High School Student Handbook 2021-2022

For Students and Parents of Dublin City Schools High School Students
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Welcome

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

Dublin City Schools Mission Statement

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

Our Beliefs

We believe:

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

Mr. Chris Valentine (President) 614-370-6147
Ms. Lynn May (Vice President) 614-209-0078
Mr. Stu Harris 614-659-0905
Mr. Scott Melody 614-763-1959
Mr. Rick Weininger 614-467-9767

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

Administrative Team – Executive Cabinet and Directors

Dr. John Marschhausen Superintendent
Mr. Brian Kern Treasurer
Mrs. Jennifer Schwanke Deputy Superintendent
Mr. Jeff Stark Chief Operating Officer
Mr. Doug Baker Public Information Officer
Mr. Chris Ondrus Executive Director of Student Services
Dr. Tonya Bailey Executive Director of Teaching and Learning
Mr. Bryan Buoni Executive Director of Human Resources
Mr. Tom McDonnell Director of Student Operations
Mr. Tyler Wolfe Director of Social Emotional Learning
Dr. Bennyce Hamilton Director of Diversity and Equity
Mrs. Lori Marple Director of Curriculum and Instruction
Mr. Mike Ulring Director of Principal Leadership

Administration Building
5175 Emerald Parkway
Dublin, OH 43017
Ph: (614) 764-5913
Fax: (614) 761-5899
High Schools

**DUBLIN COFFMAN HIGH SCHOOL**
6780 Coffman Road
Dublin, Ohio 43017
614-764-5900
FAX 614-764-5925

Mr. Matthew Parrill, Principal
Mr. Ryan McClure, Assistant Principal
Ms. Valerie Lawrensen, Asst. Principal
Mr. Wayne Tsai, Assistant Principal
Mr. Duane Sheldon, Athletic Director
Mr. Kevin Finan, Attendance

**DUBLIN JEROME HIGH SCHOOL**
8300 Hyland-Croy Road
Dublin, Ohio 43016
614-873-7377
FAX 614-873-1937

Mr. Mike Aurin, Principal
Dr. Bryan Arnold, Assistant Principal
Ms. Donita Hamilton, Assistant Principal
Mr. Jerry Obney, Assistant Principal
Mr. Joe Bline, Athletic Director
Ms. Colleen Bender, Attendance

**DUBLIN JEROME HIGH SCHOOL**
EMERALD CAMPUS
5175 Emerald Parkway
Dublin, Ohio 43017
614-761-5857

Mr. Mark Eatherton,
Bridge & PATHS Coordinator
Dr. Julie Blevins,
Coordinator of IB and CCP
Ms. Lori Mesi,
Admin Intern, Career Academies
## Dublin City Schools | 2021-2022 CALENDAR

### AUGUST 2021
- 16-17: Work/PD days for staff
- 18: First day for students
- 18-19: Kindergarten phase-in days
- 25: First day for preschool

### SEPTEMBER 2021
- 6: No School, Labor Day

### OCTOBER 2021
- 15: No School, Work Day / Professional Development Day
- 22: End of 1st nine weeks

### NOVEMBER 2021
- 2: No School / Work Day
- 12: Staff Safety Waiver Day
- 24: No School, Teacher Conference / Comp Day

### DECEMBER 2021
- 20-31: No School, Winter Break

### JANUARY 2022
- 3: No School, Work Day / Professional Development Day
- 10: End of 2nd nine weeks and 1st semester
- 17: No School, MLK Day

### FEBRUARY 2022
- 18: No School, Work Day / Professional Development Day
- 21: No School, Presidents’ Day
- 25: End of second trimester

### MARCH 2022
- 18: End of third nine weeks

### APRIL 2022
- 1: No School, Spring Break
- 15: No School, Teacher Conference / Comp Day
- 20: Family Night

### MAY 2022
- 20: Last day for preschool
- 24: Last day for Seniors
- 26: Last day for Kindergarten
- 27: Last day for students (grades 1-11, A.M. only)

### JUNE 2022
- 29: End of 2nd Semester
- 29: Graduation

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**If the district misses more than six (6) days of school, contingency days will be used beginning on May 31. BE SURE TO CHECK OUR WEBSITE FOR CALENDAR UPDATES**

**NOVEMBER 2021**
- 28-31: No School, Winter Break

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**APPENDIX**

- Appr. 6/8/2020
**Important Information**

**Equal Educational Opportunity**

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

Any person who believes that the school or any staff person has discriminated against a student has the right to file a complaint. A formal complaint can be made in writing to the school district’s Civil Rights Coordinator or District Section 504/ADA Compliance Officer at: Dublin City Schools, 5175 Emerald Parkway, Dublin, OH 43017, phone (614) 764-5913. Karli Collins, Coordinator of Human Resources, is the district’s Civil Rights Coordinator. The following individual serves as the District Section 504/ADA Compliance Officer: Chris Ondrus (elementary and secondary schools; ondrus_chris@dublinschools.net).

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

**Student Support Services**

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

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

For more information about these services, please visit the Department of Academics and Student Learning web page on the district website at www.dublinschools.net.

**Child Find – Help Dublin Schools Identify Children with Disabilities, Including Students Eligible for Protection Under Section 504**

Child Find is the process of locating, evaluating, and identifying children with disabilities who may be in need of special education and related services and/or may be entitled to protection from discrimination based on his/her disability. Parents, relatives, public and private agency employees, childcare providers, physicians, and concerned citizens are encouraged to help the school district find any child, age birth – 21, who may have a disability and is in need of special education and related services. If you suspect a child may have a disability, help is available. Contact the Dublin City Schools Department of Academics and Student Learning at 5175 Emerald Parkway in Dublin, phone 614-764-5913, or visit www.dublinschools.net.

**Response to Intervention**

The Dublin City School District promotes the use of the Response to Intervention (RtI) process at the building level.

Within this process, classroom teachers are the first responders in providing instruction, intervention, and enrichment to all students. Grade level teams document their efforts to support individual students and student progress through an intentional and structured progress monitoring system that captures timely and relevant data.

In addition, teachers can access the Core Consultation Team for ongoing support within the RtI process. This team is comprised of staff with a wide spectrum of expertise, which may include: reading support staff, the gifted education
specialist, the school psychologist, related service staff, EL staff, the guidance counselor, etc. This team monitors the academic and behavioral interventions and enrichment practices that are aligned with student needs. The team ensures that interventions and enrichment are well-documented, implemented with fidelity, and that the intensity of support matches the student’s need.

**Individuals with Disabilities Education Improvement Act and Section 504/ADA**

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

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

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

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

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

**Gifted Education and Services**

For further information on the district’s gifted services, identification practices, and enrichment, please visit Dublin City Schools gifted website, [www.dublinschools.net/domain/955](http://www.dublinschools.net/domain/955).

**Homeless Students**

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

**Philosophy**

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

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

Objectives
In endeavoring to fulfill the broad scope of responsibility stated in its philosophy, the high schools seek to provide for each student the following:

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

Student Responsibilities
As a student, you are expected to be aware of and to accept your individual responsibilities in the following areas:

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

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

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

**Care of Property**
The Board of Education believes that the schools should help students learn to respect property and develop feelings of pride in community institutions.

The Board charges each student with responsibility for the proper care of school property and the school supplies and equipment entrusted to his/her use.

Students who cause damage to school property shall be subject to disciplinary measures, and their parents shall be financially liable for such damage to the extent of the law, except that students over eighteen (18) years of age shall also be liable for damage they cause.

The Board authorizes the imposition of fines for the loss, damage or destruction of school equipment, apparatus, musical instruments, library material, textbooks, and for damage to school buildings.

The Board may report to the appropriate juvenile authorities any student whose damage of school property has been serious or chronic in nature.

A reward may be offered by the Board for the apprehension of any person who vandalizes school property.

The Board will assume no responsibility for any personal property that students bring on to District premises.

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

- To be fully responsible for our own actions and for the consequences of those actions. Freedom to choose carries with it the responsibility for our choices.
- To respect the rights and beliefs of others. In a free society, diversity flourishes. Courtesy and consideration toward others are measures of a civilized society.
- To give sympathy, understanding, and help to others. As we hope others will help us when we are in need, we should help others when they are in need.
- To do our best to meet our own and our families’ needs. There is no personal freedom without economic freedom. By helping ourselves and those closest to us to become productive members of society, we contribute to the strength of the nation.
• To respect and obey the laws. Laws are mutually accepted rules by which, together, we maintain a free society. Liberty itself is built on a foundation of law. That foundation provides an orderly process for changing laws. It also depends on our obeying laws once they have been freely adopted.

• To respect the property of others, both private and public. No one has a right to what is not his or hers. The right to enjoy what is ours depends on our respecting the right of others to enjoy what is theirs.

• To share with others our appreciation and benefits and obligations of freedom. Freedom shared is freedom strengthened.

• To participate constructively in the nation’s political life. Democracy depends on an active citizenry. It depends equally on an informed citizenry.

• To help freedom survive by assuming personal responsibility for its defense. Our nation cannot survive unless we defend it. Its security rests on the individual determination of each of us to help preserve it.

• To respect the rights and to meet the responsibilities on which our liberty rests and our democracy depends. This is the essence of freedom. Maintaining it requires our common effort, all together and each individually.

Academic Integrity (see Cheating, Student Code of Conduct - Rule #11)
We believe the students, staff, and community are stakeholders in the climate and culture of our school. The school was founded on the belief that all students can and must learn in order to achieve success in our society. The community and staff further believe that success begins with personal and academic integrity, which are grounded in honesty, trust, fairness, respect, and responsibility.

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

Violations - The following are examples of activities that violate the spirit of academic integrity. This is not a definitive list:
• knowingly representing the work of others as one’s own;
• using, obtaining, or providing unauthorized assistance on examinations, papers, or any other academic work;
• fabricating data in support of laboratory or fieldwork;
• forging a signature to certify attendance, completion of a course assignment, or any other gain for any purpose not authorized;
• advancing one’s academic position unfairly by hoarding or damaging library materials;
• misrepresenting one’s academic accomplishments;
• communicating, copying materials, allowing another to copy your materials, using unauthorized materials during a quiz, test, project, or homework assignment;
• submitting falsified information for grading purposes;
• removing examinations or parts of examinations without the knowledge or consent of the faculty member;
• impersonating or having another person impersonate a student to assist the student in some academic gain;
• altering a teacher’s grade book or computer records;
• falsifying information on applications such as scholarships, etc.;
• using computers, programmable calculators or the internet for violations of guidelines established by the faculty;
• committing any other violation intended to obtain credit for work that is not one’s own.

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

As a student of integrity, I will neither give nor receive unauthorized aid in class work, quizzes, examinations, preparation of reports or projects, or in any other work that I use to evaluate you without specific permission for collaboration or without proper citation. All work may be submitted to a variety of sources to check for plagiarism.
Dublin High School Student Honor Statement:
As a student of integrity in the Dublin City Schools, I have neither given nor received unauthorized aid on this assignment.

Daily Class Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>Period 1</td>
<td>7:55-8:43</td>
</tr>
<tr>
<td>Homeroom</td>
<td>8:47-8:55</td>
</tr>
<tr>
<td>Period 2</td>
<td>8:59-9:47</td>
</tr>
<tr>
<td>Period 3</td>
<td>9:51-10:39</td>
</tr>
<tr>
<td>Period 4</td>
<td>10:43-11:31</td>
</tr>
<tr>
<td>Period 5</td>
<td>11:35-12:58</td>
</tr>
<tr>
<td>Period 6</td>
<td>1:02-1:50</td>
</tr>
<tr>
<td>Period 7</td>
<td>1:54-2:42</td>
</tr>
</tbody>
</table>

Working Wednesday Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1</td>
<td>8:20-9:04</td>
</tr>
<tr>
<td>Homeroom</td>
<td>9:08-9:15</td>
</tr>
<tr>
<td>Period 2</td>
<td>9:19-10:03</td>
</tr>
<tr>
<td>Period 3</td>
<td>10:07-10:51</td>
</tr>
<tr>
<td>Period 4</td>
<td>10:55-11:39</td>
</tr>
<tr>
<td>Period 5</td>
<td>11:43-1:06</td>
</tr>
<tr>
<td>Period 6</td>
<td>1:10-1:54</td>
</tr>
<tr>
<td>Period 7</td>
<td>1:58-2:42</td>
</tr>
</tbody>
</table>

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

Graduation Requirements Class of 2018 – Class of 2022
(Graduation requirements for the Class of 2023 and beyond are listed on page 12.)
In order to receive a diploma and graduate, a student will need to pass any state or nationally mandated assessments, meet the school requirements for basic course work, and earn the total number of minimum credits. A student enrolled in special education may be exempted from state or nationally mandated assessments. Such an exemption is made by the Individualized Education Program (I.E.P.) Team. The student may still need to earn the required credits indicated by the I.E.P.

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

Graduation Points System
For each of the seven end-of-course state tests, a student earns one to five graduation points. Students have the potential to earn a total of 35 points. To meet this graduation pathway, a student must earn a minimum number of 18 points from the seven tests.

This graduation pathway gives a student flexibility in accumulating 18 points. A high score on one test can balance a low score on another test. A student must earn a total of at least four points on English tests, four points on math tests and six points on science and social studies tests.
### Tested Subject Area

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<th>Subject Area Tests</th>
<th>Minimum Points Required Per Subject Area</th>
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<tbody>
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<td>English Language Arts</td>
<td>English Language Arts 1</td>
<td>4</td>
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<tr>
<td>Mathematics</td>
<td>Algebra</td>
<td>4</td>
</tr>
<tr>
<td>Science/Social Studies</td>
<td>American History</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>American Government</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Biology</td>
<td></td>
</tr>
</tbody>
</table>

#### Total Points Required

<table>
<thead>
<tr>
<th>Performance Level</th>
<th>Graduation Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced</td>
<td>5</td>
</tr>
<tr>
<td>Accelerated</td>
<td>4</td>
</tr>
<tr>
<td>Proficient</td>
<td>3</td>
</tr>
<tr>
<td>Basic</td>
<td>2</td>
</tr>
<tr>
<td>Limited</td>
<td>1</td>
</tr>
</tbody>
</table>

*For additional information about graduation points, visit [www.ode.state.oh.us](http://www.ode.state.oh.us)*

**GRADUATION REQUIREMENTS - COURSE CRITERIA**

Requirements for graduation from Dublin Coffman, Dublin Jerome, and Dublin Scioto High School meet the minimum standards as established by the State of Ohio and the Board of Education of the Dublin City Schools. In order to graduate, students must meet the following requirements:

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Credits Required</th>
<th>Additional Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Language Arts</td>
<td>4 credits</td>
<td>Must be selected from core options found at the top of the chart on page ##</td>
</tr>
<tr>
<td>Mathematics</td>
<td>4 credits</td>
<td>Must include 1 unit algebra II or equivalent</td>
</tr>
<tr>
<td>Science</td>
<td>3 credits</td>
<td>Must include 1 unit physical science, 1 unit of life science and 1 advanced science (See indications in science course descriptions. Advanced sciences include all science courses offered.)</td>
</tr>
<tr>
<td>Social Studies</td>
<td>3 credits</td>
<td>Must include 1 unit of world history, 1 unit of American History and ½ unit of American Government (indicated in course descriptions)</td>
</tr>
<tr>
<td>Financial Literacy</td>
<td>½ credit</td>
<td></td>
</tr>
<tr>
<td>Fine Arts</td>
<td>1 credit</td>
<td>All students must complete at least 2 semesters of visual or performing arts. Students following a career-technical pathway (including Digital Media II, Dublin Business Academy, IT Academy, and Tolles programs) will have this requirement waived.</td>
</tr>
<tr>
<td>Physical Education</td>
<td>½ credit</td>
<td></td>
</tr>
<tr>
<td>Health</td>
<td>½ credit</td>
<td></td>
</tr>
<tr>
<td>Electives</td>
<td>4.5 credits</td>
<td>Elective units must include one or any combination of world language, fine arts, business, career-technical education, family and consumer sciences,</td>
</tr>
</tbody>
</table>
Graduation Requirements and State Required Exams

In addition to satisfying the required coursework, students in the classes of 2021 and beyond satisfy the following:

<table>
<thead>
<tr>
<th>Classes of 2021 &amp; 2022</th>
<th>Classes of 2023 &amp; Beyond</th>
</tr>
</thead>
<tbody>
<tr>
<td>Three Pathways</td>
<td>Permanent Requirements</td>
</tr>
<tr>
<td>Or</td>
<td></td>
</tr>
<tr>
<td>Permanent Requirements</td>
<td></td>
</tr>
</tbody>
</table>

Three Pathways:
Students must complete one of the following three pathways:

1. Earn 18 graduation points on Ohio’s State Tests
   1. Mathematics: Algebra I and Geometry
   2. English: English Language Arts I and English Language Arts II
   3. Science: Biology
      1. Alternative Biology tests:
         1. AP Biology
         2. IB Biology
         3. College Credit Plus Course
   d. Social Studies: American History and American Government
      1. Alternative American History tests:
         1. AP US History
         2. IB HOTA
         3. College Credit Plus Course
      2. Alternative Government tests:
         1. AP Government
         2. IB Global Politics
         3. College Credit Plus Course

Earn a remediation-free score on the ACT or SAT

- SAT Remediation Free Scores
  1. Evidence-Based Reading & Writing: 480 or higher
  2. Mathematics: 530 or higher

- ACT Remediation Free Scores
  1. English: 18 or higher
  2. Reading: 22 or higher
  3. Mathematics: 22 or higher

Score work ready on the WorkKeys and earn a 12-point, approved industry-recognized credential (or group of credentials).

