or Unsafe Operation of a Motor Vehicle:** A student shall not operate, occupy, or use a motor vehicle on school property or during school hours in a manner that is unsafe, unauthorized, or in violation of Board Policy and Regulation 5515, "Use of Motor Vehicles," including the Student Handbook "Driving and Parking Regulations." This includes, but is not limited to, careless or reckless driving that endangers persons or property, operating or parking a vehicle without proper authorization, using a vehicle during school hours without parent/guardian permission and/or school approval, or operating a vehicle when driving or parking privileges have been revoked.

    See Disciplinary Action Chart (Appendix E)

33. **Pornographic Material:** A student shall not possess, transmit, distribute, or conceal sexually explicit material.

    See Disciplinary Action Chart (Appendix E)

34. **Unauthorized Recording:** Students are specifically prohibited from using a cell phone or any other electronic device to make or capture photographs, videos, or audio recordings of other students or District employees without the express permission of all persons captured in the photograph, video, or audio recording.

    See Disciplinary Action Chart (Appendix E)

35. **Violent Conduct:** A student who commits an act that is a criminal offense when committed by an adult and that results in serious physical harm to persons or serious physical harm to property while the student is at school, on any property owned or controlled by the Board, or at any interscholastic event, extracurricular event, or any other school property or activity, wherever located, may be expelled from school for a period up to one calendar year.

    See Disciplinary Action Chart (Appendix E)

36. **Arson:** A student shall not intentionally or purposefully cause destruction or damage to school or district buildings or property by means of fire. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.

    See Disciplinary Action Chart (Appendix E)

37. **Misconduct Off School Grounds:** A student may be subject to discipline for conduct that occurs off school property when there is a clear and direct connection to school activities, school-sponsored events, or incidents that take place on property owned or controlled by the district, or when the conduct occurs during the school day. Misconduct is defined as any violation of the Student Code of Conduct.

    See Disciplinary Action Chart (Appendix E)

Due Process

Due process describes a procedure or specific steps and measures to which a person is entitled in order to protect themselves and their rights. When a student is being considered for an out-of-school suspension, the student will be informed in writing of the potential suspension and the reasons for the proposed action and provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain his/her actions. When a student is being considered for expulsion, the Superintendent will give the student and parent, guardian, or custodian written notice of the intended expulsion, including reasons for the intended expulsion. The student and parent or representative have the opportunity to appear before the Superintendent or designee to challenge the proposed action or to otherwise explain the student's actions. The written notice will state the time and place to appear, which must not be earlier than three (3) school days nor later than five (5) school days after the notice is given, unless the Superintendent grants an extension upon request of the student or parent.

Students shall be afforded due process of law both preceding and following suspension or expulsion in accordance with federal and state law and policies and regulations adopted by the Board (policy 5610).

Detentions

At times it may be necessary to assign students detentions for inappropriate behavior or actions that violate the Code of Conduct. Detentions may be assigned by any staff member or administrator. Students will be given a 24-hour notice as to the date of the detention. Being tardy to detention or failure to serve a detention may lead to a further consequence. (See Disciplinary Action Chart, Appendix E)

Emergency Removal of a Student

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on school premises, then the Superintendent, Principal or assistant Principal may remove the student from curricular activities or from the school premises. A teacher may remove the student from curricular activities under the teacher's supervision, but not from the premises. If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing, as soon as practicable. Because such removal is not subject to the normal suspension and expulsion procedures, no prior notice or hearing is required for any removal under this policy.

A due process hearing will be held on the next school day after the removal is ordered. Written notice of the hearing and the reason for the removal and any intended disciplinary action will be given to the student as soon as practical prior to the hearing. If the student is subject to out-of-school suspension, the student will have the opportunity to

appear at an informal hearing before the Principal, Assistant Principal, Superintendent or designee and has the right to challenge the reasons for the intended suspension or otherwise explain his/her actions. Within one (1) school day of the decision to suspend, written notification will be given to the parent(s)/guardian(s) or custodian of the student. This notice will include the reasons for the suspension, the right of the student or parent(s)/guardian(s) to appeal to the Board or its designee and the student's right to be represented in all appeal proceedings. If it is probable that the student may be subject to expulsion, the hearing will take place on the next school day after the date of the initial removal and will be held in accordance with the procedures outlined in the Policy 5611 - Due Process Rights. The person who ordered or requested the removal will be present at the hearing.

Students who are removed from school for emergency or safety purposes are automatically removed from all school activities and all co-curricular activities for the same period of time as the emergency removal from school. An emergency removal from a co-curricular activity only, which does not involve a related suspension or expulsion from school, is governed by Board of Education Policy 5610.05 and not by this regulation.

Community Service

The superintendent or designee may require a student to perform community service in conjunction with or in place of a suspension (including, but not limited to, imposing a community service requirement beyond the end of the school year). Use of this community service option and any related reporting and monitoring of students performing such community service shall be determined by the superintendent or designee, at their discretion.

Alternative Learning Center (ALC)/Alternative Learning Site (ALS)

At times it is necessary to assign students ALC/ALS for inappropriate behavior or actions that violate the Code of Conduct. The due process provisions of notice, a hearing, and the right to appeal included in this regulation and in Ohio Revised Code section 3313.66 are not applicable to the assignment of a student to an alternative learning center or any other alternative educational assignment when the student is not removed from school attendance and the student is provided an opportunity to obtain credit for their assignments or school work completed during such time.

Out-of-School Suspension

Out-of-School Suspension shall be the temporary exclusion of a student by the Superintendent, Principal, assistant principal, or any other administrator from the District's instructional program for a period not to exceed ten (10) school days. Suspension shall not extend beyond the current school year if, at the time a suspension is imposed, fewer than ten (10) days remain in the school year.

The Superintendent or designee may instead require a student to participate in a community service program or another alternative consequence for a number of hours equal to the remaining part of the period of the suspension. The student shall be required to begin such community service program or alternative consequence during summer break.

Unless otherwise indicated in the Notice of Suspension, students who are suspended from school are automatically suspended from all school activities and all co-curricular activities, as part of the student's suspension from school, for the same period of time as the suspension. A suspension from a co-curricular activity only which does not involve a related suspension from school is governed by Board of Education Policy 5610.05 and not by this regulation.

An Out-of-School Suspension is very serious and may lead to a recommendation for expulsion and a court referral. When a student is assigned an Out-of-School Suspension, these rules and regulations are in effect:

I. The student will not attend school or participate in any school-related activities.

2. The student is not permitted on school property; a student who violates this guideline is subject to trespassing charges being filed and the police notified.
3. Parents are strongly encouraged to keep the student at home throughout the suspension.
4. Students are responsible for getting their own homework assignments. Students are encouraged to complete their homework during the suspension time in order to remain current.
5. A student who is suspended shall be permitted to complete any classroom assignments missed because of the suspension, and receive at least partial credit for a completed assignment. Grade reductions on account of the student's suspension are permitted; however, no student may receive a failing grade on a completed assignment solely on account of their suspension.

A student may not participate in co-curricular activities on the day they have been suspended. (Weekend days may apply if the suspension dates span the weekend.)

Repeated suspensions may lead to a recommendation for expulsion.

Student Expulsion

The Superintendent or Superintendent's designee may expel a student from school. Except as specified below as related to firearms, knives, and criminal acts, students may be expelled from school for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in the term or semester in which the incident that gives rise to the expulsion takes place. The expulsion may also be extended pursuant to R.C. 3313.66(F) related to permanent exclusion. In the case of students who are expelled for a period of time that exceeds the number of school days remaining in that school year, the Superintendent or Superintendent's designee may apply any remaining part or all of the period of the expulsion to the following school year.

Unless otherwise indicated in the notice of expulsion, students who are expelled from school are automatically expelled from all school activities and all co-curricular activities, as part of the student's expulsion from school, for the same period of time as the expulsion.

A suspension from a co-curricular activity or extracurricular activity only, which does not involve a related suspension or expulsion from school, is governed by Board Policy 5610.05 and not by this regulation.

Expulsion for One Calendar Year

Firearm or Knife
A student who brings a firearm or knife, as defined in Board Policy 5772 and 5610, to school or on to property owned or controlled by the Board while school is in session; to school sponsored activities or events whether on or off school premises; on school premises whether or not school is in session; in any vehicle whose use is controlled or organized or arranged by the school; or at any time when the student is subject to the authority of the Board or school personnel shall be expelled from school for one calendar year. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. The Superintendent or Superintendent's designee may reduce, on a case-by-case basis, the one year required expulsion period in circumstances subject to the provisions of federal and state law related to the education of disabled students or when the Superintendent or Superintendent's designee, in their sole discretion, determines that the interest of the expelled student is served and the interest of other students, school employees, and other members of the school community are not disproportionately disserved by such a reduction. This provision does not in any way prevent school officials from pursuing the permanent exclusion of a student pursuant to Ohio Revised Code section 3313.662. Any expulsion pursuant to this provision **shall extend, as necessary, into the school year** following the school year in which the incident that gives rise to the expulsion takes place.