Permanent Requirements:
State law created new, permanent requirements that will be available starting with the class of 2021. Students in the classes of 2021 and 2022 who have met or are on track to meet one of the original three pathways (listed above) may continue to use those pathways to satisfy graduation requirements. Students in...
the classes of 2023 and beyond will be required to meet the permanent requirements in order to graduate. The permanent requirements are listed below:

1. Demonstrate Competency: Students must demonstrate competency in math and English by passing the state’s Algebra I and English II tests. Students who have taken required tests more than once without passing and have received remedial supports are able to show competency through the options below:
   1. Earn a credit for one math and/or one English course through College Credit Plus;
   2. Demonstrate career readiness and technical skill through foundational and supporting options;
   3. Enter into a contract to enlist in the military upon graduation.

2. Preparation for College or Careers: Students must earn two diploma seals, one of which must be state defined, to demonstrate academic, technical and professional readiness for careers, college, the military or self-sustaining professions.

<table>
<thead>
<tr>
<th>State System of Diploma Seals</th>
</tr>
</thead>
<tbody>
<tr>
<td>OhioMeansJobs Readiness Seal</td>
</tr>
<tr>
<td>State Seal of Biliteracy</td>
</tr>
<tr>
<td>Industry-Recognized Credential Seal</td>
</tr>
<tr>
<td>College-Ready Seal</td>
</tr>
<tr>
<td>Military Enlistment Seal</td>
</tr>
<tr>
<td>Science Seal</td>
</tr>
</tbody>
</table>

Students that were scheduled to participate in an OST End-of-Course assessment during the Spring 2020 administration window will receive graduation points based on their final grades.

*Additional information can be found at www.ode.state.oh.us

Course Criteria Notes:

- **Student Responsibility**
  - Each student is personally responsible for periodically evaluating his/her past, present, and future program of studies to ensure all minimum standards are met prior to graduation.
  - Each student is personally responsible for periodically checking to make sure an error has not been made in calculating grade point average.
  - Athletes are required to monitor their academic program and progress to ensure eligibility.

- **Graduation Requirement Deadline**
  - Students in Grade 12 who has not met the requirements of the state mandated exams must schedule an intervention opportunity.
  - Students not academically eligible to participate in commencement with their class have until the day before the first day of the following school year to complete those requirements.

- **Tolles Career and Technical Center**
  - Students attending Tolles Career and Technical Center may continue to use economics to
fulfill their social studies requirement.

• *Visual/Performing Arts Waiver
  o Students must complete at least 2 semesters of visual or performing arts.
  o Students in the following career-technical pathways will have this requirement waivered:
    ▪ Broadcast Video Production II
    ▪ Dublin Business Academy
    ▪ IT Academy
    ▪ Any Tolles Program
  o Students still need to earn 21 credits to meet graduation requirements.

• **Physical Education Waiver Information
  o Students must complete at least 2 semesters of physical education.
  o Students who have participated in the following programs for at least 2 full seasons may have this requirement waived:
    ▪ Interscholastic athletics
    ▪ Marching band
    ▪ Cheerleading
  o Students must complete a Physical Education waiver application to excuse the requirement.
  ▪ Participation must be documented by the School Counselor and the Athletic Director
  • See the Athletic or Guidance Office for details
  o Students completing the waiver and taking 0 semesters of physical education shall complete ½ unit of at least 60 hours of instruction in another course of study
  o Students completing the waiver and taking 1 semester of physical education shall complete ½ unit of at least 60 hours of instruction in another course of study
  o Students completing the waiver and taking 2 semesters of physical education do not have to take any additional units in another course of study

• Courses with student enrollments less than 12 in any of our high schools may not be offered without the approval of the Deputy Superintendent.

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

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

Early Graduation Policy
The Board of Education acknowledges that some students are pursuing educational goals, that include graduation from high school at an earlier date than their designated class. Students considering early graduation for the Class of 2022 and beyond should discuss this option with their school counselor and must petition to graduate early prior to May 1 of the previous academic year to be considered for this opportunity.

Application for early graduation will be submitted to the students’ school counselor and the high school principal in accordance with school regulations. The principal may honor this request if all conditions for graduation are met and the student fulfills the graduation requirements.
With the permission of the Superintendent, the student may participate in the graduation ceremonies with his/her designated class.

**Grade Placement**

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

- **9th Grade** – successful completion of Grade 8
- **10th Grade** – 5 credits and one year of high school
- **11th Grade** – 10 credits and two years of high school
- **12th Grade** – 15 credits and three years of high school
- **Graduate** – 21 credits, 4 years of high school and passage of state mandated exams

**Grading System**

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

The high school grading system will be as follows:

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

**Grade Point Average (GPA)**

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

**International Baccalaureate**

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

The International Baccalaureate (IB) Diploma Programme is a rigorous, academically challenging and balanced program of education designed to prepare students in their last two years of high school for success at a university or in a career. Students interested in IB may take courses toward earning an IB Diploma awarded by the International
Baccalaureate Organization, or individual courses. Students who are successful in the IB program can earn college credit, college scholarships, and other admissions related benefits at many colleges and universities.

The IB Diploma is earned with the successful completion of courses from the six subjects studied and their culminating assessments, as well as the successful completion of the required IB core (including Theory of Knowledge, CAS: Creativity Activity Service, and the Extended Essay).

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

- Group 1. Language A1 (English)
- Group 2. Second Language
- Group 3. Individuals and Societies (Social Studies)
- Group 4. Experimental Sciences
- Group 5. Mathematics
- Group 6. The Arts (or an additional Group I-V course)

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

Regardless of a student’s choice to participate in the Diploma Programme or take individual IB courses, all students are REQUIRED to complete all of the prescribed IB assessments for each IB course they take. There is an IB subject fee that is associated with the multiple IB assessments for each IB course. All IB fees are due during the tested year of that course. Any questions or concerns regarding payment of these IB fees, please contact your child’s guidance counselor.

**College Credit Plus**

- College Credit Plus (CCP) is a program that gives students in grades 7-12 an opportunity to be enrolled in both high school and college coursework at the same time. College Credit Plus replaces Ohio’s Post-Secondary Enrollment Options program (PSEO) and all dual enrollment programs. Students must meet the admission requirements set forth by the university. Dublin City Schools will bear all tuition costs.
- Students must meet the admission requirements set forth by the college/university. Dublin City Schools will pay all tuition, textbook, and fee costs.
- Students eligible for CCP must be academically ready for college level courses and be willing to follow the procedures outlined by the college/university while still in high school. Dublin City Schools has partnered with Columbus State Community College (CSCC) and The Ohio State University (OSU) to offer courses at Emerald Campus. College Credit Plus courses are offered on the campuses of CSCC and OSU and at the Emerald Campus depending upon enrollment and availability of instructors.
- Students are not limited to taking CCP courses at Emerald Campus. They may also enroll in any public Ohio college or university, participating independent or out-of-state colleges or universities (additional fees often apply), online courses, or any combination of the above.
- Per HB 487, College Credit Plus courses must receive the equivalent weight as any weighted course within a given content area. A student’s letter grade earned through a university will be issued on his/her Dublin City School’s transcript. The Dublin City School weight for that letter grade will be factored into the student’s GPA. Credits earned through College Credit Plus are transferable to many public and private institutions in Ohio and out of state. To help students fully understand what courses will transfer visit: [www.transfer.org](http://www.transfer.org)
- To participate in CCP, students must submit a written notice of their intent to participate in the upcoming academic year, by April 1, in accordance with section 3365.03 of the Revised Code. Requirements for applying and registering vary by option. Students should consult their home high school counselor for due dates.
- Interested students and parents are required to attend a yearly informational session prior to registration to understand the benefits, risks, and consequences of participation. The meeting is typically held in December or January.
- Should a student fail to complete a CCP course taken for credit (formal “class drop” process, nonattendance reasons, course failure, etc.) any and all financial obligations assumed by the Board will default to the students and their parents. This includes tuition, books, materials, and fees. Charges for billable tuition are
as follows:

- $41.64/per credit hour—if taught by a DCS teacher at Emerald Campus
- $83.28/per credit hour— if taught by a college/university adjunct at Emerald Campus
- $166.25/per credit hour— if class is taken online or on a college/university campus

*(Fees subject to change.)*

- Further information about CCP will appear on our district and high school websites, in the DCS Informational Guide: http://bit.ly/DCSCCP, as well as in the College Credit Plus portion of this handbook.
- Parents and students are encouraged to speak with their school counselor for more information.

### End of Semester Exams

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

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

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

### Test Security/Standardized Tests

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

#### National ACT/SAT/PSAT Information for 2021-2022

<table>
<thead>
<tr>
<th>National ACT Test Date</th>
<th>Registration Deadline</th>
<th>Testing Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 11, 2021</td>
<td>August 6, 2021</td>
<td>See your School Counselor</td>
</tr>
<tr>
<td>October 23, 2021</td>
<td>September 17, 2021</td>
<td>See your School Counselor</td>
</tr>
<tr>
<td>December 11, 2021</td>
<td>November 5, 2021</td>
<td>See your School Counselor</td>
</tr>
<tr>
<td>February 12, 2022</td>
<td>January 7, 2022</td>
<td>See your School Counselor</td>
</tr>
<tr>
<td>April 2, 2022</td>
<td>February 25, 2022</td>
<td>See your School Counselor</td>
</tr>
<tr>
<td>June 11, 2022</td>
<td>May 6, 2022</td>
<td>See your School Counselor</td>
</tr>
<tr>
<td>July 16, 2022</td>
<td>June 17, 2022</td>
<td>See your School Counselor</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Anticipated National SAT Test Date</th>
<th>Testing Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 28, 2021</td>
<td>See your School Counselor</td>
</tr>
<tr>
<td>October 2, 2021</td>
<td>See your School Counselor</td>
</tr>
<tr>
<td>November 6, 2021</td>
<td>See your School Counselor</td>
</tr>
<tr>
<td>December 4, 2021</td>
<td>See your School Counselor</td>
</tr>
<tr>
<td>March 12, 2022</td>
<td>See your School Counselor</td>
</tr>
<tr>
<td>May 7, 2022</td>
<td>See your School Counselor</td>
</tr>
<tr>
<td>June 4, 2022</td>
<td>See your School Counselor</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>National PSAT Test Date</th>
<th>Registration Deadline</th>
<th>Testing Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 13, 2021</td>
<td>To Be Announced</td>
<td>Coffman, Jerome, Scioto</td>
</tr>
</tbody>
</table>
Grade Replacement
Students are permitted to retake any Dublin course as replacement credit to increase their knowledge base and grade; however, students cannot earn credit twice for the same course unless otherwise noted in the course description. Both grades that a student earns in a replaced course remain on the transcript. The lower grade is not calculated in the student’s GPA. Credit is removed from the lower grade. Credit Flexibility may not be used for credit recovery; however, it may be considered if there is an extenuating circumstance and administrative approval is given. Students should complete the grade replacement form available in the guidance office.

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

Student Withdrawal Procedures
When a student wishes to withdraw, he/she must follow the steps outlined below.

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

Academic Distinctions
Valedictorian
- All students who achieve a grade point average of 4.1 based on the 7th semester will receive the distinction of valedictorian.

Summa Cum Laude, Magna Cum Laude, Cum Laude
- Students will be honored at commencement based on the following cumulative GPA scale:
  Summa Cum Laude: 4.000 GPA and above
  Magna Cum Laude: 3.75 to 3.999
  Cum Laude: 3.50 to 3.74
- Students will be credentialed for this academic award based on the 7th semester GPA.

Honor/Merit Roll
High school students will be listed on the HONOR ROLL by attaining a 3.50 G.P.A. per grading period. 3.00 G.P.A. students will be listed under the MERIT ROLL at the end of each grading period.

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

**Credit Flexibility**

As a result of Senate Bill 311, Credit Flexibility is an opportunity for students to create unique learning experiences. Credit Flexibility allows students to demonstrate their understanding and skills according to their individual learning styles and experiences. All high school students have the opportunity to submit an application for Credit Flexibility.

**The two Credit Flexibility options are:**
- Credit by Subject Area Competency through Assessments (Test Out)
- Credit by Educational Option

The requirements of Credit by Subject Area Competency through Assessment vary from course to course. Most courses will require at least two components to earn credit.

Credit Flexibility by Educational Option consists of a student developing his/her own proposal describing in great detail how they will demonstrate proficiency of the academic content standards/grade level indicators of the identified course.

**Tolles Career and Technical Center Requirements**

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

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

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

<table>
<thead>
<tr>
<th>Junior Year Schedule of Classes</th>
<th>Senior Year Schedule of Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Education</td>
<td>4.00 credits</td>
</tr>
<tr>
<td>Mathematics</td>
<td>1.00 credit</td>
</tr>
<tr>
<td>English</td>
<td>1.00 credit</td>
</tr>
<tr>
<td>Science</td>
<td>1.00 credit</td>
</tr>
<tr>
<td>Related or elective class</td>
<td>1.00 credit</td>
</tr>
<tr>
<td>Total</td>
<td>8.00 credits</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Attendance Policy Philosophy**

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

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

1. Class discussion and group activities
2. Dialogue between students and teacher
3. Lectures
4. Quizzes, tests and examination
5. Videos and guest speakers
6. Special instruction and individual help

Teachers have a responsibility to provide classroom instruction, which will be dynamic, productive, and creative. Without consistent student attendance, it is difficult for teachers to meet these educational goals. Continuity in the learning process is seriously disrupted through a student’s excessive absences. Make-up work cannot be adequately substituted for classroom work. Students who have good attendance generally achieve higher grades, enjoy school more, and are more employable after leaving high school. The lack of good attendance causes students to achieve a level below their potential, and these students frequently experience difficulty in school.

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

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

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

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

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

If a student is absent from school, a parent must call the school attendance office within one hour of the start of the school day to report his/her child’s absence from school.

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

Additionally, students must bring written notification of the absence from the parent on the day of his/her return. Failure to supply written documentation of the absence will result in an unexcused absence and the student may be considered truant. Additionally, once a student accumulates ten days of absence in the school year, only a doctor’s note will be accepted as written documentation of an excused absence.
Definitions

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

Habitually Truant: A student who is absent
  • 30 or more consecutive hours without a legitimate excuse
  • 42 or more hours in one month without a legitimate excuse
  • 72 or more hours in one year without a legitimate excuse

Excessively Absent: A student who is absent WITH OR WITHOUT A LEGITIMATE EXCUSE
  • 38 or more hours in one school month
  • 65 or more hours in one school year

Extended Vacations/Extended Student Absence During the School Year
Students are permitted to go on vacation during the school year without penalty. The purpose of this administrative guideline is to accommodate parents who must take their vacations during the school year because of company (industry) policies and the desire to enjoy that time as a family.

A. Whenever a proposed absence-for-vacation is requested, parents must discuss it with the principal or his/her designee. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence.

B. The student may be given approximate assignments and materials and pages to be completed.

C. The time missed will be counted as an unexcused absence under HB410, but shall not be a factor in determining grades unless make-up work is not completed. If lengthy, time missed may cause the student to become “excessively absent” under the HB410 attendance law.

Truancy: a deliberate, unauthorized absence from school. Truancies are subject to discipline as described in the Student Code of Conduct and can only receive up to 75% credit for schoolwork missed. Continued truancies could result in less credit being awarded based on an agreement between the teacher and administration.

Tardy: Any student late to school must report to the attendance office. Being late to school more than 90 minutes will be recorded as a .5 day absence. Continual tardiness to school will result in disciplinary action at the third infraction of each quarter. Further disciplinary action will be taken if tardiness persists. Failure to sign into the attendance office will also result in disciplinary action. Tardies to school may result in loss of driving/parking privilege or loss of privileges.

For students determined to be habitually truant:
1. Written notice will be provided to the parent/guardian
2. Student will be assigned to an absence intervention team
3. If the child fails to make progress after 61 days on the personalized absence intervention plan, the district will file a complaint in juvenile court
4. Counseling will be provided
5. The student's parent or guardian will be asked to attend parental involvement programs or truancy prevention mediation programs
6. As applicable, the registrar of motor vehicles will be notified
7. Children Services will be notified as deemed necessary

For students determined to be excessively absent:
1. Written notice will be provided to the parent/guardian
2. The student will follow the district's plan for absence intervention
3. The student and family may be referred to community resources

**Absence Intervention Team**

State law requires districts with a chronic absenteeism rate above 5% to establish an Absence Intervention Team for students who are habitually truant. The school-based absence intervention team will establish a student-centered absence intervention plan by identifying specific barriers and solutions to attendance problems.

Membership of each team should vary based on the needs of each individual student, but each team is required to include: 1. a representative of the school or district. 2. another representative from the school or district who has a relationship with the child. 3. the child's parent/guardian.

The Absence Intervention Team may also include: 1. school psychologist, counselor or social worker. 2. representatives from a public or non-profit agency. 3. a case worker from Children Services if there is an open case or if the child is in foster care.

**Early Release/Late Arrival**

Dublin City Schools recognizes the need for individualized opportunities to customize a student’s schedule to meet their unique learning goals. Early Release & Late Arrival is an opportunity to support this and is seen as a privilege with requirements. Early Release and Late Arrival must serve a purpose in a student’s plan toward graduation and College & Career Readiness. Students must complete and submit the Early Release & Late Arrival Form to their counselor. Any student not passing, or at risk of not passing, a required course may not be permitted to leave school early under the Early Release & Late Arrival program. That student may be assigned to an intervention period until the report card shows a passing grade.

Students will be given the option to request a late start and/or early release if they meet the following criteria:

- Student and Parent/Guardian must read and sign the Early Release & Late Arrival Request form (including 18-year-old students) and turn in to their counselor for approval
- Student must be a junior or senior meeting academic eligibility requirements: on track and eligible to graduate, and passed all State mandated graduation assessments

**Options for Release Eligibility**  - students must select at least one of the following:

- Graduation Seal Requirements - Students participating in activities necessary for their selected graduation seal(s) (ex. service hours, performance practices, work-based learning, volunteer hours, etc.) must have on the necessary digital form
- DCS Virtual - Students participating in DCS Virtual courses must be enrolled in the course during the semester of Early Release or Late Arrival
- Advanced Course Load - Students are currently enrolled in and participating in college-level work (AP, IB, CCP)
- Work-based Learning - Students that are employed must provide a current check stub from their employer and those participating in an internship must provide a letter from their supervisor when submitting this form

**Class Truancy**

Failure to attend an assigned class/homeroom without permission is considered truancy and will result in disciplinary action. Such failure to attend class/homeroom/school-related activity will also result in an absence under the attendance policy and will be an unauthorized, unexcused absence. Truancy may result in loss of parking/driving privileges.

**Activities and Attendance**

Students participating in any extracurricular activities must attend school during the day to participate in any event. Students who are absent from school for more than one-half day on the day of a game, match or event will not be permitted to participate. This policy does not apply to activities which occur on a weekend or on a day when school is not in session.
Tardiness to School
Any student late to school must report to the attendance office. Being late to school more than 90 minutes will be recorded as a .5 day absence. Continual tardiness to school will result in disciplinary action at the third infraction of each quarter. Further disciplinary action will be taken if tardiness persists. Failure to sign into the attendance office will also result in disciplinary action. Tardies to school may result in loss of driving/parking privilege or loss of privileges.

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

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

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

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

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

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

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

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

Community Resources Shadowing
High school sophomores and juniors are permitted to leave from normal school classes to shadow individuals who are employed in career areas that are of interest to students. Arrangements for such experiences should be made well in advance to ensure that permission is granted. The following procedure must be completed prior to permission being granted:
1. Sophomores, juniors and seniors have up to two (2) days each year to shadow a community professional. Students may use the community resources file in the Guidance Information Center to select a resource person or they may use their personal resources to identify a professional.
2. The student must complete a form, which can be obtained from the guidance office.
3. The request form must be returned to the appropriate school counselor who then submits the form to the attendance office.
4. All requests should be approved a minimum of two (2) school days prior the visitation.
5. No requests will be honored three (3) school days prior to and/or after a school vacation or holiday.
Makeup Work
Assignments and class work missed because of absences shall be made up within a period of time equal to the same amount of time of absences. An exception to this would be when a major assignment has been announced prior to the student’s absence, in which case the student would be expected to submit the assignment upon returning to school. When a test is missed, the student should either make-up the test or make appropriate arrangements with the teacher upon returning to school.
1. Excused absences shall receive up to 100% credit for makeup work. An absence will not be considered excused until written notification of the absence has been provided to the attendance office.
2. Unexcused absences and truancies could receive less credit for makeup work. Please refer to page 19.
3. Students who fail to complete makeup work in the allotted time will be assigned a failing grade for the assigned work.
4. Students who are on out-of-school suspensions are eligible to make up work for 100% of the credit for daily work missed as a result of the suspension.

Prearranged Absence
As it relates to removing a student from school while classes are in session, the following procedure shall be followed:
1. Attendance office receives a note from parents at least two (2) days prior to first day of absence.
2. Students obtain prearranged absence form (5200 F2).
3. Students take form to their teachers to be completed.
4. Students have parents sign form.
5. Students return form to the attendance office with the dates of and the reason for the absence.
6. Makeup work procedures apply to turning in assignments.

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

Financial Obligation Policy
Any student not fully paying any general school fee; instruction fee; charge for loss/damage/destruction of textbooks, materials or other school property; testing fees and material fees shall have his/her official grades withheld for all subjects until all fees are paid.

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

Student Education Technology Acceptable Use and Safety Policy (Policy 7540.03)
[Please check the website, www.dublinschools.net, for any possible revisions to this policy made during the school year.]
Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board provides Education Technology so that students can acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board of Education provides students with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students. The District’s Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

This and its related administrative guidelines and the Student Code of Conduct govern students’ use of the District’s personal communication devices (that is, according to Policy 5136, computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), network, and Internet connection and online educational services (“Education Technology” or “Ed-Tech”).

This policy and its related administrative guidelines and the Student Code of Conduct also govern students’ use of their personal communication devices (that is, according to Policy 5136, computers, laptops, tablets, e-readers,
cellular/mobile telephones, smartphones, and any other web-enabled device), when connected to the District’s network, the District’s Internet connection, and online educational services (“Education Technology” or “Ed-Tech”).

The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

First, and foremost, the Board may not be able to technologically limit access, through its Education Technology, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity 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), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, which 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. 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 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 the Education Technology, if such disabling will cease to protect against access to materials that are prohibited under the Children’s Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or Chief Academic Officer may temporarily or permanently unblock access to websites or online educational services containing appropriate material, if access to such sites has been inappropriately 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 services and/or resources on the Internet 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 information and communications 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.

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", etc.), cyberbullying and other unlawful or inappropriate activities by students online, and
D. unauthorized disclosure, use, and dissemination of personal information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while 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.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Education Technology. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. All Internet users (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 school email account that they are required to utilize for all school-related electronic communications, including those to staff members and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students and staff members are responsible for good behavior on the Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Education Technology that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the Board's Education Technology are personally responsible and liable, both civilly and criminally, for uses of the Ed-Tech not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent and Chief Academic Officer as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students’ use of the District’s Education Technology.

(End of Policy 7540.03)

1:1 Chromebook Program

Technology Fee

- All 1:1 participants are required to make a payment in full established by the assigned distribution day of the school.
- If the technology fee is not received, the Parent/Guardian will be responsible for the market cost of replacement of the Chromebook, or cost for repairs.
- The $40 annual technology fees include: 1 full replacement on the Chromebook and 2 break-fix issues.
  - Break-Fix Includes: broken screens, keyboard replacement, broken hinges and internal ports for power and headphones.
  - Charging cords are not covered under the tech fee, lost cords must be replaced by the Parent/Guardian.
- Damage caused by deliberate action of the student is not covered by the Fee/Protection Fund. If a Chromebook is lost or damaged due to neglect, the Parent/Guardian/Student may be liable for the full purchase price of the device.

Taking Care of Your Chromebook

Students should treat the Chromebook as a valuable piece of equipment. The Chromebook is school property. All users will follow these expectations, the Code of Conduct, and all acceptable use policies.
General Precautions and Care

- The Chromebook must remain free of any writing, drawing, stickers, or labels that are not the property of the District.
- Chromebooks should never be left unsupervised.

Students are responsible for charging Chromebooks prior to each school day.

Student Google: Personal Information

Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

- With parental or guardian consent. Google will share personal information with companies, organizations or individuals outside of Google when it has parents’ consent (for users below the age of consent), which may be obtained through G Suite for Education schools.
- With Dublin Schools G Suite for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.
- For external processing. Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google’s instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures.
- For legal reasons. Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:
  - meet any applicable law, regulation, legal process or enforceable governmental request.
  - enforce applicable Terms of Service, including investigation of potential violations.
  - detect, prevent, or otherwise address fraud, security or technical issues.
  - protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

Google also shares non-personal information, such as trends about the use of its services, publicly and with its partners.

Multicultural/Inclusionary Education (Policy 2211)

[Please check the website, www.dublinschools.net, for any possible revisions to this policy made during the school year.]

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

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

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

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

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

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

(End of Policy 2211)

Harassment Regulations/Students

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

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

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

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

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

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

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

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

The purpose of this provision is to:

A. protect the confidentiality of the student who files a complaint;
B. encourage the reporting of any incidents of sexual or other forms of harassment;
C. protect the reputation of any party wrongfully charged with harassment.
Bullying and Other Forms of Aggressive Behavior (AG 5517.01)

[Please check the website, www.dublinschools.net, for any possible revisions to this administrative guideline made during the school year.]

Definitions of Terms:

"Harassment, Intimidation, or Bullying" means any intentional written, verbal, graphic, electronic, or physical act that a student or group of students exhibited toward another particular student more than once and the behavior both:

A. causes mental or physical harm to the other student; and

B. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

"Harassment, Intimidating, or Bullying" also means cyberbullying through electronically transmitted acts i.e., Internet, cell phone, personal digital assistance (PDA), or wireless hand-held device that a student has exhibited toward another particular student more than once and the behavior both:

A. causes mental or physical harm to the other student/school personnel; and

B. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

"Harassment, Intimidating, or Bullying" also includes violence within a dating relationship.

In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred.

A school-sponsored activity shall mean any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized, or authorized by the Board of Education.

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

Types of Conduct

Harassment, intimidation, or bullying can include many different behaviors including overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behaviors include:

A. physical violence and/or attacks;

B. threats, taunts, and intimidation through words and/or gestures;

C. extortion, damage, or stealing of money and/or possessions;

D. exclusion from the peer group or spreading rumors;

E. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/on-line sites (also known as "cyber-bullying"), such as the following:

1. posting slurs on web sites where students congregate or on web logs (personal on-line journals or diaries);
2. sending abusive or threatening instant messages;

3. using camera phones to take embarrassing photographs of students and posting them on-line/or otherwise distributing them;

4. using web sites to circulate gossip and rumors to other students; and,

5. excluding others from an on-line group by falsely reporting them for inappropriate language to Internet Service Providers.

F. violence within a dating relationship.

The following procedures shall be used for reporting, investigating, and resolving complaints of aggressive behavior and/or bullying.

**Complaint Procedures**

Building principals, assistant principals, and the Superintendent have the responsibility for conducting investigations concerning claims of aggressive behavior and/or bullying. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

Any student, employee or third party who has knowledge of conduct in violation of Policy 5517.01 or feels s/he has been a victim of aggressive behavior and/or bullying in violation of Policy 5517.01 is encouraged to immediately report his/her concerns.

Teachers and other school staff, who witness acts of harassment, intimidation, or bullying, as defined above, shall promptly notify the building principal and/or his/her designee of the event observed, and shall promptly file a written incident report concerning the events witnessed. Teachers and other school staff who receive student or parent reports of suspected harassment, intimidation, and bullying shall promptly notify the building principal and/or his/her designee of such report(s). If the report is a formal, written complaint, such complaint shall be forwarded promptly (no later than the next school day) to the building principal or his/her designee. If the report is an informal complaint by a student that is received by a teacher or other professional employee, s/he shall prepare a written report of the informal complaint which shall be promptly forwarded (no later than the next school day) to the building principal or his/her designee.

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of harassment, intimidation, or bullying in other interactions with students. School personnel may find opportunities to educate students about harassment, intimidation, and bullying and help eliminate such prohibited behaviors through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student even if such conduct does not meet the formal definition of "harassment, intimidation, or bullying."

All complaints will be promptly investigated in accordance with the following procedures:

**Step I** Any complaints, allegations, or rumors of aggressive behavior and/or bullying shall be presented to the building principal or assistant principal or the Superintendent. Students may also report their concerns to teachers or counselors who will be responsible for notifying the appropriate administrator or Board of Education official. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent shall be filed with the Board President. Information may be initially presented anonymously. All such information will be reduced to writing and should include the specific nature of the offense (e.g., the person(s) involved, number of times and places of the alleged conduct, the target of the suspected aggressive behavior and/or bullying, and the names of any potential witnesses). If the person filing the formal complaint is
an adult, s/he must sign the charge affirming its veracity. If the person filing the formal complaint is a minor, s/he may either sign the charge or affirm its veracity before two (2) administrators.

Step II

The administrator/Board official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The administrator/Board official will arrange such meetings as may be necessary with all concerned parties within five (5) work days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The administrator/Board official conducting the investigation shall notify the complainant and parents as appropriate when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.

A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the Superintendent.

Step III

If the complainant is not satisfied with the decision at Step II, s/he may submit a written appeal to the Superintendent or designee. Such appeal must be filed within ten (10) work days after receipt of the Step II decision. The Superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to review and discuss the appeal. The Superintendent or designee shall provide a written decision to the complainant’s appeal within ten (10) work days of the appeal being filed.

If the complainant is not satisfied with the decision at Step III, a written appeal may be filed with the Board. Such appeal must be filed within ten (10) work days after receipt of the Step III decision. The Board shall, within twenty (20) work days, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The Board shall provide a written decision to the complainant within ten (10) work days following completion of the hearing.

Documentation related to the incident, other than any discipline imposed or remedial action taken, will be maintained in a file separate from the student’s education records or the employee’s personnel file.

Publication of the Prohibition Against Harassment, Intimidation, and Bullying

At least once each year, a written statement describing the policy and the consequences for violations of the policy shall be sent to each student’s custodial parent/guardian. The prohibition against harassment, intimidation, or bullying shall be publicized in student handbooks and in District publications that set forth comprehensive rules, procedures and standards of conduct for students. Information regarding the policy shall be incorporated into employee training materials. The following statement shall be included:

Harassment, intimidation, or bullying behavior by any student in the Dublin City School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with R.C. 3313.666 means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students, including violence within a dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:
A. Causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of students’ personal property; and,

B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students.

Retaliation/False Charges

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry related to a complaint of aggressive behavior and/or bullying is prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated and may result in 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. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions. Suspected retaliation should be reported in the same manner as aggressive behavior and/or bullying.

Remedial Actions

Verified acts of harassment, intimidation, or bullying shall result in an intervention by the building principal or his/her designee that is intended to provide that the prohibition against harassment, intimidation, or bullying behavior is enforced, with the goal that any such prohibited behavior will cease.

Harassment, intimidation, and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation, and bullying. While conduct that rises to the level of "harassment, intimidation, or bullying," as defined above will generally warrant disciplinary action against the perpetrator of such prohibited behaviors whether or to what extent to impose disciplinary action (detention, in and out-of-school suspension, or expulsion) is a matter for the professional discretion of the building principal. The following sets forth possible interventions for building principals to enforce the Board’s prohibition against "harassment, intimidation, or bullying."

Non-Disciplinary Interventions

When verified acts of harassment, intimidation or bullying are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of harassment, intimidation, or bullying, its prohibition, and their duty to avoid any conduct that could be considered harassing, intimidating, or bullying.

If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring such cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. The victim’s communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

Disciplinary Interventions

When acts of harassment, intimidation, and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.