A student who possesses a firearm or knife, as defined in Board Policy 5772 and 5610, at a school or on any other property owned or controlled by the Board, while school is in session; at school-sponsored activities; on school premises; off school premises at any school-sponsored activity or event; in any vehicle whose use is controlled or

organized by the school; or at any time when the student is subject to the authority of the Board or school personnel, may be expelled from school for a period up to one calendar year. Any such expulsion may extend, as necessary, into the school year following the school year in which the incident occurred. The Superintendent or Superintendent's designee may reduce, on a case-by-case basis, the one-year required expulsion period in circumstances subject to the provisions of federal and state law related to the education of disabled students or when the Superintendent or Superintendent's designee, in their sole discretion, determines that the interest of the expelled student is served and the interest of other students, school employees, and other members of the school community are not disproportionately disserved by such a reduction. This provision does not in any way prevent school officials from pursuing the permanent exclusion of a student pursuant to Ohio Revised Code section 3313.662. Any expulsion pursuant to this provision shall extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Violent Conduct

A student who commits an act that is a criminal offense when committed by an adult and that results in serious physical harm to persons as defined in Division (a)(5) of section 2901.01 of the Ohio Revised Code or serious physical harm to property as defined in division (a)(6) of section 2901.01 of the Ohio Revised Code while the student is at school, on any property owned or controlled by the Board, or at any interscholastic event, extracurricular event, or any other school property or activity, wherever located, may be expelled from school for a period up to one calendar year. The Superintendent or Superintendent's designee may reduce, on a case-by-case basis the one year expulsion period in circumstances subject to the provisions of federal and state law related to the education of disabled students or when the Superintendent or Superintendent's designee, in their sole discretion, determines that the interest of the expelled student is served and the interest of other students, school employees, and other members of the school community are not disproportionately disserved by such a reduction. This provision does not in any way prevent school officials from pursuing the permanent exclusion of a student pursuant to Ohio Revised Code Section 3313.662. Any expulsion pursuant to this provision shall extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Bomb Threat

A student who makes a bomb threat with respect to any school building or to any premises at which a school activity is occurring at the time of the threat, may be expelled from school for a period of up to one calendar year. The Superintendent or Superintendent's designee may reduce, on a case-by-case basis the one year expulsion period in circumstances subject to the provisions of federal and state law related to the education of disabled students or when the Superintendent, or Superintendent's designee in their sole discretion, determines that the interest of the expelled student is served and the interest of other students, school employees, and other members of the school community are not disproportionately disserved by such a reduction. This provision does not in any way prevent school officials from pursuing the permanent exclusion of a student pursuant to Ohio Revised Code Section 3313.662. Any expulsion pursuant to this provision shall extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Imminent and Severe Endangerment to Health and Safety of Students or Employee

The Superintendent may expel a student for up to 180 school days for actions that the Superintendent determines pose imminent and severe endangerment to the health and safety of other students or school employees regardless of whether the actions qualify for permanent exclusion. The term "imminent and severe endangerment" means any of the following actions taken by a student:

1. Bringing a firearm or a knife capable of causing severe bodily harm to a school operated by the Board or other property owned or controlled by the Board, or to any interscholastic competition, extra-curricular event, or any other program or activity sponsored by the School District or in which the District is participating;
2. Committing an act that is a criminal offense when committed by an adult and that results in serious physical harm to persons as defined in R.C. 2901.01(A)(5) or to property as defined in R.C. 2901.01(A)(6) while the student is at a school operated by the Board, on property owned or operated by the Board, or at any other program or activity that is sponsored by the District or in which the District is participating;
3. Making a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat; or
4. Making an articulated or verbalized threat, including a hit list, threatening manifesto, or social media post, that would lead a reasonable person to conclude that the pupil poses a serious threat.

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

Acts Subject To Permanent Exclusion

In accordance with the law, the Board of Education may seek to permanently exclude a student, sixteen (16) years of age or older, who has been convicted of or adjudicated delinquent for the reason of the following offenses:

A. carrying a concealed weapon or conveying or possessing a deadly weapon or dangerous ordnance on property owned or controlled by a board of education or at an activity held under the auspices of this Board
B. possessing, selling, or offering to sell controlled substances on property owned or controlled by a board of education or at an activity under the auspices of this Board
C. complicity to commit any of the above offenses, regardless of where the complicity occurred

In accordance with law, any student, sixteen (16) years of age or older, who has been convicted or adjudicated delinquent for committing the following offenses may be subject to permanent exclusion:

A. rape, gross sexual imposition or felonious sexual penetration
B. murder, manslaughter, felonious or aggravated assault
C. complicity to commit offenses described in paragraphs A and B, regardless of where the complicity occurs Complicity is defined as soliciting or procuring another to commit an offense, conspiring or agreeing with another to commit an offense; or causing an innocent or irresponsible person to commit an offense.

Right of Appeal

The right of appeal shall be afforded students and their parent, guardian or custodian in cases of suspension or expulsion in accordance with federal and state laws and policies and regulations adopted by the Board (policy 5611).

Suspension Appeal
In cases of suspension by a building principal, assistant principal, or other building administrator, the right of appeal shall be:

- A student, or their parent, guardian, or custodian may appeal a suspension by the principal, or other school administrator to the Board or its designee, as provided by this policy.

- The Superintendent or Superintendent's designee is designated by the Board to hear the suspension appeal. The request for appeal must be made in writing with the Superintendent's office within fourteen (14) calendar days after the date of the notice to suspend.

- The student and their parent, guardian, or custodian shall have the right to be represented at the appeal hearing and shall be granted a hearing before either the designee or Board, in accordance with this policy, in order to be heard with regard to the suspension.

- The appeal hearing is not a formal judicial proceeding. The student, student's parent, or their representative does not have the right to cross-examine or question school staff, students, or other persons at the hearing. Any cross examination or questioning is at the sole discretion of the appeal hearing officer.

- The Board or designee, whichever is applicable, will have five (5) school days following the hearing to issue a written decision. Either the designee or Board, whichever is applicable, shall make or cause to be made a verbatim record of appeal hearings. The record shall not be reduced to writing except at the request, cost, and arrangement of the party requesting the written record.

- A student shall remain suspended for the duration of the suspension unless and until action modifying the suspension is taken on appeal, except that the Superintendent, principal, or other school administrator shall

have the discretion to hold a suspension in abeyance pending appeal. The decision of either the designee or Board, whichever is applicable, may be appealed to the Court of Common Pleas as authorized by Ohio law.

Expulsion Appeal
A student who is eighteen (18) or older or a student's parent(s) or guardian(s) may appeal the expulsion by the Superintendent to the Board or its designee. They may be represented in all such appeal proceedings and will be granted a hearing before the Board or its designee.

A verbatim record will be kept of the hearing which may be held in executive session at the request of the student, parent, or guardian.

The procedure to pursue such appeal will be in accordance with regulations approved by the Superintendent. Notice of appeal must be filed, in writing, within fourteen (14) calendar days after the date of the Superintendent's decision to expel with the Treasurer of the Board or the Superintendent.

While a hearing before the Board may occur in executive session, the Board must act in public.

From a list of attorneys developed by the Superintendent, a designee shall conduct the expulsion appeal hearing. Those on the list shall be requested to serve in rotating alphabetical order. The appeal hearing should generally be held within 15 school days from the date the request for the appeal hearing was received in the Superintendent's office, although the hearing may be scheduled at a later time, as determined by the Superintendent. If for any reason a designee is unable to conduct the hearing within 15 school days from the date the request for an appeal hearing was received in the Superintendent's office and/or on the date designated by the Superintendent, the next available attorney on the list should conduct the hearing. The designee shall determine the facts, make conclusions of law, and recommend to the Board that the expulsion order be affirmed, reversed or modified. Upon consideration of the designee report, the Board, by a majority vote of its full membership, shall affirm, reverse, or modify the expulsion. If no list of designee attorneys has been developed or no attorney on the list is available, the Board may also conduct the hearing.

Conduct of the Hearing
The initial expulsion hearing and any appeal are not formal judicial proceedings. The student, student's parents or their representative do not have the right to cross-examine or question school staff, students or other persons at the hearing. Any cross-examination or questioning is at the sole discretion of the hearing officer or appeal hearing officer. If the student, student's parents or their representative fail to follow hearing procedures established by the Board in policy and regulations, the hearing may be terminated and the hearing officer may proceed with a decision in the matter.

Right of Appeal
In cases of an expulsion, the right of appeal shall be:

- A student or their parent, guardian, or custodian may appeal an expulsion by the superintendent to the Board or its designee, as provided in this policy.

- The student and their parent, guardian or custodian shall have the right to be represented in all appeal proceedings and shall be granted a hearing before either the Board or its designee, whichever is applicable in order to be heard with regard to the expulsion.

- At the request of the student, or their parent, guardian or custodian shall have the right to be represented in all proceedings and shall be granted a hearing before either the Board or its designee, whichever is applicable, in order to be heard with regard to the expulsion.

- Formal action on the appeal may only be taken in a public meeting.

- By the action of the Board, the order of expulsion may be affirmed, or the student may be reinstated or the action otherwise reversed, vacated or modified.

- Either the Board or its designee, whichever is applicable, shall make or cause to be made a verbatim record of the appeal hearing. The record shall not be reduced to writing except at the request, cost, and arrangement of the party requesting the written record.

- A student shall remain expelled for the full duration of the expulsion unless it is modified through the appeal process. However, the Superintendent may exercise discretion to hold an expulsion in abeyance while the appeal is pending.

- The decision of the Board may be appealed to the Court of Common Pleas as authorized under Ohio law.