In and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.
Expulsion may be imposed in accordance with Board policy. This consequence shall be reserved for serious incidents of harassment, intimidation, or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.

**Reporting Obligations**

If after investigation, acts of harassment, intimidation, or bullying by a specific student are verified, the principal 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.

If after investigation, acts of bullying against a specific student are verified, the Principal shall notify in writing 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, or bullying.

Semiannually, the Superintendent shall provide the Board President a written summary of all reported incidents of harassment, intimidation, or bullying and post the summary on the District website.

**Intervention Strategies**

In addition to the prompt investigation of complaints of harassment, intimidation, or bullying and direct intervention when such prohibited acts are verified, other District actions may ameliorate any potential problem with harassment, intimidation or bullying in school or at school-sponsored activities. While no specific action is required and school needs for such interventions may vary from time-to-time, the following list of potential intervention strategies shall serve as a resource for administrators and school personnel:

A. Respectful responses to harassment, intimidation or bullying concerns raised by students, parents, or school personnel.

B. Planned professional development programs addressing targeted individuals’ problem, including what is safe and acceptable Internet use.

C. Data collection to document victim problems to determine the nature and scope of the problem.

D. Use of peers to help ameliorate the plight of victims and include them in group activities.

E. Avoidance of sex-role stereotyping (e.g., males need to be strong and tough).

F. Awareness and involvement on the part of all school personnel and parents with regard to victim problems.

G. An attitude that promotes communication, friendship, assertiveness skills and character education.

H. Modeling by school personnel of positive, respectful, and supportive behavior toward students.

I. Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others (Ohio School Climate Guidelines).

J. Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere.

K. Form harassment, intimidation, and bullying task forces, programs, and other initiatives involving volunteers, parents, law enforcement, and community members.

**Intervention Strategies for Protecting Victims**
A. Supervise and discipline offending students fairly and consistently.

B. Provide adult supervision during recess, lunch time, bathroom breaks, and in the hallways during times of transition.

C. Maintain contact with parents and guardians of all involved parties.

D. Assist the victims to obtain counseling if assessment indicates that it is needed.

E. Inform school personnel of the incident and instruct them to monitor the victim and the offending party for indications of harassing, intimidating, and bullying behavior. Personnel are to intervene when prohibited behaviors are witnessed.

F. Check with the victim daily to verify that there has been no incidents of harassment, intimidation, bullying, or retaliation from the offender or other parties.

**Training**

Orientation sessions for students shall introduce the elements of this policy and procedure. Students will be provided with age-appropriate information on the recognition and prevention of harassment, intimidation, or bullying, including dating violence prevention education in grades 7-12, written or verbal discussion of the consequences for violations of Policy 5517.01, and their rights and responsibilities under this and other District policies, procedures, and rules, at student orientation sessions and on other appropriate occasions. Parents will be provided with information about this policy and procedure, as well as information about other District and school rules and disciplinary policies. This policy and procedure shall be reproduced in student, staff, volunteer, and parent handbooks.

Information regarding the policy on harassment, intimidation, and bullying behaviors shall be incorporated into training materials used with employees and volunteers with direct contact with students. The in-service education provided to middle and high school employees shall include training in the prevention of dating violence. Time spent by school employees in the training, workshops, or courses shall apply toward any State or District-mandated continuing education requirements.

School personnel members are encouraged to address the issue of harassment, intimidation, and bullying in other interaction with students. School personnel may find opportunities to educate students about bullying and help eliminate bullying behavior through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student, even if such conduct does not meet the formal definition of "harassment, intimidation, or bullying."

**Police and Child Protective Services**

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services (CPS), according to the prescribed timelines. The School District shall also investigate for the purpose of determining whether there has been a violation of District Policy, even if law enforcement or CPS officials are also investigating. All School District personnel shall cooperate with investigations by outside agencies.

In addition to, or instead of, filing a bullying, harassment, or intimidation complaint through this policy, a complainant may choose to exercise other options, including but not limited to filing a complaint with outside agencies or filing a private lawsuit. Nothing prohibits a complainant from seeking redress under other provisions of the Revised Code or law that may apply.

(End of AG 5517.01)
Complaints Relating to Section 504

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

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

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

Chris Ondrus, Executive Director of Student Services
Dublin City Schools
5175 Emerald Parkway
Dublin, OH 43017
Phone: 614-764-5913
Fax: 614-761-5856
Email: "last name_first name"@dublinschools.net

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

Internal complaints and requests for due process hearings must be put in writing and must identify the specific circumstances or areas of dispute that have given rise to the complain or the request for a hearing, and offer possible solutions to the dispute. The complaint or request for due process hearing must be filed with a District Compliance Officer within the time limits specified below. The District’s Compliance Officer is available to assist individuals in filing a complaint or request.

Procedural Information and Rights – Students and Parents (AG 2260.01b)
[Please check the website, www.dublinschools.net, for any possible revisions to this administrative guideline made during the school year.]

In accordance with various Federal laws (including Section 504, the Americans with Disabilities Act of 1990, as amended ("ADA"), FERPA, and Title VII), the following procedural safeguards will be provided with respect to decisions or actions regarding the identification, evaluation, educational program or placement, or content of a Section 504 Plan of a student who is or may be disabled under Section 504, but not also disabled under the IDEIA:

A. students with disabilities have the right to take part in, and receive benefits from, public education programs without discrimination because of their disabilities;

B. parents have the right to be advised of their rights under Section 504;

C. parents have the right to receive written notice of any decision regarding the identification, evaluation, or educational placement of their child;

D. parents have the right to have their child receive a free appropriate public education ("FAPE") if the child has a physical or mental impairment that substantially limits one or more major life activities;
This includes the right to be educated with students who are not disabled to the maximum extent appropriate (i.e., the student’s education will be provided in the regular education classroom unless it is demonstrated that education in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily) and to receive regular or special education and related aids/services that are designed to meet the individual educational needs of students with disabilities as adequately as the needs of nondisabled students are met.

E. parents have the right to have their child educated in facilities with, and receive services comparable to those provided to, students without disabilities;

F. parents have the right to have evaluation and educational placement decisions made based upon a variety of informational sources, and by persons who know the student, and are knowledgeable about the evaluation data and placement options;

G. parents have the right to have their child transported in a non-discriminatory manner;

If the District refers a student for aids, benefits, or services outside the District, the District will ensure that adequate transportation is provided at no greater cost to the parents than if the aids, benefits, or services were provided within the District.

H. parents have the right to place their child in a private school or alternative educational program;

However, if the District makes a FAPE available to the student that conforms to the requirements of Section 504 and nevertheless the parents choose to place the student elsewhere, the District is not required to pay for the student's education at the private school or alternative program, including costs associated with transportation.

I. parents have the right to have their child given an equal opportunity to participate in nonacademic and extracurricular activities offered by the District;

J. parents have the right to examine all relevant education records, including, but not limited to, those documents related to decisions regarding their child’s identification, evaluation, educational program and placement;

K. parents have the right to obtain, at their own expense, an independent educational evaluation of their child;

L. parents have the right to obtain copies of education records at a reasonable cost unless the fee would effectively deny the parents access to the records;

M. parents have the right to a response from the District to reasonable requests for explanations and interpretations of their child’s education records;

N. parents have the right to receive all information in the parents' native language and mode of communication;

O. parents have the right to periodic re-evaluations and an evaluation before any significant change in program/service modifications;

P. parents have the right to request amendments of their child’s education record(s) if there is reasonable cause to believe that information contained in the record(s) is inaccurate, misleading or otherwise in violation of the privacy rights of their child;
If the District refuses to amend the record(s), the parents have the right to request a hearing and/or to attach to the record(s) a statement of why they disagree with the information it contains.

Q. parents have the right to request mediation or an impartial due process hearing related to decisions or actions concerning their child’s identification, evaluation, educational program or placement;

R. parents have the right to file an internal complaint;

S. parents have the right to be represented at any point in the process by an attorney;

T. parents have the right to recover reasonable attorney fees as authorized by law (i.e., if the parents are successful on their due process claim);

U. parents have the right to be notified of their Section 504 rights:
   1. when evaluations are conducted;
   2. when consent for an evaluation is withheld;
   3. when eligibility is determined;
   4. when a Section 504 Plan is developed; and
   5. before there is significant change in the Section 504 Plan.

**Due Process Hearing**

A. When a request for a due process hearing is received, the aggrieved party will have the opportunity to receive a hearing conducted by an impartial hearing officer (“IHO”) (i.e., by a person not employed by the Board of Education, not involved in the education or care of the child, and not having a personal or professional interest that would conflict with his/her objectivity in the hearing).

B. The District will maintain a list of trained IHO's that may include IDEIA hearing officers, attorneys, and Directors of Special Education outside the District. The District Compliance Officer will appoint an IHO from that list, and the costs of the hearing shall be borne by the District. The appointment of an IHO will be made within fifteen (15) school days after the request for a due process hearing is received.

C. A party to such a due process hearing shall have:
   1. the right, at his/her/their own cost, to be accompanied and advised by legal counsel and by individuals with special knowledge or training with respect to the problems of children with disabilities;
   2. the right to present evidence, and confront, cross-examine and compel the attendance of witnesses;
   3. the right to a written or electronic verbatim record of such hearing; and
   4. the right to written findings of fact and the reasons for the decision.
D. The IHO shall conduct the due process hearing within a reasonable period of time (i.e., not to exceed ninety (90) calendar days from the request for such a hearing, unless this time-frame is mutually waived by the parties or is determined by the IHO to be impossible to comply with due to extenuating circumstances).

E. The IHO will give the parent and/or student written notice of the date, time and place of the hearing. Notice will be given no less than twenty-one (21) calendar days prior to the date of the hearing, unless otherwise agreed to by the parent and/or student. The notice shall include:

1. a statement of time, place and nature of the hearing;
2. a statement of the legal authority and jurisdiction under which the hearing is being held;
3. a reference to the particular section of the statutes and rules involved;
4. a statement of the availability of relevant records for examination;
5. a short and plain statement of the matters asserted; and
6. a statement of the right to be represented by counsel.

F. The IHO shall conduct the hearing in a manner that will afford all parties a full and fair opportunity to present evidence and to otherwise be heard. The parent and/or student may be represented by another person of his/her choice, including an attorney.

G. The IHO shall make a full and complete record of the proceedings.

H. The IHO shall render a decision in writing to the parties within thirty (30) calendar days following the conclusion of the hearing. The decision will be based solely on the testimony and demonstrative evidence presented at the hearing and include a summary of the evidence (i.e., findings of fact) and the reason for the decision.

The notification shall include a statement that either party may appeal the decision.

I. Appeal of the IHO’s decision may be made to a Federal court of competent jurisdiction.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination/retaliation, or participates as a witness in an investigation is prohibited. Specifically, the Board will not retaliate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by Section 504 or the ADA, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, 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.

(End of AG 2260.01b)

Use of Tobacco on School Premises (Policy 7434)

[Please check the website, www.dublinschools.net, for any possible revisions to this policy made during the school year.]
The Board of Education is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco use for both users and nonusers, particularly in connection with second-hand smoke, 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, 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 lighted smoking devices for burning tobacco or any other substance.

The term “tobacco” includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to "JUULs"), 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.

In order to protect students and staff who choose not to smoke or use tobacco from an environment noxious to them, and because the Board does not condone smoking and/or the use of tobacco, the Board prohibits the use of tobacco or tobacco substitute products at all times (twenty-four hours a day, seven (7) days a week) within any enclosed facility owned or 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.

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.

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

(End of Policy 7434)

Sign/Publication Posting Policy

1. All signs/publications must be approved and authorized by the administration before they are posted.
2. Only school organizations or groups with special permission may post signs only in designated areas.
3. Signs/publications and posters should be made from construction paper or poster board and should be moderate in size, no larger than 24" X 30". They must be appropriate and in good taste.
4. Announcements may not be posted in the hallways. Such announcements may be posted only on classroom bulletin boards with the approval of the classroom teachers involved.
5. Signs/publications must be attached with magnets only and should never be suspended from or attached to light fixtures.
6. Organizations posting signs/publications are responsible for their prompt removal.
7. Defacing or destroying signs/publications is prohibited and the student will be subject to disciplinary action.
Driving Policy
The Board of Education provides transportation for all school district students who reside more than one mile from the school to which they have been assigned. While transportation is offered to all eligible students, some students may choose to provide their own transportation. Regulations are established regarding student parking and driving. Violations of the Student Code of Conduct may result in the loss of driving/parking privileges. Students who are charged with Driving Under the Influence on or off of school property or who are charged with any alcohol or drug violations on or off of school property may lose their driving/parking privileges. Students who lose their driving/parking privileges during the second semester may lose their privilege of purchasing a parking permit for their junior or senior years.

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

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

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

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

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

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

Limitations
Depending upon parking space, the school has the right to develop a student driving limitation policy.

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

Announcements and Bulletins
Organizations, clubs, or activities must follow the guidelines for announcements over the PA system. Board policy and guidelines prohibit announcements for non-school sponsored clubs, organizations, or activities.
1. All announcements must be approved and signed by the advisor in charge of that activity.
2. Announcements must be submitted for administrative approval by 2:30 PM the day before the announcement is to appear except in the case of an emergency.
3. The same announcement, in general, will not be read for consecutive days.
4. Afternoon announcements will be made for cancellations and emergencies only.

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

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

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

Lockers
Although a student and the Board may have joint control of lockers, the student never has exclusive control of this property. With respect to lockers, the following rules and standards shall be recognized and applied:
1. Student lockers are the property of the Board of Education, which are provided solely as a convenience for students to use.
2. Student lockers are to be used only for the purpose of storing textbooks, school supplies, clothing and daily lunches.
3. Students should not consider the locker to which they have been assigned a private place.
4. Student lockers are subject to search by school officials (see Search and Seizure).
5. The school cannot be responsible for stolen and/or damaged books, materials and personal property from lockers. Valuable items should not be stored in student lockers.
6. Writing on the outside and/or inside of a locker is prohibited and any damage occurred through carelessness, kicking, slamming, etc., will be considered as vandalism (see Conduct Code).
7. Students are permitted to add personal locks to their lockers for added security when authorized by the building administrator. In emergency situations, locks will be cut off at no replacement from the school.
8. Presetting of locks is prohibited.

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

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

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

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

Parent Notification System
The district’s parent notification system will be used in emergency situations and will not replace TV, radio, the district’s web site, or the subscription email system. The system is voice activated and the recording will start when a phone is answered OR when the call is dropped into voice mail. If neither of these takes place, the system will continue to try to reach a voice for a short period of time and you may receive multiple calls in these cases. If you have caller ID, the incoming number you will see is 764-5913. Is you miss the call, please do not dial this number. Listen to your voice mail message, check our web site, watch your TV, listen to your radio, or wait for the automated call to come through again. You will receive the information quicker through one of these electronic methods than waiting for someone to answer your phone call. Parents will have the opportunity to control their contact information through the district website (www.dublinschools.net) under “PARENT RESOURCES,” in “Update Student Information.”

School Closing
If the school is closed because of poor weather conditions or an emergency, the closing will be announced over local radio and television stations and posted on the district’s web site, www.dublinschools.net. If possible, the announcement will be made on the 11:00 PM news the night before and 6:30 AM on the day of school. Do not call school employees, the high school or the central office to inquire about school closings. Listen to the radio stations and watch the local television stations. If you have signed up for the Parent Notification System (as outlined above), you will be notified of any school closing.
Errands by Students
Students shall not be sent from the school building during school hours to perform an errand or act as a messenger.

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

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

Personal Communication Devices (Administrative Guideline 5136)
[Please check the website, www.dublinschools.net, for any possible revisions to this guideline made during the school year.]
Possession and/or use of a personal communication device (PCD) by a student while at school during the school day is a privilege that may be forfeited by any student who fails to abide by the terms of Policy 5136 or this guideline, or otherwise engages in abuse of this privilege. Strict adherence to Policy 5136 and this guideline is required.

"Personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g. mobile/cellular telephones, smartphones [e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.], telephone paging devices [e.g., beepers or pagers]), and/or other web-enabled devices of any type.

Unless approved by a supervising teacher, an administrator or an IEP team, students are prohibited from using PCDs or having them "On" (i.e., the device must be powered completely off and not just placed into vibrate or silent mode; a device will be considered "On" if it is ready to receive, send, capture or record any communication, visual image, sound, text message or other information) during the regularly scheduled school day (i.e. from the moment the individual student arrives on school grounds during a day that students are in attendance for instructional purposes, until the last class of the day has ended for all students). This includes lunch periods, passing periods, as well as on school-sponsored trips and "behind-the-wheel" driver education classes or in school vehicles. Students may use PCDs before and after school, during their lunch break and in between classes, as long as they do not create a distraction, disruption or otherwise interfere with the educational environment. "Using" refers to, not only the making and/or receiving of calls, but also using the PCD for any other purpose (e.g., sending e-mails, text messages or instant messages, taking pictures, making recordings/videos, etc.). Students also may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet Web sites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicle or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

PCDs, including but not limited to devices with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to gymnasiums, locker rooms, shower facilities, rest/bathrooms, swimming pool, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes, whether here or at another school district where a school activity or athletic event is occurring. The building principal has authority to make determinations as to other specific locations and situations where use of a PCD is absolutely prohibited.

Students participating in extra-curricular activities and athletics must contact their coach, advisor, or sponsor for his/her rules involving the use of PCDs after school hours or on after-school bus trips. Coaches and sponsors will set their rules and enforce consequences involving the use and/or misuse of these devices.
The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property. Students and parents are strongly encouraged to take appropriate precautions, if students possess PCDs at school, to make sure the devices are not left unattended or unsecured.

Using a PCD in an unauthorized manner or in violation of Policy 5136 or this guideline may result in loss of this privilege, additional disciplinary action (e.g., warnings, parental notification and conferences, suspension, expulsion), confiscation of the PCD (in which case, the device will only be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement), and/or referral to law enforcement if the violation involves an illegal activity (e.g. child pornography).

If a school teacher or administrator observes a violation of this guideline, s/he is required to confiscate the device and bring it to the building principal's office and provide the name of the student from whom the PCD was taken. Any confiscated device will be held in a secure location in the building's central office until the item is retrieved by the student's parent/guardian or turned-over to law enforcement. Students whose PCDs are confiscated may be required to contact their parents/guardians to inform them that the item was confiscated and that it will only be returned to the parents/guardians.

(End of Administrative Guideline 5136)

**Sexting**

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

**Electronic Equipment**

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

Examples of prohibited devices include but are not limited to:

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

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

- cameras (photographic and/or video),
- laptops, (with Up-to-Date Anti-Virus/Anti-Spyware Installed)
- mobile phones,

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

- cameras (photographic and/or video),
- mobile phones.

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

Students are prohibited from using electronic equipment or devices in a manner that may be physically harmful to
another person (e.g., shining a laser in the eyes of another student). Further, at no time may a camera or other electronic equipment/device be utilized by a student in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior.

**Video Surveillance & Electronic Monitoring**
In order to protect Board property, promote security and protect the health, welfare and safety of students, staff and visitors, the Board of Education authorizes the use of video surveillance and electronic monitoring equipment on school property, and in school buildings and school buses. Information obtained through video surveillance/electronic monitoring may be used to identify intruders and persons breaking the law, Board policy, or the Student Code of Conduct (i.e., it may be used as evidence in disciplinary actions and criminal proceedings).

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

**Personal Property at School**
The school is not responsible for lost, damaged, or stolen items that are brought from home.

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

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

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

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

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

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

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

**Safety Drills**
Safety drills will take place at regular intervals in the high schools and are an important safety precaution. When the
announcement is made for a safety drill, students, teachers, visitors and all other people in the building are to follow the directions and protocols established by the Dublin City Schools.

**Notification to Parents Regarding Student Records / FERPA**  
(See related Policy #8330, “Student Records”)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over eighteen (18) years of age (“adult students” or “eligible students”) certain rights with respect to the student’s education records. On November 12, 2009, the Board of Education adopted a policy regarding the disclosure of education records and the rights of parents and students to access education records. Copies of this policy and related guidelines are located in all school buildings and individual copies are available from the District’s Records Officer (“DRO”). The DRO is responsible for the supervision of student records in the school and his/her office is located at 5175 Emerald Parkway, Dublin, OH or s/he can be reached by calling 614-760-4359.

Each student’s records will be kept in a confidential file located at the student’s school office. The information in a student’s record file will be available for review only by the parents or legal guardian of a student, an adult student and those authorized by State and Federal law and Board policy/guidelines. State and Federal law permits access by school officials who have a legitimate educational purpose. School officials for purpose of the Board’s policy include a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, insurance carrier, medical consultant, or supplemental education service provider); a contractor, consultant, volunteer or other party to whom the Board had outsourced a service otherwise performed by Board employees (e.g. a therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers). An individual will have a “legitimate educational purpose” if the record is necessary in order for the school official/employee to perform an administrative, supervisory, or instructional task, or to perform a service or benefit for the student or the student’s family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.

In addition to school officials with a legitimate educational purpose, the Board may disclose personally identifiable information from the education records of a student without obtaining prior written consent of the parents or the eligible student:

A. 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 34 C.F.R. 99.34.

B. 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 Ohio Department of Education. Disclosures under this provision may be made, subject to the requirements of 34 C.F.R. 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 personally identifiable information 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.

C. in connection with financial aid for which the student has applied or which the student has received, if the information is necessary 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.
D. to organizations conducting studies for, or on behalf of, the school, in order to: (1) develop, validate, or administer predictive tests; (2) administer student aid programs; or (3) improve instruction.

E. to accrediting organizations to carry out their accrediting functions.

F. to parents of an eligible student if the student is a dependent for IRS tax purposes.

G. to comply with a judicial order or lawfully issued subpoena.

H. to State and local officials or authorities in the juvenile justice system as it pertains to the system's ability to effectively serve, prior to adjudication, the student whose records were released, upon certification that the information will not be unlawfully released to third parties.

I. to appropriate officials in connection with a health or safety emergency.

J. information the school has designated as “directory information,” as defined below, and subject to the restrictions explained below.

A parent or adult student has the right to:

A. inspect and review the student’s education records within forty-five (45) days after the school receives a request for access or within such shorter period as may be applicable to students with disabilities. The school has a form that can be used to submit such a request. The Custodian of Records (“COR”) (building principal) will notify the parent or adult student of the time and place where the records can be inspected. Parents and adult students are not permitted to inspect and review the education records of other students. If there is a valid reason why a parent or adult student cannot personally inspect and review a student’s education records, or if the parent or adult student specifically requests copies of education records, the COR may arrange for copies of the requested records to be delivered to the parent or adult student directly. The Board may charge a reasonable fee for the copying of records, which may be waived under circumstances of unusual hardship.

B. request the amendment of the student’s education records if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student’s privacy rights. Parents or adult students who believe that a change is necessary should ask the COR to correct the record. Such a request should be made in writing and should identify the part of the record they want changed, and specify why it should be changed. If the record is not changed to the parent’s or adult student’s satisfaction or if the COR informs the parent or adult student that the record does not appear to be misleading, inaccurate, or in violation of any privacy right, the parent or adult student will be informed of his/her right to request a hearing. The parent or adult student may submit a written request for a hearing. The hearing will be conducted by a hearing officer who will submit his/her findings to the Superintendent. The Superintendent will make the final decision concerning whether to change the record. A parent or student who remains dissatisfied with the final decision of the Superintendent may request that an explanatory statement be placed in the student’s file explaining the basis for the disagreement. The school has a form that may be used to identify which information in the record the parent or adult student believes is inaccurate, misleading, or a violation of the student’s privacy rights, and to specify why it is inappropriate.

C. consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that Federal and/or State law authorizes disclosure
without consent (e.g. disclosure to school officials with legitimate educational interests). The school’s AG 8330 describes those exceptions and is available upon request. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

D. challenge the Board’s noncompliance with a parent’s request to amend the records through a hearing. If the COR decides not to amend the record, the parent or adult student will be so notified and provided the opportunity for a hearing. Additional information concerning the hearing will be provided when the individual is notified of the opportunity for a hearing. (See paragraph B above).

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

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

Each year the District will provide public notice to students and their parents of its intent to make available, upon request, certain information known as “directory information.” The Board designates as student “directory information”: a student’s name; address; phone number; date and place of birth; major field of study; participation in officially-recognized extra-curricular activities and sports; height and weight, if a member of an athletic team; dates of attendance; (not including specific daily records of a student’s attendance); date of graduation; and honors and awards including honor rolls and scholarships.

The District will make the above information available upon a legitimate request unless a parent, guardian, or adult student notifies the school in writing within ten (10) days (refer to Policy 8330) from the date of this notification that s/he will not permit distribution of any or all such information.

Parents or eligible students who choose to prohibit the Board from disclosing any or all such directory information may not prevent the Board from requiring a student to wear, publicly display, or disclose a student ID card or badge that exhibits directory information. Students enrolled in online courses or programs sponsored or conducted by the Board must disclose or permit the disclosure of the student’s name, identifier, or school email address in a class in which the student is enrolled.

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

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

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

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

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

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

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

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

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

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

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

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

Dress Code
1. Goals
   ● Maintain a safe learning environment
   ● Allow students to wear clothing of their choice that is safe and comfortable
● Allow students to wear clothing that expresses their self-identified gender.
● Allow students to wear religious attire without fear of discipline or discrimination.
● Prevent students from wearing clothing with images or language depicting or advocating violence or the use of alcohol or drugs.
● Ensure that students are treated equitably regardless of gender/gender identification, sexual orientation, race, ethnicity, body type/size, religion, and personal style.

2. Dress Code Responsibilities
● The primary responsibility for a student’s attire adhering to the school dress code resides with the student and parents or guardians.
● The school district and individual schools are responsible for seeing that student attire does not interfere with the health or safety of any student and that student attire does not contribute to a hostile or intimidating atmosphere for any student.

3. Dress Code Policy:
● Students Must Wear
  ● Top: shirt / blouse / sweater / sweatshirt / tank / dress
  ● Bottom: pants / sweatpants / shorts / skirt / dress / leggings
  ● Shoes (activity-specific shoes are permitted...for example sports and P.E.)
  ● Shirts (tops) should overlap bottoms, however shirts should not completely cover bottoms, i.e. using a long sweatshirt and short shorts as a short dress.

● Examples of items Students May Wear
  ● Religious Headwear
  ● Hoodie Sweatshirts
  ● Fitted pants, including leggings, yoga pants, and “skinny jeans”
  ● Ripped jeans as long as underwear is not exposed
  ● Tank Tops
  ● Shorts
  ● Athletic attire

● Items Students Cannot Wear
  ● Violent language or images
  ● Images depicting drug alcohol (or any illegal item or activity) or use of the same
  ● Hate speech, profanity, or sexually explicit images
  ● Images or language that creates a hostile or intimidating environment based on any protected class.
  ● Visible Underwear (Visible waistbands or straps on undergarments worn under are not a violation)
  ● Headgear of any kind that obscures the face (except as a religious observance)
  ● Sunglasses indoors

4. Dress Code Enforcement
● Enforcement should be consistent with a school’s overall discipline plan.
● Violations should be treated as minor on the continuum of school rule violations.
● Best practice would indicate that students do not miss academic instruction for violations that solely have to do with the dress code.
● Best practice would indicate that students are given “school clothing” as a last resort. When possible students should be allowed to use their own jackets, extra clothing, etc., to resolve dress code issues or call parents to bring in appropriate clothing.
● No student population should be disproportionately affected by dress code enforcement because of gender, race, body size, or body maturity
● These guidelines are not to be considered all-inclusive. Administration reserves the right to deal with any apparel determined to be inappropriate.

***Acknowledgement is given to the Oregon NOW Model School Dress Code and the Lawrence High School (Kansas) Dress Code creators for inspiring language used in the Dublin City School High School Student Handbook.
Conduct Code Dublin City Schools
Required by State Statute/Approved by Board of Education.

Application of the Student Rules of Conduct
These conduct codes apply to all school premises, to all phases of school operations, including but not limited to curricular and extracurricular activities, while being transported on a school bus or authorized transportation and at any school-sponsored activity and to any other circumstance such that the conduct in question has an effect of disrupting school operations or otherwise depriving any student of educational interests or opportunities. Furthermore, students may be disciplined for misconduct that occurs off of property owned or controlled by the district or school but that is connected to activities or incidents that have occurred on property owned or controlled by that district or school and for misconduct regardless of where it occurs that is directed at a district or school official or employee, or the property of such official or employee.

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

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

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

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

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

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

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

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

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

The student will be taken to a private administrative or instructional area on school property with at least one other member of the teaching or administrative staff present as a witness to the test.
The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

**CONSEQUENCES:**

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

1st offense
- 10 days OSS (may be reduced to 5 days at the discretion of the administrator if student/parent agree to enroll in and complete the Saturday Family Workshop)
- Referral to Bureau of Motor Vehicles
- Referral to police
- Loss of privileges
- Possible loss of driving/parking privilege for a quarter

2nd offense
- 10 days OSS
- Recommendation for expulsion
- Referral to Bureau of Motor Vehicles
- Referral to police
- Loss of privileges
- Possible loss of driving/parking privileges

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

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

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

**CONSEQUENCES:**

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

**RULE 3. Damage to School Property:** Vandalism or damage to school property is inconsistent with a fundamental Dublin City Schools principle: each student should be a good school and community citizen. A student shall not willfully or maliciously damage or attempt to damage any school property. This will include buildings, equipment, lockers, signs posted in a building and vehicles. Parents, guardians, or custodians will be held financially responsible for any property damage by their child under Ohio Revised Code 3109.09 and 2307.70.

**CONSEQUENCES:**

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

**RULE 4. Damage to Private Property:** Damaging the property of another individual is contrary to the belief that each student should be a good school and community citizen and respect the property of others. A student shall not damage or attempt to damage private property of another. Parents, guardians, or custodians will be held financially responsible for any property damage by their child under Ohio Revised Code 3109.09 and 2307.70.
CONSEQUENCES:
- 3-10 days out-of-school suspension
- Possible recommendation for expulsion
- Restitution
- Possible prosecution
- Possible loss of privileges
- Possible loss of driving/parking privileges

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

CONSEQUENCES:
Against a student
- 3-10 days out-of-school suspension
- Possible recommendation for expulsion
- Possible prosecution
- Possible loss of privileges
- Possible loss of driving/parking privileges

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

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

CONSEQUENCES:
Against a student
- Placement on the progressive discipline ladder
- Possible loss of privileges
- Possible loss of driving/parking privileges

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

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

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

*If the violation involves bringing a firearm to school, or possessing a firearm at school, it shall be mandatory to make a recommendation to the Superintendent for a 1-year expulsion. Under federal and Ohio law, it is also mandatory to make a referral to law enforcement for bringing a firearm to school.
**RULE 8. Theft or Possessing Stolen Property:** Students shall respect the personal ownership rights of others. Principals may exercise their prerogative of reporting thefts, attempted thefts or possession of stolen property without making an attempt to return same to local police.

**CONSEQUENCES:**
- Administrative discretion
- Restitution
- Possible prosecution
- Possible loss of privileges
- Possible loss of driving/parking privileges
- Possible recommendation for expulsion

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

**CONSEQUENCES:**
- Against a student
  - Placement on the progressive discipline ladder
  - Possible loss of privileges
  - Possible loss of driving/parking privileges

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

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

**CONSEQUENCES:**
- Administrative discretion

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

**CONSEQUENCES:**
- Administrative discretion
- Possible loss of privileges

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

**CONSEQUENCES:**
- Administrative discretion
- Possible loss of privileges
- Possible loss of driving/parking privileges

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

**CONSEQUENCES:**
- Administrative discretion
- Possible loss of privileges
- Possible loss of driving/parking privileges

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

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

CONSEQUENCES:
- Administrative discretion
- Possible loss of privileges

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

CONSEQUENCES:
- Placement on the progressive discipline ladder up to out of school suspension
- Possible referral to juvenile courts and/or BMV
- Possible loss of privileges
- Possible loss of driving/parking privileges

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

CONSEQUENCES:

<table>
<thead>
<tr>
<th>Tardinesses to school (per quarter)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st offense</td>
</tr>
<tr>
<td>2nd offense</td>
</tr>
<tr>
<td>3rd offense</td>
</tr>
<tr>
<td>4th-7th offense</td>
</tr>
<tr>
<td>8th offense</td>
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<tr>
<td>9th offense</td>
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<tr>
<td>10th offense</td>
</tr>
<tr>
<td>11th offense</td>
</tr>
<tr>
<td>12th offense</td>
</tr>
</tbody>
</table>

Students who accumulate more than 4 tardies during the 2nd semester will lose privileges for the first quarter of the following school year.