- The request for appeal must be filed in writing with the Superintendent's office within five school days after the first day of the expulsion.

Rockbridge Academy

The Superintendent or Superintendent's designee, at their discretion, may elect to assign middle or high school student(s) to Rockbridge Academy as an alternative disciplinary measure to the suspension or expulsion of a student, so long as admission is consistent with the mission, purpose, and rules of the school.

Discipline of Students With Disabilities

In addition to following the requirements and procedures set forth for all students (policy 5610), the Board of Education shall also abide by State and Federal laws and regulations when disciplining students with disabilities through removal by suspension and/or expulsion.

Other Provisions Related to Students With or Without Disabilities:

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

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

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

Violation of Suspension or Expulsion

While under suspension or expulsion, a student shall not have access to or be permitted on school premises or at school activities except with the specific permission of the building principal. If a student is found on school premises

or at school activities without the permission of the principal, **they may be referred to law enforcement authorities for appropriate action.**

ACADEMIC POLICIES AND COUNSELING SERVICES

Students are expected to follow all course and academic policies for the school they attend. For the most up-to-date information, please refer to each school's website for specific schedule or course information.

Academic Integrity

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

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

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

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

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

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

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

Grades

Grade Point Average
All semester final grades received in Worthington subjects which could count toward graduation are used for computation of the student's GPA, with the exception of "S" and "P" grades. Grades earned in middle school for high school subjects are not used for computation of grade point average or rank in class. The same is true of courses which are audited or transferred into Worthington. Letter grades are equated as follows for semester courses:

- A = 4.00 points
- B = 3.00 points
- C = 2.00 points
- D = 1.00 point
- F = 0 points

Note that in all cases pluses and minuses are not computed. Only Advanced Placement (AP), IB and College Credit Plus courses have "weighted" grades. The weighting system used equates letter grades as follows:

- A = 5.00 points
- B = 3.75 points
- C = 2.50 points
- D = 1.25 points
- F = 0 points

Grading Periods

Grades will be posted online throughout each 9-week grading period. At the end of each period, report cards will be available online, showing grades for each course during that portion of the term. Final grades and credits will be posted to students' transcripts at the end of each semester.

Early Graduation

Students who wish to apply for early graduation should speak to their school counselor. Early graduation will be permitted if the student fulfills the graduation requirements and conditions for graduation. Students who choose early graduation may participate in the graduation ceremonies of their designated class.

Credit Flexibility

Credit Flexibility may be used to expand and enrich students' learning experiences and opportunities. These experiences must maintain the educational standards adopted by the district through its course of study. Before students may begin any course through credit flexibility, a plan must be submitted and signatures signifying approval obtained.

Credit Flexibility options may include, but are not limited to:

- correspondence courses
- online courses
- educational travel
- service learning
- independent study
- demonstration of mastery
- college course work (Post-Secondary Enrollment)

For more information about Credit Flexibility, students should speak with their school counselor.

Credit Recovery

For many learners, making up lost ground can feel overwhelming. Worthington Schools partners with leading online education providers to offer a media-rich, highly interactive credit recovery experience that is both engaging and effective. These programs focus on personalized instruction that addresses knowledge gaps and targets the specific challenges that have hindered student progress. For more information, students should speak with their school counselor.

College Credit Plus Program

Any student in grades seven (7) through twelve (12) may enroll in a College Credit Plus Program provided the student meets the requirements established by law and by the participating college or university. Any interested student should contact their school counselor to obtain the necessary information.

Homework

Homework will be assigned. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the assessment tests and graduation.

Field Trips

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the School's co-curricular and extracurricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips.

- Attendance rules apply to all field trips.
- While the District encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.
- Students who violate school rules may lose the privilege to go on field trips.

Student Assessment

State Tests
Unless exempted, each student must pass all portions of the State-mandated assessments as a requirement for graduation. Tests will be administered twice per year until the student passes all parts of the test. Students are only required to retake tests they have not passed. While Worthington Schools does schedule make-up dates for testing, students should avoid unnecessary absences during State testing time periods.

College Entrance Exams
Each spring, Worthington's high schools administer the SAT to all 11th grade students during the school day. This administration is state-funded and free of charge to 11th grade students. Families do not need to register for this administration of the SAT; all juniors will be automatically enrolled to take the test. Additional college entrance testing information can be obtained from the School Counseling Office.

Other Assessments
Additional assessments are given to students to monitor progress and determine educational mastery levels. These tests help the staff determine instructional needs.

Classroom tests are give to assess student progress and assign grades. These are selected or prepared by teachers to assess students achievement on specific objectives.

Career and interest surveys may be administered to identify particular areas of student interest or aptitude.

Student Schedules

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through their school counselor. Students may be denied course enrollment due to lack of available space or the need for the student to pass prerequisite courses. Students are expected to follow their schedules. Any variation must be approved with a pass or schedule change.

School Counseling Services

Our school counseling program supports the academic, social-emotional, and college and career development of all students. School counselors are available to provide individual and group counseling, assist with course planning and scheduling, support students in managing personal and social challenges, and guide post-secondary planning. Counselors work closely with students, families, and staff to ensure each student has the resources and support needed to succeed in school and beyond. Students are encouraged to reach out to their counselor whenever they need support or guidance.

TRANSPORTATION

Bus Transportation to School

Bus service is provided for elementary and middle school children who live more than 1.5 miles from the school and high school students who live more than 2 miles away. Bus stops are established by the Transportation Department and are approved by the Worthington Board of Education. The phone number for the Transportation Department is (614)450-6600.

Students may only ride assigned buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.

Drivers are responsible for and shall expect the orderly conduct of students. Students on the bus shall be under the authority of and are directly responsible to the driver. The driver may assign seating or direct students in any reasonable manner to maintain transportation safety.

If students do not respond to the driver's request for orderly conduct, the driver shall report this to the principal. Appropriate disciplinary action may be taken as determined by the school principal. The Board of Education has installed video cameras on school buses to monitor student behavior. School principal and/or transportation may access school bus video and audio recordings.

Parents are responsible for the safety of students while going to and from pickup points, until students get on the bus at the bus stops and as soon as students get off the bus in the neighborhood.

Buses operate on a time schedule; this schedule does not permit buses to wait for tardy students.

School Bus Rules & Regulations

The following regulations apply to student conduct while boarding and riding buses, in loading and unloading areas, and at pick-up and drop-off points:

1. The school bus driver shall be in charge of the bus at all times and shall be responsible for order.
2. Students riding school buses shall:
    a. arrive at the bus stop before the bus is scheduled to arrive;
    b. board, leave, and ride the school bus in an orderly and non-disruptive manner;
    c. sit in their seat from the time of boarding until disembarking;
    d. refrain from engaging in any conversation or activity (including fighting) which could reasonably interfere with the safety of passengers or with the bus driver's safe operation of the bus;
    e. refrain from conduct, conversation, or forms of expression which could reasonably be said to offend the ordinary sensibilities of human beings;
    f. not vandalize or otherwise damage a school bus;
    g. not eat, drink, or use tobacco while in a school bus;
    h. not be in possession of or transport animals, dangerous objects, or weapons;
    i. not throw objects either out of or within the bus and not extend any part of their body out of a window;
    j. make no noise while a school bus is approaching or crossing a railroad crossing or at any other point of danger as specified by the school bus driver; and
    k. cross all streets at least ten (10) feet in front of the school bus and shall remain visible to the driver at all times;
    l. board or leave the bus only at locations to which the students have been assigned unless they have parental and administrative authorization to do otherwise.

Students who wish to ride the bus home with another student who rides a different bus than the one assigned need to bring in a note from a parent/guardian stating permission for their student to ride a different bus. Whenever possible this note should contain the bus number of the bus they want their student to ride. A phone call verification may be made to the parent of the student requesting to ride a different bus. If this letter is not presented to an administrator in time to successfully contact a parent before the bus arrives, the request may be denied.

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

A violation of any of the foregoing rules or of any provision of the Student Code of Conduct (5500) shall constitute disorderly conduct and shall subject the student to suspension of bus privileges, emergency removal, or other discipline. Suspension of bus privileges shall be in accordance with board policy 5610.04.

Suspension Of Bus Riding/Transportation Privileges

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

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

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

Any additional guidelines regarding conduct on school buses/vehicles, as well as general information about the school transportation program, will be made available to all parents and students and posted in a central location.

Policy: 56109.04l
R.C. 3319.41, 3327.01, 3327.014
A.C. 3301-83-08

Student Driving & Parking Regulations

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

A. Parking of Vehicles Driven by Students

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

B. Registration of Vehicles Driven by Students

1. A student who desires to drive and park a motor vehicle on school premises shall make an application for and, if approved, purchase the use of a parking permit from **MyPaymentsPlus** for a fee of $10.00. Eligibility for parking permits will be decided on a yearly basis by the high school administration. Parking permits remain the property of Worthington Schools and must be surrendered at the school's request. Permits are used subject to adherence to established Driving and Parking Regulations.
2. A lost or stolen parking permit must be reported immediately to the office. Students who lose their permits or have them stolen have five school days in which to recover their lost permit. During the five-day recovery period, students must display their copy of the Lost Parking Permit Reporting Form on their dashboard. If after five school days a student has not recovered the lost permit, a replacement permit must be purchased for $10 if the student wishes to continue to drive and park on campus.
3. A student must not sell, give, or otherwise transfer a parking permit to another student or person. An updated license number of the student's vehicle must be communicated to the office. NOTE: Any student who has a student parking permit must be in a registered vehicle when entering campus.
4. The student parking permit shall be displayed in the front windshield of the motor vehicle at all times while the vehicle is being driven or parked on campus.

C. General Regulations for Student Driving & Parking:

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

D. Disciplinary Actions for Violation of These Regulations

1. Disciplinary action may result from the violation of any of the regulations set forth herein. The circumstances of a particular offense may result in suspension or revocation of a student's parking permit without refund, or more severe disciplinary action. In general, there are three levels of discipline for parking violations but administrative discretion may be used. Level one may include detentions, loss of driving and parking privileges. Level two may include multiple consequences and/or loss of driving and parking privileges. Level three may include a one to three-day suspension, the student vehicle being ticketed, towed (at vehicle owner's expense) and/or the loss of driving and parking privileges for the remainder of the year.
2. Any student displaying a parking permit which is counterfeited or has been reported as lost or stolen may be subject to suspension (3 to 5 days) from school under the Code of Conduct for Students. Also loss of parking privileges may be applied on a case by case basis.

APPENDIX A: Board Of Education Alcohol, Tobacco & Drug Policy

Drug Prevention

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the whole school community.

For purposes of this policy, "drugs" shall mean:

A. all dangerous controlled substances as so designated and prohibited by Ohio statute;

B. all chemicals which release toxic vapors;

C. all alcoholic beverages;

D. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;

E. anabolic steroids;

F. any substance containing betel nut (areca nut);

G. any substance that is a "look-alike" to any of the above.

The Board prohibits the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia as the term is defined by law, or the misuse of a product containing a substance that can provide an intoxicating or mood-altering effect on school grounds, on school vehicles, or at any school-sponsored event.

It further establishes a drug-free zone within 1000 feet of any facility used by the District for educational purposes.

Policy: 5530
Adopted: December 18, 2017

LEGAL REFS: R.C. 2925.37, 3313.60(E), 3313.661, 3313.662, 3313.752, 3313.95, 3319.012
Public Law 101 - Drug-Free Schools and Communities Act of 1986
20 U.S.C. 3224A
20 U.S.C. 3171 et seq.

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Prohibition of Smoking, Use Of Tobacco and Electronic Cigarettes

The Board of Education is committed to providing students, staff, and visitors with a tobacco, nicotine, vapor/aerosol, and smoke-free environment. The negative health effects of tobacco use for both users and nonusers, including the effects of secondhand smoke and vapor/aerosol exposure, are well established. Further, providing a non-smoking and tobacco-free environment is consistent with the responsibilities of teachers and staff to be positive role models for our students.

For purposes of this policy, 'use of tobacco' means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco or nicotine (including synthetic nicotine), in addition to papers used to roll cigarettes and/or the smoking of electronic, 'vapor,' or

other substitute forms of cigarettes, clove cigarettes, and any other smoking devices for burning tobacco or any other substance.

The term "tobacco" includes any product containing, made of, or derived from tobacco or nicotine (including synthetic nicotine) that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus; any electronic smoking device and any substances that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; an e-cigarette (including, but not limited to, "JUUL", "NJOY," "BREEZE," "Puff Bar," etc.), e-cigar, e-pipe, vape pen, or e-hookah; but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.

The Board prohibits the use of tobacco, nicotine, or tobacco substitute products at all times (twenty-four hours a day, seven (7) days a week) within any enclosed facility owned, leased, or contracted for by the Board, and in the areas directly or indirectly under the control of the Board immediately adjacent to locations of ingress or egress to such facilities. This prohibition extends to any Board-owned and/or operated vehicles used to transport students and to all other Board-owned and/or operated vehicles. Such prohibition also applies to school grounds, athletic facilities, and any school-related event, on or off Board premises.

The Superintendent shall require the posting of signs as required by R.C. 3794.06 and as specified by the Ohio Department of Health.

Advertising/Promotion

In accordance with Policy 9700.01, tobacco advertising is prohibited on school grounds, in all school-sponsored publications, and at all school-sponsored events.

Tobacco promotional items that promote the use of tobacco products, including clothing, bags, lighters, and other personal articles, are not permitted on school grounds, in school vehicles, or at school-sponsored events.

Enforcement

Violations of this policy may result in removal from school property or the school activity in accordance with Policy 9150 – School Visitors.

Policy:7434
Adopted: December 18, 2017
Last Revised: May 22, 2023

Policy: 1615
AdoptedNovember 25, 2019
Last RevisedMay 22, 2023

Policy: 3215
Adopted: December 18, 2017
Last Revised: May 22, 2023

Policy: 5512
Adopted: December 18, 2017
Last Revised: May 22, 2023

Policy: 4215

Adopted: December 18, 2017
Last Revised: May 22, 2023

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq. Goals 2000: Educate America Act; 20 USC 6081 through 6084
ORC 3313.20; 3313.47
3791.031
3794.01; 3794.02; 3794.04; 3794.06
OAC 3301-35-02; 3301-35-05

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Tobacco Use By Students

The Board of Education is committed to providing students, staff, and visitors with an indoor tobacco, nicotine, vapor/aerosol, and smoke-free environment. The negative health effects of tobacco use for both the users and nonusers, including the effects of secondhand smoke and vapor/aerosol exposure, are well established. Further, providing a non-smoking and tobacco-free environment is consistent with the responsibilities of teachers and staff to be positive role models for our students.

For purposes of this policy, 'use of tobacco' means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco or tobacco substitutes, including cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or any other matter or substances that contain tobacco or nicotine (including synthetic nicotine), in addition to papers used to roll cigarettes, and/or the smoking of electronic, 'vapor,' or other substitute forms of cigarettes, clove cigarettes, or other smoking devices for burning tobacco or any other substance.

The term “tobacco” includes any product containing, made of, or derived from tobacco or nicotine (including synthetic nicotine) that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus; any electronic smoking device and any substances that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; an e-cigarette (including, but not limited to, “JUUL”, “NJOY,” “BREEZE,” “Puff Bar,” etc.), e-cigar, e-pipe, vape pen, or e-hookah; but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.

The Board prohibits the possession, consumption, purchase or attempt to purchase, and/or use of tobacco or tobacco substitute products by students at all times (twenty-four (24) hours a day, seven (7) days a week) on Board premises, in Board-owned vehicles, within any indoor facility owned, leased, or contracted for by the Board and/or used to provide education or library services to children, and at all Board-sponsored events.

This prohibition extends to any Board-owned and/or operated vehicles used to transport students and to all other Board-owned and/or operated vehicles. Such prohibition also applies to school grounds, athletic facilities, and any school-related event, on or off Board premises.

Advertising/Promotion

In accordance with Policy 9700.01, tobacco advertising is prohibited on school grounds, in all school-sponsored publications, and at all school-sponsored events.

Tobacco promotional items that promote the use of tobacco products, including clothing, bags, lighters, and other personal articles, are not permitted on school grounds, in school vehicles, or at school-sponsored events.

Educational Programming

Tobacco-use prevention education shall be coordinated with the other components of the school health program. Staff responsible for teaching tobacco-use prevention education shall have adequate pre-service training and participate in ongoing professional development activities to effectively deliver education programming. Preparation and professional development activities shall provide basic knowledge about the effects of tobacco use and effects of peer pressure on tobacco use combined with effective instructional techniques and strategies and program-specific activities. Education will include instruction on the harmful effects of and legal restrictions against tobacco, nicotine, and electronic smoking devices, as part of the health education curriculum, including My Life My Quit Youth Cessation Program.

Enforcement

Students who violate this policy shall be subject to disciplinary action in accordance with the Student Code of Conduct/Student Discipline Code and in accordance with policies of the Board.

Policy: 5512
Adopted: December 18, 2017
Last Revised: May 22, 2023

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq. Goals 2000: Educate America Act; 20 USC 6081 through 6084
ORC 2927.02
3313.47; 3313.66; 3313.661; 3313.751; 3794.01; 3794.02; 3794.04; 3794.06
OAC 3301-35-02; 3301-35-03; 3301-35-04
20 USC § 6082

CROSS REFS.: 5611, Student Due Process Rights
5500, Student Conduct/Zero Tolerance
5610, Student Suspension
5610, Student Expulsion
Student Handbooks

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No Smoking/Tobacco Use On District Property

The Board of Education is committed to providing students, staff, and visitors with a tobacco, nicotine, vapor/aerosol, and smoke-free environment. The negative health effects of tobacco use for both users and nonusers, including the effects of secondhand smoke and vapor/aerosol exposure, are well established. Further, providing a non-smoking and

tobacco-free environment is consistent with the responsibilities of teachers and staff to be positive role models for our students.

For purposes of this policy, 'use of tobacco' means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, or tobacco substitutes, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, nicotine (including synthetic nicotine), in addition to papers used to roll cigarettes, and/or smoking of electronic, 'vapor,' or other substitute forms of cigarettes, clove cigarettes, and any other smoking devices for burning tobacco or any other substances.

The term "tobacco" includes any product containing, made of, or derived from tobacco or nicotine (including synthetic nicotine) that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus; any electronic smoking device and any substances that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; an e-cigarette (including, but not limited to, "JUUL", "NJOY," "BREEZE," "Puff Bar," etc.), e-cigar, e-pipe, vape pen, or e-hookah; but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.