<table>
<thead>
<tr>
<th>Tardinesses to class (per semester)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st offense</td>
</tr>
<tr>
<td>2nd offense</td>
</tr>
<tr>
<td>3rd offense</td>
</tr>
<tr>
<td>4th offense</td>
</tr>
<tr>
<td>5th offense</td>
</tr>
</tbody>
</table>

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

CONSEQUENCES:

<table>
<thead>
<tr>
<th>Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st offense</td>
</tr>
<tr>
<td>- 3 day out of school suspension (can be reduced upon successful completion of a district-sponsored tobacco education program).</td>
</tr>
<tr>
<td>- Police referral</td>
</tr>
<tr>
<td>2nd offense</td>
</tr>
<tr>
<td>- 5 day out of school suspension</td>
</tr>
</tbody>
</table>
- Police referral
- Loss of privileges
- Loss of driving/parking privileges

3rd offense
- 10 day out of school suspension
- Recommendation for expulsion
- Police referral
- Loss of privileges
- Loss of driving/parking privileges

RULE 19. Forgery and Falsification: A student shall not falsely represent or attempt to falsely represent any information given to school officials or pertinent to school activities or use the name or identity of another person.
CONSEQUENCES:
- Administrative discretion
- Possible loss of privileges

RULE 20. Conduct on Buses: A student shall not violate bus regulations.
CONSEQUENCES:
- Administrative discretion
- Possible 3-10 day bus suspension
- Possible loss of privileges

CONSEQUENCES:
- Administrative discretion
- Possible loss of privileges

RULE 22. Dress: A student shall not violate the dress code.
CONSEQUENCES:
- Administrative discretion
- Possible loss of privileges

RULE 23. Gambling: A student shall not engage in any form of gambling.
CONSEQUENCES:
- Placement on the progressive discipline ladder
- Possible loss of privileges

RULE 24. Insubordination: A student shall not be insubordinate or fail to comply with the reasonable directions of members of the school staff.
CONSEQUENCES:
- Placement on the progressive discipline ladder
- Possible loss of privileges

RULE 25. Harassment: A student shall not harass, intimidate, disparage, incite, provoke, stalk or threaten any individual on school premises or otherwise disrupt the school environment. For this purpose, harassment or intimidation includes: slurs; profanity; written information; denigrating remarks or actions; obscene gestures; the wearing or display of insignia signs buttons, clothing, or apparel; or other verbal or physical conduct including, but not limited to, those based on race, color, national origin, ancestry, citizenship, religion, handicap, age or sex that have the purpose or effect of (1) causing or intending to cause any other student or school employee to be reasonably placed in fear of his or her personal safety; (2) causing or intending to cause a hostile, intimidating, or offensive educational environment for any other student or school employee; (3) causing or intending to cause material disruption of the educational process; (4) unreasonably interfering with a student’s curricular, co-curricular or extracurricular performance; or (5) otherwise unreasonably having an impact on a student’s educational opportunities.
CONSEQUENCES:
- Administrative discretion
- Possible loss of privileges
**RULE 26. General Misconduct:** Students are expected to conduct themselves in a responsible and respectful manner at all times, indicative as being an integral part of a learning work place. The student rules of conduct shall apply to conduct not specifically set forth herein which substantially and materially disrupts or interferes with the good order, discipline, operation, academic or educational process taking place in the school.

**CONSEQUENCES:**
- Administrative discretion
- Possible loss of privileges
- Possible loss of driving/parking privileges

**RULE 27. Violation of Education Technology Use and Safety Policy:** A student shall not violate the “Student Education Technology Acceptable Use and Safety Policy.”

**CONSEQUENCES:**
- Administrative discretion
- Denial of access to computer network

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

**CONSEQUENCES:**
- Administrative discretion
- Possible loss of privileges

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

**CONSEQUENCES:**
- Administrative discretion
- Possible loss of privileges

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

**CONSEQUENCES:**
- Administrative discretion
- Loss of privileges
- Loss of driving/parking privileges

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

**Loss of Privileges**
As you advance through high school, you may earn certain privileges. However, you will forfeit these privileges if you do not comply with stipulated academic, attendance, and/or behavior criteria and/or violate the Student Code of Conduct. Along with other privileges, seniors who engage in conduct that endangers others, disrupts the educational process, or vandalizes the school in name of “senior pranks” will lose senior privileges including Prom, Senior Events and Graduation participation, as well as be subject to other school discipline.

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

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

**Detentions**

**Administrative Detentions**

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

**Teacher Detentions**

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

**Saturday/Wednesday School**

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

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

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

**General**

1. Saturday/Wednesday School will allow students to work on school studies and improve their likelihood of success in the classroom.
2. Students will not be allowed to sleep or talk during Saturday/Wednesday School.
3. Saturday/Wednesday School will not be an alternative for substance misuse offenses, assaults or fighting.
4. Excuses such as job responsibilities, work at home, family obligations, school activities or lack of transportation are not acceptable reasons for missing Saturday/Wednesday School.

**Attendance**

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

**Academic**

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

**Alternative Learning Center (ALC)**

1. ALC will be facilitated by a certified staff member.
2. Students are to report to the designated classroom for ALC and stay for the entire school day, 7:55 a.m. to 2:42 p.m. This is subject to administrator’s discretion.
3. If a student has an unexcused tardy, is truant, or has behavioral issues in ALC, the student may be subject to additional administrative action (consequences).
4. Students are responsible for bringing all needed textbooks and classroom materials to ALC.
5. Students are required to eat lunch in the ALC.
6. Students receive credit for assigned work and attendance.
7. ALC is not subject to appeal.

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

**Out of School Suspension**

1. The Superintendent, Principal or Assistant Principal may suspend a student for not more than ten (10) school days. The Superintendent, Principal or Assistant Principal shall give the student written notice of the intent to suspend and the reasons for the intended suspension.
2. The student shall have an opportunity to appear in an informal hearing before the Principal, Assistant Principal or Superintendent or designee and shall have the right to challenge the reasons for the intended suspension or otherwise explain his/her actions. This hearing may take place immediately.
3. Within one (1) school day of the suspension, the parent, guardian or custodian (hereafter referred to as “Parent”) of the student and the Treasurer of the Board will be notified in writing of the suspension by the Superintendent or Principal. The notice shall include the reasons for the suspension, the right of the parent or student to appeal the suspension to the Board of Education or its designee and the right to be represented by legal counsel at the appeal. A parent conference may be arranged to discuss the action being taken by the school.
4. Suspended students cannot participate in or attend any school-related activities during the period of suspension.
5. Students who are suspended are eligible to earn credit for daily work missed as a result of an out-of-school suspension. The work must be completed on the day the student returns to school or on the assigned date determined by the classroom teacher.
6. Students who are suspended are eligible to make up nine-week tests, semester tests, and final exams and receive his/her earned grade on the test. All students who are suspended have access to class assignments during their out-of-school suspension.
7. Out-of-School Suspension may also result in a loss of privileges and also a loss of driving privileges.

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

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

7. Any cross-examination or questioning at the hearing is at the discretion of the Board or Board’s designee. If the student, parent/guardian, or their representative fails to follow hearing procedures established by Board policy and regulation, the hearing may be terminated and the Board or Board’s designee may proceed with a decision in the matter.

### Expulsion

1. Only the Superintendent may expel a student. Expulsion is the removal of a student for more than ten (10) days duration, but not to exceed eighty (80) school days except for firearm, weapon, knife or destruction device, which may result in a one-year expulsion or permanent exclusion.

2. The Superintendent will give the student and parent written notice of the intended expulsion, including reasons for the intended expulsion. The notice shall also state that the student and parent or representative shall have the opportunity to appear in person before the Superintendent or designee to challenge the reasons for the intended expulsion or to otherwise explain the student’s actions. The notice shall further state the time and place to appear, which must not be less than three (3) days or later than five (5) days after the notice is given, unless the Superintendent grants an extension of time at the request of the pupil or his parent.

3. Within one (1) school day of the expulsion, the Superintendent will notify the parent and the Treasurer of the Board of Education of the expulsion in writing. This notice shall include the reasons for the expulsion, the rights of the student or parent to appeal the Superintendent’s decision to the Dublin Board of Education or its designee and the right to be represented by legal counsel at the appeal.

4. Students who have been expelled from the Dublin City Schools are withdrawn from school. Therefore, a student may not earn credits for the specified period of expulsion. Once the student has completed serving their expulsion, they must re-enroll in the Dublin City Schools.

### Appeal of Expulsion

1. The decision of the Superintendent may be appealed to the Board of Education’s designee. Requests for such appeal shall be made to the Board of Education’s designee within fourteen (14) days after the first day of the expulsion.

2. The student or parent/guardian shall have the right to be represented in all appeal proceedings and shall be granted a hearing before the Board’s designee, in order to be heard with regard to the expulsion.

3. The Board’s designee shall make or cause to be made a verbatim record of the appeal hearing. The record shall not be reduced to writing except at the request, cost and arrangement of the party requesting the written record.

4. The student shall remain expelled for the duration of the expulsion unless or until action modifying the expulsion is taken on appeal.

5. The Board’s designee may affirm the order of expulsion or may reinstate such pupil or otherwise reverse, vacate or modify the order of expulsion.

6. The decision of the Board of Education’s designee may be appealed to the Court of Common Pleas in accord with Chapter 2506, Ohio Revised Code.

### Emergency Removal of Students

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

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

In all cases of normal disciplinary procedures where a student is removed from a curricular or extracurricular activity for a period of less than twenty-four (24) hours and is not subject to suspension or expulsion, the requirements of notice and a hearing do not apply.
If the emergency removal exceeds twenty-four (24) hours, then a due process hearing shall be held. Written notice of the hearing and the reason for removal in any intended disciplinary action of suspension or expulsion shall be given to the student as soon as is practicable prior to the hearing. The hearing shall be held in accordance with suspension or expulsion provisions, whichever is applicable, except that the hearing shall be held within seventy-two (72) hours after the removal is ordered.

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

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

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

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

**Permanent Exclusion**

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

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

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

**Discipline of Students with Disabilities**

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

**Discipline Alternative Program Options**

Dublin City Schools does offer suspension alternative options; but, these alternatives are at the discretion of the school administration.

**Search and Seizure**

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

The Dublin City School District, as part of its overall safety and security program, may from time to time during the school year request law enforcement agencies to assist the district in detecting the presence of illegal drugs and/or weapons in our school. The district and/or law enforcement agencies officials are authorized by the Board of Education to use dogs trained in detecting the presence of drugs or weapons to patrol school facilities and premises.
Such patrols may be random in nature. Any time a dog alerts to a particular vehicle, locker, or other container it will be considered to create reasonable suspicion to search the vehicle, locker, or other container in accordance with established procedures. Dogs will not be used to search human beings.

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

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

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

**Investigations of Violations of Law by Law Enforcement Agencies**
1. Such agencies should contact a student during non-school hours and investigate alleged violations of the law off school property if at all possible.
2. An investigation can take place immediately on school property during school hours at the request of the building administrator if the alleged violation of law took place on school property or in emergency situations.
3. 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 the building administrator or guidance counselor shall remain in the room during the questioning unless compelling reasons for exclusion are provided by the agency.
4. In those circumstances when an interrogation may expose a student to criminal charges, the building principal should also verify that the student(s) has been informed of his/her right to refuse to answer questions, to be informed that anything s/he says may be used against him/her in court, and to consult with and be advised by legal counsel.
5. When an authorized law enforcement officer removes a student, the building administrator shall notify the parent and the Superintendent prior to the student's removal.
6. No school official may release personally identifiable student information in education records, with the exception of directory information, to the police without prior written permission of the parent, a lawfully-issued subpoena, or a court order. (See Board Policy 8330).
Counterfeit Controlled Substances

Experience has shown that the “look-alike” drug is often more dangerous than the substance which the student believes he/she is buying. Ohio administrators have reported that trafficking in these fake drugs represents a substantial portion of the illicit drug market in any school. Since students who engage in this type of transaction often are also dealers of a wide spectrum of controlled substances, laws have been passed which provide administrative personnel with an added weapon which can be brought to bear against the drug trade as a whole, and its serious attendant antisocial, illegal and disciplinary problems.

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

1. Any drug that bears, or whose container or label bears, trademark, trade name or other identifying mark used without authorization of the owner of rights to such trademark, trade name or identifying mark;
2. Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed or distributed by a person other than the person that manufactured, processed, packed or distributed it;
3. Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance;
4. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size and color or its markings, labeling, packaging, distribution or the price for which it is sold or offered for sale.

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

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

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

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

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

Substance misuse is one of today’s major health problems, resulting in increased human tragedy and economic loss. The Dublin School District recognizes a substance use disorder as a treatable disease that can be permanently arrested and which is often preceded by the misuse and abuse of mood altering substances. The Dublin School District believes the problem is much broader than use in the schools and that it reflects the attitude and beliefs of the peer group and the adult society. The social stigma often associated with substance misuse increases the suffering of the individual and his/her family. Because the misuse of alcohol, tobacco, and drugs often causes inappropriate and/or disruptive behavior not normal for a particular student, affirmative action will include appropriate disciplinary procedures plus rehabilitative services including education, counseling, parental/guardian involvement and appropriate referral.

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

Education

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

School Intervention Procedures

The following procedures have been developed to assist staff members and families in dealing with inappropriate behavior, which may result from alcohol, tobacco and drug misuse.

If a staff member has reason to believe that a student’s behavior and/or appearance is inappropriate, and that this behavior may be caused by alcohol, tobacco and drug misuse, the staff member will notify the appropriate school administrator to determine appropriate next steps.

Disciplinary Procedures and Action for Alcohol, Tobacco and Drug Misuse in Dublin Schools

It is the responsibility of the building administrator to inform students, staff and parents concerning the substance misuse policy of the Dublin School District. The Dublin School District believes that substance use disorders are treatable. The Dublin School District further believes that disciplinary action is part of a multifaceted plan to help support students to remain free of alcohol, tobacco and drugs.

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

1. During the course of any school year, including summer school sessions and extracurricular activities;
2. On any property owned, leased by or under the control of the Dublin Board of Education, including vehicles used for the transportation of students;
3. At any school sponsored or sanctioned activity or event away from or within the school district.
Staff Responsibilities
All staff members shall bring to the attention of the building administrator any student they believe is in violation of the Student Code of Conduct related to alcohol, tobacco and drug misuse. School personnel will not attempt to make a medical diagnosis. All staff members will be made aware of their responsibilities for reporting any suspected misuse and/or selling of drugs.

Administrator Responsibilities
The building administrator is responsible for assembling information concerning a student’s suspected violation of the Student Code of Conduct related to alcohol, tobacco and drug misuse.

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

When a building administrator has reason to believe that a student is in violation of the Student Code of Conduct related to alcohol, tobacco and drug misuse, the following action will be taken:

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

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

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

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

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

OR

2. The student will be suspended from school for five (5) days with the agreement to have the student and a family member complete the district-approved alcohol, tobacco and drug use education program. If the student and family does not complete the workshop, the student will be assigned the remaining five (5) day suspension and the Registrar of Motor Vehicles and juvenile court judge will be notified (in writing) for the purpose of suspending the temporary instruction permit or operator’s license or denying the opportunity to obtain such a permit or license until the student becomes age 18, earns a high school diploma or GED or the privileges are otherwise reinstated.
3. Students may also be subject to loss of privileges and driving/parking privileges.
4. Seniors who violate the Student Code of Conduct related to alcohol, tobacco and drug at the prom will lose the privilege of participating in graduation ceremony.

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

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

Reentry and Support Services
The person who is reentering the school environment will be involved in taking one day at a time in his/her adjustment to a social and academic life that does not involve the use of chemicals. The school, in its awareness of this difficult recovery period, needs to help the student plan an academic program which can provide situations in which a sense of accomplishment can be experienced.

Students reentering the school environment will be assigned to a school counselor. The school counselor, an administrator, student and the student’s parents will develop a plan for reentry, which will assist the student during this transitional period.

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

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

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

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

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

**Visitors’ Weapons Policy**

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

The Superintendent shall ensure that any visitor unlawfully possessing a weapon or other device designed to inflict serious bodily harm is reported immediately to the appropriate law enforcement agency.

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

**Anti-Hazing Policy**

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

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

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

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

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

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

**Public Display of Affection**

Public displays of affection are unacceptable and create a very negative reaction among students, staff and guests. Unacceptable public displays of affection are defined as those physical actions, which are contrary to good judgment and public decency in that they create the feeling of inappropriateness and embarrassment among students, staff and guests.
Students who engage in such inappropriate and/or unacceptable public displays of affection will be subject to the intervention of staff, and the student will be subject to disciplinary action.

**Bus Conduct and Regulations**

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

**Safety Guidelines for Riding Dublin City Schools Buses**

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

**Students riding Dublin City Schools buses shall:**

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

**Videotapes on School Buses**

The Board of Education has installed video cameras on school buses to monitor student behavior.