The Board prohibits the use of tobacco or tobacco substitute products by employees at all times (twenty-four (24) hours a day, seven (7) days a week) within any enclosed facility owned, leased, or contracted for by the Board, and in areas directly or indirectly under the control of the Board immediately adjacent to locations of ingress or egress to such facilities. This prohibition extends to any Board-owned and/or operated vehicles used to transport students and to all other Board-owned and/or operated vehicles. Such prohibition also applies to school grounds, athletic facilities, and any school-related event, on or off Board premises.

The Superintendent shall require the posting of signs as required by R.C. 3794.06 and as specified by the Ohio Department of Health.

Advertising/Promotion

In accordance with Policy 9700.01, tobacco advertising is prohibited on school grounds, in all school-sponsored publications, and at all school-sponsored events.

Tobacco promotional items that promote the use of tobacco products, including clothing, bags, lighters, and other personal articles are not permitted on school grounds, in school vehicles, or at school-sponsored events.

Enforcement

Employees who violate this policy shall be subject to disciplinary action in accordance with the applicable Collective Bargaining Agreement and/or in accordance with policies of the Board.

Policy:7434
Adopted: December 18, 2017
Last Revised: May 22, 2023

LEGAL REFS.:	The Elementary and Secondary Education Act; 20 USC 1221 et seq. Goals 2000: Educate America Act; USC 6081 through 6084	
	ORC	3313.20; 3313.47
		3791.031; 3794.01; 3794.02; 3794.04; 3794.06
	OAC	3301-35-02; 3301-35-05

APPENDIX B: Family Education Rights And Privacy Act (FERPA)

Annual Notification of Rights under FERPA
Worthington School District

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day Worthington Schools receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the [School] to amend their child's or their education record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school or school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request or the disclosure is initiated by the parent or eligible student.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Worthington Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(*1*) - (a)(1)(i)(B)(*3*) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized

under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

APPENDIX C: Electronic/Network Acceptable Usage Policy

STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology directly affects the ways in which information is accessed, communicated, and transferred in society. Educators are expected to continually adapt their means and methods of instruction and the way they approach student learning to incorporate the latest technologies. The Board of Education provides Information & Technology Resources (as defined in Bylaw 0100) (collectively, 'District Information & Technology Resources') to support the educational and professional needs of its students and staff. With respect to students, District Information & Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system do not serve as a public access service or a public forum and the Board imposes reasonable restrictions on its use consistent with its stated educational purpose.

The Board regulates the use of District Information & Technology Resources in a manner consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Information & Technology Resources and students' personal communication devices when they are connected to District Information & Technology Resources, including online educational services/apps, regardless of whether such use takes place on or off school property (see Policy 5136).

Students are prohibited from using District Information & Technology Resources to engage in illegal conduct (e.g., libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, etc.) or conduct that violates this Policy and its related administrative guidelines and the Student Code of Conduct (e.g., making personal attacks or injurious comments, invading a person's privacy, etc.). Nothing herein, however, shall infringe on students' First Amendment rights. Because its Information & Technology Resources are not unlimited, the Board may institute restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Students have no right or expectation to privacy when using District Information & Technology Resources (including, but not limited to, privacy in the content of their personal files, messages/e-mails, and records of their online activity).

While the Board uses various technologies to limit students using its Information & Technology Resources to only use/access online educational services/apps and resources that have been pre-approved for the purpose of instruction, study, and research related to the curriculum, it is impossible to prevent students from accessing and/or coming in contact with online content that has not been pre-approved for use by students of certain ages. It is no longer possible for educators and community members to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them) when significant portions of students' education take place online or through the use of online educational services/apps.

Pursuant to Federal law, the Board implements technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act (CIPA). At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor the online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using District Information & Technology Resources if such disabling will cease to protect against access to materials that are prohibited under CIPA. Any student who attempts to disable the technology protection measures will be disciplined.

The Superintendent may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material if access to such sites has been mistakenly, improperly, or inadvertently blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to online content and/or services/apps that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to content that they and/or their parents may find inappropriate, offensive, objectionable, or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Principals are responsible for providing training so that students under their supervision are knowledgeable about this policy and its accompanying guidelines.

Pursuant to Federal law, students shall receive education about the following:

A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;

B. the dangers inherent with the online disclosure of personally identifiable information;

C. the consequences of unauthorized access (e.g., 'hacking', 'harvesting', 'digital piracy', 'data mining', etc.), cyberbullying, and other unlawful or inappropriate activities by students online; and

D. unauthorized disclosure, use, and dissemination of personally-identifiable information regarding minors.

Staff members shall provide guidance and instruction to their students regarding the appropriate use of District Information & Technology Resources and online safety and security as specified above. Additionally, such training shall include, but not be limited to, education concerning appropriate online behavior including interacting with others on social media, including in chat rooms, and cyberbullying awareness and response. Furthermore, staff members will monitor the online activities of students while they are at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions or use of specific monitoring tools to review browser history and network, server, and computer logs.

All students who use District Information & Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a District-provided school email account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, individuals, and/or organizations outside the District with whom they are communicating for school-related projects and assignments.

Students are responsible for good behavior when using District Information & Technology Resources – i.e., behavior comparable to that expected of students when they are in physical classrooms and school buildings and at school-sponsored events. Because communications on the Internet are often public in nature, general school rules for behavior and communication apply. The Board does not approve any use of its Information & Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students may only use District Information & Technology Resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.

Use of Artificial Intelligence/Natural Language Processing Tools For School Work

Students are required to rely on their own knowledge, skills, and resources when completing school work. In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence (AI) and Natural Language Processing (NLP) tools (collectively,

"AI/NLP tools") is strictly prohibited for the completion of school work. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.

Notwithstanding the preceding, students can use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:

A. Research assistance: AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.

B. Data Analysis: AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.

C. Language translation: AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.

D. Writing assistance: AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.

E. Accessibility: AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language.

As outlined above, under appropriate circumstances, AI/NLP tools can be effectively used as a supplement to and not a replacement for traditional learning methods. Consequently, with prior teacher permission/consent, students can use such resources to help them better understand and analyze information and/or access course materials. If a student has any questions about whether they are permitted to use AI/NLP tools for a specific class assignment, they should ask their teacher.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Information & Technology Resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent as the administrator(s) responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District Information & Technology Resources.

Policy: 7540.03
Adopted: December 18, 2017
Last Revised: May 22, 2023

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GUIDELINES FOR STUDENTS AND STAFF ON THE USE OF AI TOOLS

Students and staff should use AI tools responsibly, balancing their benefits with the need for academic integrity, skill development, and staff and student data protection. In general, students may use AI tools for assignments unless their teacher explicitly prohibits it for a specific assignment. Teachers retain discretion over AI usage in their classrooms, including expectations for citing AI contributions. Unauthorized use of AI is considered plagiarism and is subject to disciplinary action. Privacy and confidentiality remain central to using AI tools, with disciplinary consequences for violations.

These guidelines ensure AI is integrated responsibly into the school setting, supporting both educational innovation and ethical practices.

1. Personal Responsibility and Integrity

a. Students have permission to use district-approved AI tools to support their learning unless a teacher specifically instructs them not to. AI tools are meant to supplement students' efforts and enhance their understanding; they are not substitutes for a student's own critical thinking or learning.
b. Misusing AI tools, such as allowing them to complete assignments, will be treated as plagiarism and may result in disciplinary actions per the Student Code of Conduct.

2. Teacher Permission

- Students have permission to use district-approved AI tools unless a teacher explicitly prohibits their use for a specific assignment or activity. If students are unsure about whether AI is allowed, check with a teacher for clarification.
- Students should use AI tools responsibly, ensuring they support understanding of the subject rather than simply completing the work for the student.

3. Approved Uses of AI Tools (Unless Prohibited by the Teacher)
Students may use AI tools to support their learning unless explicitly prohibited by their teacher. Approved uses may include but not limited to:

- **Research Assistance**: Finding relevant information or generating questions for research projects.
- **Data Analysis**: Identifying patterns or analyzing data.
- **Language Bridging**: Targeted translation of texts, simplifying language, or providing cultural context to support learning.
- **Writing Assistance**: Improving grammar, spelling, tone, and brainstorming—but not generating entire paragraphs or essays.
- **Accessibility Support**: Using features like text-to-speech, closed captioning, or translation to assist learning.

Always use AI tools responsibly to enhance learning, not to replace effort or critical thinking.

4. Documentation and Transparency

- Students should be transparent when using AI tools. Identify AI-generated or supported content and explain how the tool contributed to their work.
- Follow teachers' specific instructions for citing AI in assignments or projects.

APPENDIX D: Disciplinary Action Chart

Level I Violation	Level II Violation	Level III Violation
Violation that has the potential to negatively impact a safe learning environment.	***Violation that may cause harm or potential harm to person or property.***	***Possible violation of law. Violation that may cause harm or potential harm to person or property.***
1st violation: warning [teacher call home] ***2nd violation: detention [teacher call home]*** ***3rd violation: 2 detentions [teacher call home]*** ***For these types of violations, at least three contacts to parents will have been made by teachers to change this behavior.*** ***4th violation: progressive discipline*** ***5th violation: progressive discipline***	***1st violation through 5th violation: range from 1 detention to 10 days*** ***Out-of-School Suspension (OSS)***	***1st violation: range from 1 detention to 10 days OSS up to possible recommendation for expulsion and possible police notification***
	1B. Class Cuts 1C. Truancy	3A. Use or Possession - Alcohol 3B. Selling or Distributing - Alcohol 3D. Use or Possession - Drugs 3E. Selling or Distributing - Drugs
	2. Computer, Abuse of Hardware, Software or Other School Technology *(Penalties may also include suspension or loss of usage privileges)*	4. Use or Possession of Tobacco or Vape
		5. Unauthorized Touching
1A. Tardiness	3C/3F/10G/29B Failure to Remove and/or Report	10A. Dangerous Weapons - Firearm 10B. Dangerous Weapons - Knife 10C. Dangerous Weapons – Other than Firearm 10D. Dangerous Weapons – Firearm Lookalike 10E. Dangerous Weapon – Explosive 10F. Dangerous Weapon - Spray/Mace
14. Dress and Expression *(Penalties may also include a request for change of clothes)*	6. Cheating and Plagiarism (Academic Dishonesty)	11. Harassment, Bullying and Intimidation or Other Degrading, Disgraceful, Discriminating and/or Racist Acts
15A. Electronic Devices *(Penalties may also include confiscation)*	7. Conduct on Buses (May also include suspension of transportation privileges)	15B. Electronic Devices - Laser 15D. Electronic Devices - Sexting
All Level I violations counts reset each quarter. **Academic Intervention resets at the semester.**	8. Damage to Private Property	16A. Fighting 16B. Serious Bodily Injury 16C. Assault
	9. Damage to School Property	17A. Frightening or Intimidating Acts 17B. False Alarm / Bomb Threat
	12. Disruption	
	13. Disruptive Demonstration	19. Hazing
	15C. Electronic Devices – Cell Phone	20. Insubordination
	18. Gambling	23A. Sexual Misconduct
	21. Leaving School Premises/ Improper Area	23B. Unwelcome Sexual Conduct
	22. Misrepresentation and Forgery (Non-academic Dishonesty)	24. Sexual Harassment
		25. Theft
	26A. Unauthorized Sale 26B. Unauthorized Distribution	27. Trespassing
		29A. Violation of Law
	28. Profane, Vulgar or Abusive Language or Gestures	30. Other Conduct
		31. Repeated Violations or Other Circumstances
	37. Misconduct Off School Grounds	32. Unauthorized or Unsafe Operation of a Motor Vehicle
		33. Pornographic Material
		34. Unauthorized Recording
		35. Violent Conduct
		36. Arson

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

WORTHINGTON SCHOOLS

CO-CURRICULAR STUDENT-PARENT HANDBOOK

2026 - 2027

HIGH SCHOOL ATHLETICS & ACTIVITIES

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For more information from Ohio High School Athletic Association, please visit the OHSAA website for rules and regulations: www.ohsaa.org

The student handbook will also provide more guidance as needed.

INTRODUCTION

A Message to Student Participants and Their Families about

Worthington Schools' Co-Curricular Program

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

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

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

We value the following:

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

Student Participation in the Co-Curricular Program

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

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

Character and Citizenship

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

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

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

Thomas Worthington High School Athletic Programs

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

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

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

Worthington Kilbourne High School Athletic Programs

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

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

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

Alcohol, Tobacco & Other Drug (ATOD) Abstinence & Prevention Expectations for Participants in the Co-Curricular Program

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

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

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

- Use of alcohol, tobacco, or drugs (including illegal use of prescription drugs) by a student creates an environment which compromises their individual health, safety and welfare, as well as the health, safety and welfare of all

student participants in that program; **therefore**, use of alcohol, tobacco, or drugs (including illegal use of prescription drugs) by students participating in the Co-curricular Program will not be tolerated.

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

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

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

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

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

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

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

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

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

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

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

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

The following expectations and consequences are in effect and will be enforced for twelve (12) months of the year during all six years of the co-curricular participant's middle school and high school career. Consequences will be

cumulative, and, for activities participants, consequences will be adjusted to meet limited performance schedules as determined by the advisor and activities coordinator.

The Worthington Board of Education Believes:

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

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

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

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

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

Prohibited Conduct for Students Participating in Co-curricular Activities

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

Prohibited Conduct

No student participating in co-curricular activities shall use, possess, sell, offer to sell, conceal, transmit, or distribute alcohol, tobacco, electronic vapor device, or any drug or drug paraphernalia prohibited by the student discipline code at any time. This prohibition shall be effective 12 months per year and shall be applicable regardless of the location of the student at the time. Students acting together with students who are known to have possession of prohibited substances may be deemed to also have possession of such prohibited substances unless they remove themselves immediately and report the offense at the earliest possible time.

Consequences

First Violation (Level 1)

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

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

Third Violation (Level 3)
A third violation of this policy shall result in denial of all privileges or co-curricular participation for the remainder of the student's school enrollment. The penalty will be reduced to denial of privileges of co-curricular participation for a period of one calendar year from the date the violation is determined if the student promptly enters and successfully completes the Student Assistance Program.

Sale or distribution of Drugs

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

Student Assistance Program

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

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

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

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

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

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

Self-Referral

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

Drug Testing

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

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

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

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

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

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

Due Process

Denial of co-curricular privileges for violations of this policy may be imposed by district administrative personnel, including building athletic directors and those persons charged with the directing of building activities programs. Prior to the determination of any violation of this policy, the district administrator shall advise the student of the conduct considered to be a violation and give the student an opportunity to respond to the charge. A student found to be in violation of this policy may appeal that determination to the building Principal. Any such appeal must be in writing and must be submitted no later than the end of the second school day following the day the violation was determined. The decision of the building principal shall be made in writing and shall be given to the student. The student may appeal the decision of the building Principal to the Superintendent or designee. Any such appeal must be in writing and must be submitted to the Superintendent no later than the end of the second school day following the receipt by the student of the decision of the building Principal. The decision of the Superintendent, or designee, shall be final. During the time any appeal is pending, all penalties provided in this policy shall be enforced.

Miscellaneous

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

[Adoption Date: October 14, 1996]
LEGAL REFS.: ORC 3313.66; 3313.661; 3313.664
CROSS REFS.: 5611, Student Due Process Rights; 5512 Tobacco Use by Students; 5530, Drug and Alcohol Abuse by Students/Prevention of Chemical Abuse; 5600, Student Discipline and subcodes; 5330, Administering Medicines to Students

Procedural Issues

If the co-curricular participant is in violation of the Co-Curricular Alcohol, Tobacco and Drug Policy and is caught on school property or at a school-related function not on the property of the Worthington City Schools or is otherwise in violation of the Student Code of Conduct (policy 5500) for an offense related to drugs, alcohol, electronic vapor device, or tobacco, the student must first serve their penalty with the school for a violation of the Code of Conduct which can include, but is not limited to, suspension or expulsion, which will result in denial of privilege to participate in the Co-Curricular Program while the student is expelled, suspended or removed from school. Upon returning, they must also follow the Co-Curricular Policy for first, second, or third violations of the alcohol, drug and tobacco policies.

The policy is intended to supplement and complement all other policies, rules and regulations of the school district regarding student use of drugs, alcohol, electronic vapor devices, and tobacco. Student participation in co-curricular activities is subject to the Student Code of Conduct (policy 5500), including any and all penalties for violation of the Student Code of Conduct.

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

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

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

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

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

Definitions

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

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

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

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

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

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

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

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

Student Leadership Issues

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

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

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

4. Referrals for assistance and student leadership:
   a. Any student leader who refers themself or verifies information provided in a referral by a third party, but then refuses to follow the co-curricular policy in regard to assistance, will be subject to the consequences listed in 3a and 3b above.
   b. Referrals for assistance will carry no consequences for team participation, but will deny leadership positions, leadership awards or and leadership recognition for three (3) months from the date of the infraction.
   c. If the three (3) months for which a student may not serve in a leadership position expires by the date their potential term of office would begin, that student is eligible to run for election or be considered for appointment to student leadership positions.

ATOD VIOLATION OCCURS ON SCHOOL GROUNDS OR AT SCHOOL FUNCTION

<u>Consequences: Use or Possession of Alcoholic Beverages or Drugs—Level 3</u>

1st Violation – 5 day out of school suspension (suspension may be reduced to 2 days with completion of Student Assistance Program). Loss of privileges for 15 school days after the suspension, including attendance at after-school co-curricular events and activities and driving privileges. Police Report.

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

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

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

Use or Possession of Tobacco:
A student shall not use or possess tobacco or tobacco products in any form or otherwise violate Board policy 5512 "Tobacco Use By Students." This also includes a prohibition on smoking or otherwise using tobacco or tobacco products in cars which are on the school campus. Violations will result in Level 3 consequences and a loss of privileges for 5 school days for first offense, 10 days for second offense and 15 for third offense after the suspension, including attendance at after school co-curricular events and activities and driving privileges.
NOTE: Electronic Vapor Devices are categorized as a tobacco product.