If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the Principal and may be used as evidence of misbehavior.

**Penalties for Infractions**

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

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

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

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

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

1. Immediate removal from the extracurricular activity.
2. Denial of the privilege to attend any of the activities where the behavior occurred.
3. Denial of the privilege to attend any extracurricular activity.
4. Suspension and/or expulsion.
5. Loss of privileges.
Dublin City Schools Co-Curricular Activity Code
Philosophy and Expectations

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

Dublin City Schools believes:

- Participation in activities including athletics is an honor and a privilege, and we expect students who choose to participate to make the commitment to fully develop their skills and talents.

- Using alcohol, tobacco, or other drugs (non prescribed dangerous drugs as defined by ORC 4729.01), by any middle school or high school co-curricular participant is prohibited and can have a potential negative effect on the student’s health and safety.

- The use of alcohol, tobacco, or other drugs (non prescribed dangerous drugs as defined by ORC 4729.01) not only jeopardizes a student’s health and safety but also endangers his/her fellow students.

- Co-curricular programs afford students the opportunity to develop valuable skills and attributes through their individual development and the actions of participating as a member of a team.

- Participants in Co-Curricular programs are held to a higher standard of responsibility and conduct. They are representatives of their school, the Dublin City School District and the Dublin community.

- To optimize their experience, we have the expectation for a year-round commitment to remain alcohol, tobacco and drug free to allow students to achieve their maximum performance mentally, physically and academically.

- All members of the school community are crucial in the messages we send and in the actions we take. We believe incidents and rumors need to be reported and investigated and action taken as prescribed in the Code.

- Parents are valuable members of the team/club and will assist in the education, monitoring and response to violations.

- We want students and their parents to come forward if there are issues with alcohol, tobacco and other drugs before a violation is established. If there is a self-referral prior to a report, there will be no denial of participation.

- Violations of the Code are a betrayal of the trust placed in the participant by their school, their fellow members or teammates, the district, and the community.

- Education is a vital component of this Code. Educational opportunities will be available to parents, students and staff as a way to assist our students in making appropriate choices. These will be offered by many organizations in our community. Additional education will be mandated when violations occur.

- The purpose of the student assistance section of the Code is to allow for education and monitoring while allowing a student to continue as a participant after the participation consequence has been served.

All district-approved clubs/organizations and athletics are considered co-curricular activities and are subject to the requirements and consequences of this handbook.
As noted above, participation in co-curricular activities offered by the Dublin City Schools is both an honor and a privilege. Students who choose to belong to any co-curricular activity make themselves subject to additional responsibilities, not only to themselves, but also to their team/organization and to their school.

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

A student who violates the Co-Curricular Activity Code will serve the consequences during an athletic season/school year under said Code. Students who violate the Co-Curricular Activity Code while participating concurrently as an athlete and as a club/organization participant will serve the consequences concurrently. In order for any consequence to count toward completion of a disciplinary action, the participant must be an active member of the team/activity for an entire season/school year.
Philosophy
The Co-Curricular Activity Code sets expectations for our middle school and high school students as they embark on the exploration of different clubs, organizations and athletic endeavors. These expectations are designed to assist students and parents in meeting the challenging decisions they will face during the next several years. Coupled with these expectations are mechanisms designed to support students who do not make appropriate decisions.

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

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

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

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<tr>
<th>Section</th>
<th>Offense</th>
<th>Consequence</th>
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<tbody>
<tr>
<td>1st offense</td>
<td>20%* loss of participation (including contests, competitions, and performances)</td>
<td>All awards held</td>
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<tr>
<td>2nd offense</td>
<td>50%* loss of participation (including contests, competitions, and performances)</td>
<td>All awards held</td>
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<tr>
<td>3rd offense</td>
<td>Permanent loss of leadership positions</td>
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Use or Possession of Alcohol, Tobacco, or Other Drugs (including Controlled Substances)

Voluntary referral

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<td>3rd offense</td>
<td>Permanent loss of the privilege to participate in co-curricular activities</td>
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Required participation in the student assistance program (education and random drug testing)

Mandatory assessment

Selling or Otherwise Supplying, Transmitting, or Distributing Alcohol, Tobacco, or Other Drugs
If it is determined alcohol and/or drugs were provided or consumed at a student’s residence by other Dublin students, that student could be found to be in violation of the distribution clause.

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<tr>
<th>Section</th>
<th>Offense</th>
<th>Consequence</th>
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<tbody>
<tr>
<td>1st offense</td>
<td>Loss of the privilege to participate for 1 calendar year</td>
<td>Violations reported to the police</td>
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<tr>
<td>2nd offense</td>
<td>Permanent loss of leadership positions</td>
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Required participation in the student assistance program (education and random drug testing)

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

*For year-long clubs/organizations this will be interpreted as 20% = 9 weeks and 50% = one semester.
Rules of Co-Curricular Participation

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

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

Consequences:

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

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

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

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

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

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

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

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

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

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

**Dublin City Schools Student Assistance Program**

a. Requires attendance, within 60 calendar days of the date of the decision rendered by the committee regarding the violation, at the district approved Safe and Drug-Free Schools educational program in its entirety.

b. Requires the parent(s)/guardian(s) and student who has a violation under the use or sale of alcohol, tobacco or other drugs to consent to at least three unannounced drug tests to be provided at times determined by the school representative during the twelve month period following the determination of the violation. All testing will be at the expense of the district and results must be shared with the district. Failure to pass any drug test will be considered a violation of the Co-Curricular Activity Code and will result in consequences being invoked as a subsequent violation.

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

**Drug Testing**

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

**Using Alcohol, Tobacco or Other Drugs**

Students may not:

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

Students may:

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

Consequences:

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

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

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

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

Third Offense
1. The student will not be permitted to participate in any co-curricular activity for the balance of their middle or high school career, whichever is appropriate.
2. The student will be advised to attend further assessment by an outside chemical dependency professional.
*For previously listed year-long clubs/organizations this will be interpreted as 20% = one quarter and 50% = one semester

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

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

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

Consequences:

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

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

Second Offense

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

Verifications of Violations

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

Process for Violation Determination

A. Co-Curricular disciplinary actions for such violations are not subject to the procedures established for
curricular suspensions or expulsions nor are co-curricular disciplinary actions otherwise subject to due
process. Pursuant to Ohio Revised Code 3313.664, a principal, assistant principal, or other administrator
(hereinafter called “the appropriate authority”) shall have sole discretion to determine what, if any, notice
and hearing rights are to be afforded to the student and the student’s parent(s)/guardian(s) in the event
of any prohibition of co-curricular participation for violation hereof. Accordingly, while it is anticipated
that in most instances notice will be given in advance of any disciplinary action, notice is not a
requirement.

B. All co-curricular disciplinary determinations made by the appropriate authority for a violation hereof
shall be reviewed, prior to the enforcement of any disciplinary action, by the applicable committee as
described in Item C hereinafter. For the purpose of this review, a student who has completed the eighth
grade shall be deemed to be attending high school even if high school classes for that student have not
commenced as of the time of the review.

C. There will be one Co-Curricular Activity Code Committee for each building. The committee will be
comprised of the principal or his/her designee, athletic director, Safe and Drug-Free Schools Counselor,
and the student’s then-current coach/advisor/teacher, if any. The principal or designee will chair the
committee. Parents/students will be offered the opportunity to meet with the committee.

D. Subject to Item A above, within two school days after the Co-Curricular Activity Code Committee has
completed its review of any disciplinary action to be taken on any violation hereof, a letter of notification
of its decision must be sent by the principal or designee to the parent or guardian specifying the reason(s)
for any disciplinary action, the period of time in which any such action is to occur or be in effect, and
options, if any.

E. Review by the applicable Co-Curricular Activity Code Committee shall be quasi-judicial, and its
decision will be final.

Co-Curricular Activity Code Orientation/Education

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

Applying the Consequences

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

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

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

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

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

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

Definitions

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

Additional Athletic Information

Hazing

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

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

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

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

Guidelines for Student Academic Eligibility in Athletics and Extracurricular Activities (AG 2431C)
[Please check the website, www.dublinschools.net, for any possible revisions to this administrative guideline made during the school year.]

The District has established excellence as a standard and strives to maintain an appropriate balance among academics, athletics, and all extra-curricular activities. It is important that students meet the following academic requirements in order to participate in athletics and extra-curricular activities in Grades 7 to 12.

Following are guidelines for the implementation of Board Policy 2431.

A. A student must earn at least a 2.0 grade point average (GPA) in order to be eligible for participation in athletics and extra-curricular activities. The GPA will be applied separately for Grades 7-8 and Grades 9-12 and calculated each grading period. Each student's eligibility will be determined according to his/her GPA for each nine (9) week grading period. Semester and final exams are not to be calculated in the nine (9) week GPA assessment because of their comprehensive nature. A student's eligibility will be determined by examining each nine (9) week's GPA independent of prior grading periods. The individual nine (9) week's GPA value will be used in itself to determine a student's eligibility. Eligibility can be maintained, gained, or lost each grading period.

B. In addition to the above District requirements, a student athlete must qualify under all rules established by the Ohio High School Athletic Association (O.H.S.A.A.). Specifically, the academic requirements of the O.H.S.A.A. stipulate that a student in Grades 9 to 12 must pass a minimum of five (5) credits in the previous grading period. Middle school students in Grades 7 to 8 must pass seventy-five percent (75%) of their course work.

C. Students may apply for a waiver if their GPA is between 1.0 and 1.99. If the waiver is denied, they have the opportunity to appeal the Eligibility Board decision. Students whose GPA is 0.99 or below cannot apply for, nor will they be granted, a waiver of participation. A student is eligible for three (3) such waivers throughout his/her middle school and high school years: one (1) waiver may be issued for middle school students; one (1) waiver may be issued during the freshman or sophomore year; one (1) waiver may be issued during the junior or senior year. Waivers are not cumulative. To be eligible for the next grading period, the student must attain a minimum GPA of 2.0. Any student who is issued a waiver is considered on probation and must attend personalized study sessions provided by his/her school.

D. A student may also make an appeal for additional waivers to the Eligibility Board (see E below). Student athletes must, however, also continue to qualify under all rules established by the O.H.S.A.A.

E. Two (2) Eligibility Boards will be established: one (1) to review high school requests; one (1) to review middle school requests. The High School Eligibility Board will be comprised of the building
principals, the athletic directors, and three (3) teachers (appointed by the principal) from each high school. The Middle School Eligibility Board will be comprised of the building principals, the athletic directors, and one (1) teacher from each of the four (4) middle schools (appointed by the building principals). Teachers appointed to both Eligibility Boards will serve for one (1) year and will be appointed in the spring of each year to begin service for the subsequent school year. Each Eligibility Board will meet the week following grade card distribution. Students will be informed of upcoming meetings by means of morning announcements. The Eligibility Boards will review all requests for waivers, additional waivers (as outlined in C and D above), and all appeals, including those made by students whose GPA falls between 1.0 and 1.99. Any student who requests a waiver, additional waiver of participation, or appeals a GPA between 1.0 to 1.99 will receive the Eligibility Board's decision in writing within five (5) school days. The decisions made by the Eligibility Boards are final.

G. All student athletes in grades 9-12 who request and are granted an intra-district/superintendents transfer will be subject to OHSAA Bylaw 4-7-3 beginning August 1, 2007 which means that the student will be ineligible for a period of one year. Also, any incoming freshman student athlete who requests and is granted an intra-district/superintendents transfer after August 1, 2007 will be ineligible for one calendar year as well.

Extra-Curricular, Co-Curricular Activities and Club Activities

A. Extra-curricular activities are defined as athletic contests against other OHSAA member institutions which are governed by the rules and regulations of the Ohio High School Athletic Association, Dublin City Schools, and the rules and regulations of the leagues and conferences to which the Dublin City Schools are affiliated. All eligible students may participate. Extra-curricular activities are not part of the regular academic program and are not graded.

B. Co-Curricular activities are those connected to a course offered to students with a Board of Education approved graded course of study (e.g., band, drama, choir, etc.). When performance is part of a course requirement, the eligibility requirements detailed in AG 2430 apply.

C. Club sports/activities will be affected by these. Examples of club sports/activities are: Ski Club, French Club, Spanish Club, etc. and any other activity or offering supervised and/or directed by the Dublin City Schools as determined by the administration.

(End of AG 2431C)

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

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

Facility Usage
Students and parents will be permitted to use facilities only when scheduled and supervised by a staff member. No athlete is to use any facility (gym, weight room, pool) without a staff member being present.
Insurance Coverage/Risk of Participation
Prior to the beginning of practice, all students are offered the opportunity to enroll in a Dublin School-endorsed insurance program. This program can be utilized by students who do not have insurance coverage of their own. Participation in interscholastic athletics can lead to possible injury to student athletes. Although most injuries are minor in nature, it is possible that an injury could occur that is severe enough to cause a person to become paraplegic, quadriplegic, or result in death. Dublin City Schools and staff take every precaution to prevent such injuries, but such risk does exist.

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

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

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

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

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

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

Adolescent Athlete Protective Care Guidelines

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

Administration of Medications

The regulation and administration of prescription and over-the-counter medication during extra-curricular activities are to follow school policy (Policy 5330). All medical forms can be accessed through the district website at https://www.dublinschools.net/Page/1519 or the school health clinic and must be on file in the student’s health record in the school office. Parents must provide all medication to the school staff that are supervising the child’s sport or extracurricular activity, must be in its original container, and must have the student’s name attached. Please see below for the appropriate requirements.

Daily/Routine Medication
The prescriber and the parent/guardian must complete Form 5330 F1 Request for Administration of Prescription & Nonprescription Medication by School Personnel.

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

Self-Administration of Inhaler
The prescriber and the parent/guardian must complete Form 5330A A F1 Asthma Action Plan and Orders.

Life-Threating Allergy
The prescriber and the parent/guardian must complete Form 5330A E F1 Allergy and Anaphylaxis Emergency Orders and Action Plan. Parents must provide a separate emergency epinephrine autoinjector to the school staff supervising the child’s sport or extracurricular activity.
**Diabetic Management**

The parent/guardian must complete *Form 5330A F2 Consent for Diabetic Management* accompanied by the prescriber’s orders. Parents must provide a separate emergency Glucagon kit to the school staff supervising the child’s sport or extracurricular activity.

**Transportation**

All athletes are required to travel to and from out-of-town activities in district transportation when provided by the district. If a special situation occurs, the participant must present a note from a parent or guardian explaining the situation 24 hours prior to the activity.

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

Participants will remain under the supervision of the coach/advisor when attending away activities. Participants who miss the bus will not be permitted to participate in the activity unless there are extenuating circumstances.

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

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

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

**Dublin City Schools Sportsmanship Guidelines Philosophy**

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

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

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

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

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

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

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

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

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

Examples of spectator inappropriate behavior:

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

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

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

The Dublin City Schools are committed to upholding the ideals of good sportsmanship put forth in this document. It is important that the actions of the school, participants, coaches, and spectators be a positive reflection of the Dublin community.
Athletics
Twenty-nine different varsity interscholastic sports are offered: fourteen for boys and fifteen for girls. Boys’ sports include: baseball, basketball, cross country, football, golf, lacrosse, soccer, swimming and diving, tennis, track, volleyball, ice hockey and wrestling. Girls’ sports include: basketball, gymnastics, soccer, tennis, cheerleading, cross country, field hockey, ice hockey, golf, lacrosse, swimming and diving, track, volleyball and softball. (See Pay to Participate Fee Schedule.)

Athletic League Rules
Students are reminded of some specific league rules governing athletic events. The following league rules will be in effect at all athletic contests.

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

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

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

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

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

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

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

All school counselors are available to assist and support students with decision-making and problem solving. If there is a concern a student wishes to discuss with a school counselor, he or she may ask for an appointment with a school counselor. Students are welcome to make arrangements for appointments before school, during study periods, after school or at any mutually agreeable time.
**Student Health**

**Clinic Information**
A student health clinic is located in all elementary, middle and high school buildings, including the Emerald Campus building. A full-time clinic aide, in consultation with a school nurse who covers multiple buildings, staffs the clinic. When the clinic aide, school nurse, or a substitute is not available in the clinic, the building office staff will assist with student care.