Consequences for ATOD Policy Violation

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

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

	Violations		Referrals for Assistance	
	CONSEQUENCES	**CONSEQUENCES** with choice of student assistance program	**CONSEQUENCES**	**CONSEQUENCES** with choice of student assistance program
1st	**ONE SEASON** Denial of privilege to participate	**20%** denial of privilege to participate IF STUDENT AND PARENT AGREES: 1. Prescribed assistance program; 2. Up to three unannounced drug tests within the next calendar year.	Self-referral is designed to provide the opportunity for students to enter the student assistance program. Self-referral is a violation, the first of which will carry no **DENIAL OF PRIVILEGE** IF STUDENT AND PARENT AGREE TO: 1. Prescribed assistance program; 2. Three unannounced drug tests within the next calendar year. Additionally: 1. One referral per career; 2. No referrals while drug testing; and 3. Any referral moves the student to the next level of consequence. 4. Leadership penalty is for three (3) months from incident allowing student to participate, but not in a leadership role. 5. A positive drug test will be considered a violation and student moves to the next level of consequences.	
2nd	**ONE YEAR** Denial of privilege to participate from the date of enforcement for the violation.	**50%** Denial of privilege to participate IF STUDENT AND PARENT AGREES: 1. Prescribed assistance program; 2. Up to three unannounced drug tests within the next calendar year.		
3rd	**CAREER** Denial of privilege to participate from the date of enforcement for the violation.	**ONE YEAR** Denial of privilege to participate **IF STUDENT AND PARENT AGREES:** 1. Assessment and follow recommendations; 3. Up to three unannounced drug tests within the next calendar year.		

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

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

(Revised 8/15)

FEES FOR MIDDLE & HIGH SCHOOL ACTIVITIES & SPORTS

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

Collection of Fees:

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

Multiple Sport/Activity Participation:

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

Refunds:

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

Hardship Cases:

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

CLASSIFICATION OF FEES

High School

Level I - $125.00
All High School Athletics Teams
No fee: Bowling, Ice Hockey,
Indoor Track, Water Polo

Level II - $85.00*
Fall Cheerleading
Winter Cheerleading
Fall Dance Team
Winter Dance Team
Jazz Band
In-the-Know Team
Marching Band/Color Guard
Winter Guard
Winter Percussion
Mock Trials Team
Winter Percussion
Robotics
eSports

Level III - $35.00
Ski Club
Intramurals

***Catastrophic Insurance Fee $5.00**
Water Polo

Middle School

Level I - $125.00
All Athletics Teams

Level II - $85.00
Fall & Winter Cheerleading

Level III - $35.00
Drama Club
Math Counts
Yearbook
Drill Team
Destination Imagination
eSports
Intramurals Math Counts
Robotics
Ski Club
Tech Crew

SUPPORT/BOOSTER GROUP GUIDELINES

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

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

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

SECTION I – DEFINITION OF SUPPORT GROUP

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

SECTION II – CONSTITUTION AND BY-LAWS

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

SECTION III – FUND-RAISING AND ACCOUNTABILITY

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

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

SECTION IV – USE OF FUNDS

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

SECTION V – STUDENT PARTICIPANT RECOGNITION

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

SECTION VI – GROUP INSURANCE

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

SECTION VII – RELATIONSHIP OF COACHES AND ADVISORS

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

SECTION VIII – MIDDLE SCHOOLS

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

POLICY ON RAFFLES

Raffles will be classified in two ways:

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

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

General Regulations for Raffles:

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

Maintenance Raffles:

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

Enhancement Raffles:

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

[Adopted: August 20, 1996]

CARDS INC. /WOLVES INC.

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

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

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

FUND RAISING

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

1. A representative of the group sponsoring the project will fill out a form with the background information, description of the product, desired dates for sale and the advisor's/coach's signature. The form will be filed with the building principal or designee at least two weeks in advance.

2. The building principal or designee must approve the project and the sales dates. Every effort will be made to avoid conflicts with dates of sales projects.
3. When the final order for the product is placed, the company should be informed of the exact location to which the product is to be delivered. The sponsoring group should make arrangements for storage of the product before it is delivered. The bill from the company must be made out to the specific group, not the high school. Be sure to clearly inform the company about the name of the group to be billed.
4. All money collected by school-sponsored organizations (excluding parent support groups) must be turned in to the school treasurer as soon as collected. Funds need to be deposited before a purchase order can be issued. Holding collected money for one large deposit will delay payment of the purchase order.
5. Students and/or parents are responsible for all merchandise or the cash value of the merchandise distributed to them.
6. **Patron drives are limited to only those already in existence**.

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

PROGRAMS/ADVERTISING

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

SUPPORT GROUP LIABILITY INSURANCE

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

SUPPORT GROUP GUIDELINES

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

TEAM POSTER GUIDELINES

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

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

THE ROLE OF PARENTS IN INTERSCHOLASTIC ATHLETICS

Communicating with Your Children

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

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

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

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

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

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

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

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

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

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

Communicating with the Coach

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

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

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

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

<u>Appropriate Procedure for Discussing Concerns with Coaches</u>

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

What if the Meeting with the Coach Did Not Provide Satisfactory Resolution?

- Call to set up an appointment with the athletic administrator
- Determine the appropriate next step at this meeting

GENERAL INFORMATION & PROCEDURES

ATHLETIC PASSES

The Worthington High Schools Athletic Departments will offer school year athletic passes for purchase. The pass will provide the purchaser general admission to all home regular season, high school and middle school athletic events. Athletic passes may be purchased at https://twhs.worthington.k12.oh.us/buy-ticketss (TWHS) or https://wkhs.worthington.k12.oh.us/athletics/tickets-for-home-games (WKHS).

ATOD ACKNOWLEDGEMENT

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

ATTENDANCE (CLASS) REGULATIONS

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

AWARDS

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

CANCELLATION OF CONTESTS DUE TO EMERGENCY CONDITIONS

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

CONCESSION SALES

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

ELIGIBILITY

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

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

In addition there are local school standards which apply:

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

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

An interscholastic extra-curricular activity is defined as a school-sponsored student activity not included in the graded course of study, which has a competitive component or a public performance.
To be eligible to participate in an interscholastic extracurricular activity, the Board requires that high school students (grades 9-12) meet all Ohio High School Athletic Association (OHSAA) regulations; **pass a minimum of five one-unit courses** (or the equivalent which count towards graduation) during the preceding nine-week grading period; and **attain a GPA of 1.0 or greater in those five courses**. In addition, high school students **must pass 2.5 units of credit from the previous semester.**

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

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

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

FACILITY USAGE

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

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

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

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

STUDENT HAZING

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

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

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

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

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

Violations of this policy are subject to discipline as outlined in the student handbook.

Policy: 5516
Adopted: December 18, 2017
Last Revised: November 22, 2021

CO-CURRICULAR STUDENT DISCIPLINE

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

As used in this policy, the term "co-curricular activity" includes all athletic programs, activities programs and performances and student leadership activities. This policy is applicable to students at all grade levels (K-12) participating in co-curricular activities. The prohibitions and penalties provided in this policy will be imposed in addition to, and not in the place of, penalties for conduct otherwise prohibited by the Student Code of Conduct.

Students who violate the Student Code of Conduct, any policies and regulations of the Board, rules established by the advisor or coach of a co-curricular activity in which the student participates, or Ohio High School Athletic Association

requirements are subject to suspension or removal from their privilege of participation in any particular or all co-curricular activities. The principal, assistant principal or other District administrative personnel are authorized to suspend a student from any or all co-curricular activities. The suspension shall be for a maximum of permanent denial of participation in any particular or all co-curricular activities for the remainder of the student's school enrollment. In addition to suspension from participation, an advisor or coach may assign any other penalty other than suspension to a student (e.g., extra practice time, parent conference, limited participation).

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

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

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

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

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

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

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

The informal meeting with the administrator prior to a suspension and any appeal of a suspension are not formal judicial proceedings. There is no right to cross-examination or question school District personnel or any other person.

The rules of evidence and rules of civil procedure do not apply. All procedures and decisions to the informal meeting or any appeal are subject to the sole discretion of the administrator or co-curricular appeal hearing officer, as applicable. [Adoption date: July 22, 2002] LEGAL REF.: ORC 3313.664

NEW CLUB/ACTIVITY PROCEDURE

1. Students should contact the Athletic Director to discuss the procedure for establishing a new club/activity.
2. A faculty advisor for the activity must be named. (The Athletic Director may have a recommendation or the students may contact an interested teacher.) The staff person who is willing to serve as advisor must communicate with the Athletic Director, indicating their willingness.
3. The students should then schedule a meeting of "interested students," with the advisor present, to establish the approximate number of the "interest group." This meeting should be announced to the entire student body.
4. At the organizational meeting the purposes or objectives of the club should be decided and listed. These purposes or objectives must then be presented to the Athletic Director for review by the high school administration.
5. After administrative approval of the purposes has been granted, the students and advisor should structure a constitution or purpose statement for the group. When completed, the constitution/purpose statement must be presented to the Athletic Director for approval.
6. Two copies of the constitution/purpose statement should be sent to the Co-Curricular Office for the club's official file.
7. The advisor may then contact the school treasurer regarding the opening of an activity account. Names of officers should be recorded in the Athletic/Co-Curricular Office.

PROGRAM EXPANSION, NEW TEAMS, OR ADDITIONAL ATHLETIC PROGRAM PERSONNEL

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

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

NON-WORTHINGTON STUDENTS

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

PARTICIPATION CONFLICTS (Students)

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

OUT-OF-STATE TRAVEL

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

REQUIRED PHYSICAL EXAMINATION

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

CONCUSSIONS

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

SALARIES OF COACHES / ADVISORS

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

SCHOLAR-ATHLETE AWARDS

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

CARDS – Scholar-athlete recognition is given by the umbrella support group of each high school. The award is based upon quarterly GPA. Fall sports use 1st quarter marks. Winter sports use 2nd quarter marks. Spring sports use 3rd quarter marks. Any student who is a team member and has a GPA of 3.25 or greater for the corresponding quarter, will be awarded scholar-athlete recognition.

OCC – The OCC will recognize one scholar-athlete per school from each OCC sponsored sport. The recipient must be a senior with a GPA of 3.5 or better.

STUDENT LEADERSHIP

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

TEAM AND ORGANIZATIONAL RULES

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

INSURANCE COVERAGE

Prior to the beginning of practice, all students are to be offered the opportunity to enroll in a Worthington Schools' endorsed insurance program. This program should be utilized by students who do not have insurance coverage of their own. The Worthington Schools do not carry insurance to cover injuries incurred in co-curricular activities (athletics and activities programs). Each student can obtain an application for insurance from the Co-Curricular Office. If the student decides to enroll, the parent must complete and return the application directly to the insurance company. Enrollment in this program may occur at any time during the year.

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

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

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

TOURNAMENTS

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

tournament managers to provide the appropriate support for all district or state tournaments. Appropriate concession support shall be coordinated through the concessions chairperson.

TRANSPORTATION AND TRAVEL GUIDELINES

Bus Guidelines for Athletics/Activities Trips

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

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

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

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

SPORTSMANSHIP

STUDENT CONDUCT POLICY

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

SOCIAL MEDIA GUIDELINES FOR CO-CURRICULAR PARTICIPANTS

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

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

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

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

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

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

STUDENT PARTICIPATION CONDUCT PENALTY

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

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

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

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

SPORTSMANSHIP – A TOTAL TEAM EFFORT

COACHES

- Always set a good example for participants and fans to follow, exemplifying the highest moral and ethical behavior.

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

PARTICIPANTS

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

PARENTS, OTHER FANS

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

SPIRIT GROUPS

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

SCHOOL ADMINISTRATORS

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

CO-CURRICULAR APPENDIX A: Co-Curricular Alcohol, Tobacco & Drug Policy

The Worthington Board of Education believes:

1. Participation in athletics, activities programs and student performance activities ("co-curricular programs") and representing the school in any manner of public performance is a privilege extended to those students willing to make a commitment to attempt to develop their talents and skills to the ultimate level.
2. Participation in co-curricular programs affords students growth and learning opportunities for personal development and team participation and contribution.
3. Students who participate in co-curricular activities are highly visible school leaders and performers. Accordingly, such students should be held to a higher standard of conduct and behavior than those who do not participate.
4. The Board has made a commitment to providing education to students about the harmful effects of alcohol, tobacco and illegal drugs and to providing information to parents when there is reason to believe that the use of such substances has or may have occurred. The use of alcohol, tobacco or drugs is prohibited by the student discipline code. Any such use by any middle school or high school student participating in co-curricular activities, at any time or place, regardless of whether school is in session, will not be tolerated and may result in the loss of privilege of participation. These expectations are in effect 12 months of the year for the duration of each student's middle school and high school career. The provisions of this policy regarding co-curricular activity participation are in addition to, and do not supersede, any policies and procedures concerning student discipline that may apply.
5. The use of alcohol, tobacco or drugs will result in the loss of some or all of the privilege of participation in co-curricular activities. Students who participate in the student assistance program, as provided in this policy, should receive a lesser consequence in recognition of their participation.

Prohibited Conduct for Students Participating in Co-curricular Activities

As used in this policy, "co-curricular activities" include all athletic programs, activities programs and performances, and student leadership activities in grades K–12, in contrast with curricular programs and activities that are credit bearing and receive a grade. Student leadership includes appointed or elected leadership positions in athletics, student government or other co-curricular activities. References to the use, possession or sale of "alcohol," "tobacco" and "drugs" means the use, possession or sale of such substances as defined in and
prohibited by the student discipline code. This policy is applicable to middle school and high school students

participating in co-curricular activities. The prohibitions and penalties provided in this policy will be imposed in addition to and not in the place of, penalties for conduct otherwise prohibited by the student conduct code. Co-curricular consequences will be imposed after school student conduct code violation penalties are completed.

Prohibited Conduct

No student participating in co-curricular activities shall use, possess, sell, offer to sell, conceal, transmit, or distribute alcohol, tobacco or any drug or drug paraphernalia prohibited by the student discipline code at any time. This prohibition shall be effective 12 months per year and shall be applicable regardless of the location of the student at the time. Students acting together with students who are known to have possession of prohibited substances may be deemed to also have possession of such prohibited substances unless they remove themselves immediately and report the offense at the earliest possible time.

CONSEQUENCES

First Violation (Level 1).
Violation of this policy will result in the loss of the privilege of co-curricular participation (including contests, competitions and performances) for one entire season (or, in the case of non-athletic activities, an equivalent period). Violation during a season will result in the loss of participation for the remainder of the season and for that portion of the next season equal to the time of the season (or school year) when the violation took place. The penalty will be reduced to a loss of participation for the equivalent of 20% of the season/contests (or, in the case of non-athletic activities, an equivalent period) for students who promptly enter and successfully complete the student assistance program, as defined in this policy.

Second Violation (Level 2)
A second violation of this policy will result in denial of the privilege of co-curricular participation for one calendar year from the date the violation is determined. The penalty will be reduced to a loss of participation for one-half of the

season/contests (or, in the case of non-athletic activities, an equivalent period) if the student promptly enters and successfully completes the student assistance program.

Third Violation (Level 3)
A third violation of this policy shall result in denial of all privileges of co-curricular participation for the remainder of the student's school enrollment. The penalty will be reduced to denial of privileges of co-curricular participation for a period of one calendar year from the date the violation is determined if the student promptly enters and successfully completes the student assistance program.

Sale of Drugs – Selling or Distributing

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

Student Assistance Program

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

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

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

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

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

Self-Referral

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

Drug Testing

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

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

Falsifying or tampering with a sample will result in suspension of the assistance program and a denial of participation privileges.
The school will pay for all drug tests (other than any tests conducted as part of an assessment at the beginning of the Student Assistance Plan) on the first level. The student will pay tests on additional levels.

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

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

Due Process

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

Miscellaneous

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

[Adoption date: July 22, 2002]
[Revised date: July 24, 2006]

Procedural Issues

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

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

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

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

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

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

Definitions

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

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

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

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

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

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

of the assistance plan, and when the co-curricular participant may return to competition/contests/performances or participation.

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

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

Student Leadership

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

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

3. Any student leader found to be in violation of the ATOD policy will be subject to the following:
   a. Immediate termination of all leadership positions, awards relating to these positions, and loss of all school or team/activity awards.
   b. Denial of the opportunity to hold any additional leadership positions for the period of one (1) calendar year from the time of the infraction. Within the calendar year that the student may not serve in a leadership position, the student may, however, petition to run for a leadership position which will commence the following calendar year.

4. Referrals for assistance and student leadership:
   a. Any student leader who refers themself or verifies information provided in a referral by a third party, but then refuses to follow the co-curricular policy in regard to assistance, will be subject to the consequences listed in 3a and 3b above.
   b. Self-referrals for assistance will carry no consequences for team participation, but will impact leadership positions, awards or recognition for one calendar year from the date of the infraction.

CO-CURRICULAR APPENDIX B: Co-Curricular Drug & Alcohol Policy Summary

GOALS of the POLICIES:

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

EXPECTATIONS & CONSEQUENCES:

Expectation: No student participating in co-curricular activities shall use, possess, sell, offer to sell, conceal, transmit or distribute alcohol, tobacco or any drug or drug paraphernalia prohibited by the student code of conduct at any time. This prohibition shall be effective 12 months per year and shall be applicable regardless of the location of the student at the time. Students acting together with students who are known to have possession of prohibited substances may be deemed to also have possession of such prohibited substances unless they remove themselves immediately and such student reports the offense at the earliest possible time.

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

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

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

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

Consequence:

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

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

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

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

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

STUDENT LEADERSHIP ISSUES:

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

III. REFERRAL FOR ASSISTANCE

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

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

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

Additionally:

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

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

CO-CURRICULAR APPENDIX C: Athletic Eligibility Requirements Summary

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

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

Academic Eligibility

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

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

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

Understanding Student Educational Options

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

How to Count Courses

Standard Courses

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

Non-standard Courses

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

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

Courses Earning College Credit with a High School Instructor

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

Courses Earning College Credit with a College/University Instructor

- These courses are awarded credit using the following table:

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

Considerations

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

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

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

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

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

complete a University Grade Report Form for each of their college/university courses and return it to the athletic office. The form requires a student and a parent signature prior to the instructor completing the form. Students who do not return the form by the specified date will be withheld from participation until it is on file with the school.

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

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

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

Key Eligibility Dates

First Grading Period: **August 19 – October 15, 2026**
Eligibility from quarter 1 grades becomes effective: October 22, 2026

Second Grading Period: **October 19 – December 18**, 2026
Eligibility from quarter 2 grades becomes effective: January 7, 2027

Third Grading Period: **January 4 – March 19, 2027**
Eligibility from quarter 3 grades becomes effective: April 5, 2027

Fourth Grading Period: **March 22 – May 27, 2027**

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