Clinic staff offers basic first aid, emergency care, medication administration, and vision and hearing screenings. Routine vision and/or hearing screenings are conducted each year for all kindergarten students, first, third, fifth, seventh, ninth, and eleventh grade students, and all new students to the district. Additionally, if a staff member, parent/guardian or a student has a concern about a student’s vision or hearing, the clinic staff will screen the child upon request. Clinic staff also ensures compliance with Ohio’s medication and immunization laws, monitors for communicable diseases, and assists students with required medical care as ordered by a healthcare provider.

At the beginning of each school year, parents/guardians are required by law (ORC 3313.712) to complete an Emergency Medical Authorization Form for each student. This form is to enable parents/guardians to authorize the provision of emergency treatment for children who become ill or injured while under school authority, when a parent/guardian cannot be reached. The form can be accessed online at SchoolCare/CareDox. Throughout the school year, please remember to update your student’s Emergency Medical Authorization Form if there are changes to phone numbers (https://www.dublinschools.net/domain/111), or your child’s health care information (SchoolCare/CareDox). Students will be excluded from participating in field trips, school sponsored athletics, and extracurricular activities until this requirement has been met. **Please note:** If a student becomes ill or is injured during normal school hours, they will only be released to individuals listed on the Emergency Medical Authorization Form. Contact the school of attendance health clinic with questions.

Parents/guardians are encouraged to contact the school nurse prior to the first day of attendance with any health concerns or conditions that could affect their child’s learning, attendance, or safety at school. It is also recommended that parents/guardians list their child’s health concerns and medications on the district’s electronic health record (SchoolCare/CareDox). This is especially important if a child has life-threatening allergies, seizures, diabetes, or other major health concerns. The school nurse will work with the parents/guardians to develop a health care plan for students who require preventative or medical interventions at school when appropriate. This plan will be shared with school staff that work with or supervise the student.

**Injury and Illness Procedures**
The clinic is open during the school day and staff is available to care for students who are feeling ill or have an injury that requires attention. If it is not an emergency situation, students should ask their teacher to go to the clinic so the teacher will know the location of the student. High school and middle school students will be required to secure a hall pass from their teacher to go to the clinic unless it is an emergency.

Students who become ill or injured at school will need to be seen in the clinic for care. If a student phones or texts a parent/guardian reporting he/she is not feeling well; the parent/guardian should encourage their child to go to the clinic to be evaluated, as the clinic staff needs to directly communicate with the parent/guardian. If the student appears too ill/injured to remain in school, the clinic staff will contact parents/guardians to make arrangements for the child to go home. If an injury or illness appears life threatening, staff will summon the emergency squad. Every effort will be made to notify parents/guardians of this necessity.

If a student is ill or injured and must be dismissed early, the student will only be released to those listed on the Emergency Medical Authorization Form. Dismissal procedure of ill or injured students varies by the grade level as follows:
ELEMENTARY AND MIDDLE SCHOOL STUDENTS
Elementary and Middle School students may be released only to a parent whose signature is on file in the school office or to a properly-identified person authorized on the Emergency Medical Authorization Form by the parent to act on their behalf.

HIGH SCHOOL STUDENTS
A high school student may be released “on his/her own” only with verified parental or designated emergency contacts’ permission.

Students returning to school on crutches or in a wheelchair should be seen in the clinic before going to class to obtain a buddy pass.

Medical Referral for Illness/Injury
1. The clinic health care team is not designated to replace the family physician or to dictate medical care. The choice of health care provider and initiation of medical referral always remains at the discretion of the parents.
2. Your family physician should be contacted if: problems develop with an injury/illness, the condition worsens, or the condition persists for an extended period of time. It is important when an ill/injured student returns to school that any new or remaining problems be reported to the clinic staff.
3. All students evaluated by their family physician should provide a note from the physician indicating the nature of the illness/injury, course of treatment, and any activity restrictions. The notification should be provided to the clinic staff.

Control of Casual Contact Communicable Diseases and Pests
Dublin City Schools follow the recommendations of the Ohio Department of Health regarding school exclusion requirements for communicable illnesses. When a child is ill, appears to be ill, has been diagnosed with a communicable, untreated illness, or has an illness still considered contagious, the clinic and administrative staff have the authority to exclude or isolate the student. In accordance with District Policy 8450, students having signs or symptoms associated with a communicable disease, will be excluded until they are symptom-free for 24 hours without the assistance of medication. State and local health guidelines may be subject to frequent change as determined by health officials.

For common communicable illnesses (strep, pink eye, ringworm, etc), in which medication is required for treatment, students must complete a minimum of 24 hours of therapy before returning to school. For other communicable illnesses (whooping cough, chicken pox, measles, COVID-19, etc) the exclusion time will be longer and may require a physician’s note to return to school.

In accordance with OAC 3701-3-13, when head lice are detected on a child at school, the child shall be excluded from school until after the first treatment. A parent/guardian will be notified to pick up the student for treatment that day. The parent/guardian and child are expected to report back to the school clinic for re-examination the following school day. If the student is found to be free of live lice, he/she will return to the classroom. Students with live lice will be re-excluded for further treatment.

For more information on communicable diseases and the guidelines for treatment and exclusion from school, please visit the Ohio Department of Health’s website.

Medication Procedures
If a student requires medications at school, a parent/guardian is responsible for providing the school with the medication as well as the appropriate medication request form. District forms for all medication authorizations are available on the district’s web site (Medical Forms) or in the health clinic. Parents/guardians of students who participate in District-sponsored, after school, extracurricular activities are also required to provide a separate Glucagon kit, epinephrine autoinjector, or other emergency medication to the coach or supervising staff member.
Use of Medications (Policy 5330)

[Please check the website, www.dublinschools.net, for any possible revisions to this policy made during the school year.]

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. With the exception of diabetes care covered under Policy 5336, the administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or if the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a licensed health professional authorized to prescribe drugs and any nonprescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization.

Except as set forth in Policy 5330.02 (Procurement and Use of Epinephrine Auto-Injectors), Policy 5330.03 (Procurement and Use of Asthma Inhalers), and Policy 5330.04 (Procurement and Use of Naloxone), before any medication (i.e., a drug) or treatment may be administered to any student during school hours, the Board shall require a written statement from a licensed health professional authorized to prescribe drugs ("prescriber") accompanied by the written authorization of the parent (see Administrative Guideline 5330-Use of Medications). These authorization forms shall be kept on file in the school clinic and made available to the persons designated by this policy as authorized to administer medication or treatment. A copy of the parent's written request and authorization and the prescriber's written statement must be given, by the next school day following the District's receipt of the documents, to the person authorized to administer drugs to the student for whom the authorization and statement have been received. No student is allowed to provide or sell any type of over-the-counter medication to another student. Violations of this rule will be considered violations of Policy 5530 - Drug Prevention and of the Student Code of Conduct.

Students in grades 6-12 may carry and self-administer non-prescription medications if a signed parent consent form is filed in the school clinic (see Administrative Guideline 5330-Use of Medications). This authorization form is good for one school year. The student may carry a one (1)-day supply of the medication. This medication is for the use of the student only and cannot be shared. School personnel are not responsible for administering or supervising non-prescription medication self-administered by a student(s) unless a physician’s form is completed (see Form 5330 F1 – Request for Administration of Prescription and Non-Prescription Medication by School Personnel).

Only medication in its original container; labeled with the date, if a prescription; the student's name; and exact dosage will be administered. The Superintendent shall determine a location in each building where the medications to be administered under this policy shall be stored, which shall be a locked storage place, unless the medications require refrigeration in which case they shall be stored in a refrigerator in a place not commonly used by students, and unless the medication to be administered is diabetes medication, which must be kept in an easily accessible location pursuant to Policy 5336.

Parents or their designee whom are listed on the student’s emergency authorization form may administer medication or treatment, with the exception of diabetes care covered under Policy 5336, but only in the presence of a designated school employee.

Additionally, students may administer medication or treatment to themselves, if authorized in writing by their parents and a licensed health professional authorized to prescribe drugs.

However, students shall be permitted to carry and use, as necessary, an asthma inhaler, provided the student has prior written permission from his/her parent and physician and has submitted Form 5330A A F1 - Asthma Action Plan and Orders, to the principal and any school nurse assigned to the building.

Additionally, students shall be permitted to carry and use, as necessary, an epinephrine auto-injector to treat anaphylaxis, provided the student has prior written approval from the prescriber of the medication and his/her parent/guardian, if the student is a minor, and has submitted written approval (see Form 5330A E F1 – Allergy and
Anaphylaxis Emergency Orders and Action Plan) to the principal and any school nurse assigned to the building. The parent/guardian or the student shall provide a back-up dose of the medication to the principal or school nurse. This permission shall extend to any activity, event, or program sponsored by the school or in which the school participates. In the event epinephrine is administered by the student or a school employee at school or at any of the covered events, a school employee shall immediately request assistance from an emergency medical service provider (911). Students with diabetes authorized to attend to their diabetes care and management may do so in accordance with Policy 5336.

Students shall be permitted to possess and self-administer over-the-counter topical sunscreen products while on school property or at a school-sponsored event.

With the exception of diabetes care covered under Policy 5336, only employees of the Board who are licensed health professionals or who have completed a drug administration training program conducted by a licensed health professional and are designated by the Board may administer medications to students in school.

With the exception of diabetes care covered under Policy 5336, provided they have completed the requisite training, the following staff are authorized to administer medication and treatment to students:

A. principal;
B. teacher;
C. school nurse;
D. building secretary;
E. aide;
F. others as designated by student's IEP and/or 504 plan.

No employee will be required to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

With the exception of diabetes care covered under Policy 5336, the Board shall permit the administration by a licensed nurse or other authorized staff member of any medication requiring injection or the insertion of a device into the body when both the medication and the procedure are prescribed by a licensed health professional authorized to prescribe drugs and the nurse/staff member has completed any and all necessary training.

Students who may require administration of an emergency medication may have such medication in their possession upon written authorization of their parent(s) and prescriber or, such medication, upon being identified as aforenoted, may be stored in the school clinic and administered in accord with this policy and Policy 5336.

All dental disease prevention programs, sponsored by the Ohio Department of Health and administered by school employees, parents, volunteers, employees of local health districts, or employees of the Ohio Department of Health, which utilize prescription drugs for the prevention of dental disease and which are conducted in accordance with the rules and regulations of the Ohio Department of Health are exempt from all requirements of this policy.

The Superintendent shall prepare administrative guidelines, as needed, to address the proper implementation of this policy.
(End of Policy 5330)
2021-2022 IMMUNIZATION REQUIREMENTS

Ohio Law requires each student to demonstrate compliance of immunizations requirements via medical documentation. Please provide a record to the clinic by the 14th day from the first day of attendance. If no immunization record was provided when the student registered, a record must be submitted to the school showing compliance by the 14th day of school to avoid exclusion as required by Ohio Law (ORC 3313.671).

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

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

<table>
<thead>
<tr>
<th>VACCINES</th>
<th>2021-2022 IMMUNIZATIONS FOR SCHOOL ATTENDANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>DTaP/DT/Td/Tdap</td>
<td>K Four (4) or more doses of DTaP or DT, or any combination. If all four doses were given before the 4th birthday, a fifth (5) dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the 4th birthday, a fifth (5) dose is not required.</td>
</tr>
<tr>
<td></td>
<td>Grades 1-12 Four (4) or more doses of DTaP or DT, or any combination. Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children age seven (7) and up.</td>
</tr>
<tr>
<td></td>
<td>Grades 7-12 One (1) dose of Tdap vaccine must be administered on or after the 10th birthday prior to entry.</td>
</tr>
<tr>
<td>Diphtheria, Tetanus, Pertussis</td>
<td></td>
</tr>
<tr>
<td>POLIO</td>
<td>K-11 Three (3) or more doses of IPV. The FINAL dose must be administered on or after the 4th birthday regardless of the number of previous doses. If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.</td>
</tr>
<tr>
<td></td>
<td>Grades 12 Three (3) or more doses of IPV or OPV. If the third dose of either series was received prior to the fourth birthday, a fourth (4) dose is required. If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.</td>
</tr>
<tr>
<td>MMR Measles, Mumps, Rubella</td>
<td>K-12 Two (2) doses of MMR. Dose 1 must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose 1.</td>
</tr>
<tr>
<td>HEP B Hepatitis B</td>
<td>K-12 Three (3) doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose) must not be administered before age 24 weeks.</td>
</tr>
<tr>
<td>Varicella Chickenpox</td>
<td>K-11 Two (2) doses of varicella vaccine must be administered prior to entry. Dose 1 must be administered on or after the first dose. The second dose should be administered at least three (3) months after dose one (1); however, if the second dose is administered at least 28 days after first dose, it is considered valid.</td>
</tr>
<tr>
<td></td>
<td>Grades 12 One (1) dose of varicella vaccine must be administered on or after the first birthday.</td>
</tr>
<tr>
<td>MCV4 Meningococcal</td>
<td>Grades 7-11 One (1) dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered on or after the 10th birthday and prior to entry.</td>
</tr>
<tr>
<td></td>
<td>Grade 12 Two (2) doses of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry. The 1st dose must be administered on or after the 10th birthday.</td>
</tr>
</tbody>
</table>
**Tuberculosis (TB) Requirements**

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

**Bloodborne Pathogens**

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

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

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

Whenever a student has contact with blood or other potentially infectious material, the child must immediately notify the nurse/clinic aide. Staff will assist your child in cleansing the exposed area. The parent/guardian of a student who is exposed will be contacted regarding the exposure and encouraged to consult with the student’s physician concerning any necessary post-exposure testing or treatment.

As required by Federal law, if a staff member has been exposed to a student’s blood, the parent/guardian of that student will be requested to have their child’s blood tested for HIV and HBV. Any testing is subject to laws protecting confidentiality.

**Healthchek Services for Children Younger than Age 21**

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

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

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

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

If your children are enrolled on Ohio Medicaid, Healthchek services are available to them. If you are younger than age 21 and are also enrolled, you can receive Healthchek services, too. For additional information, go to [https://medicaid.ohio.gov/FOR-OHIOANS/Programs/Healthchek](https://medicaid.ohio.gov/FOR-OHIOANS/Programs/Healthchek).
Library Media Center Services
The Library Media Center functions as an integral part of the total educational program at Dublin High Schools. The Library Media Center supports, supplements, and enhances the curriculum by providing access, guidance and instruction for students in their choices of learning resources and pleasure reading. In order to provide an atmosphere for information literacy, the library media specialists assist students to become active and creative locators of information to solve problems and satisfy their curiosity. The partnership for learning in the Library Media Center provides an active learning environment for the library media specialists to aid students in becoming information-literate, independent thinkers and lifelong learners.

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

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

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

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

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

The district is concerned about any student who is a victim of alcohol or drug misuse and will facilitate the process by which she/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.
Forms
Many forms routinely completed by parents prior to the start of school, or during the first few days of the school year, are on the district website (www.dublinschools.net) under “PARENT RESOURCES.” Please contact the school of attendance if you have any questions.
## Dublin City Schools Pay-to-Participate Fee Schedule

### High School: 2021-2022

$75 per sport per student

<table>
<thead>
<tr>
<th>Boys’ Baseball</th>
<th>Girls’ Softball</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boys’ and Girls’ Basketball</td>
<td>Girls’ Gymnastics</td>
</tr>
<tr>
<td>Boys’ and Girls’ Golf</td>
<td>Wrestling</td>
</tr>
<tr>
<td>Football</td>
<td>Boys’ and Girls’ Tennis</td>
</tr>
<tr>
<td>Boys’ and Girls’ Volleyball</td>
<td>Boys’ Ice Hockey</td>
</tr>
</tbody>
</table>

$50 per sport per student

<table>
<thead>
<tr>
<th>Boys’ and Girls’ Swimming &amp; Diving</th>
<th>Field Hockey</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boys’ and Girls’ Lacrosse</td>
<td>Boys’ and Girls’ Soccer</td>
</tr>
<tr>
<td>Boys’ and Girls’ Cross Country</td>
<td>Boys’ and Girls’ Track</td>
</tr>
<tr>
<td>Basketball Cheerleading</td>
<td>Football Cheerleading</td>
</tr>
</tbody>
</table>

$40

Marching Band

### Middle School: 2021-2022

$30 per participant per activity

### Family Cap

<table>
<thead>
<tr>
<th>Family Cap (High School)</th>
<th>$300</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Cap (Middle School)</td>
<td>$100</td>
</tr>
</tbody>
</table>

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

Parent/Student Acknowledgement of:

Student Handbook

We, ____________________________________ and ______________________________
Parent/Guardian Name (Please Print) Student Name (Please Print)

have received and read the 2021-2022 Student Handbook. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures and policies of the Dublin City School District. We also understand that this handbook supersedes all prior handbooks and other written material on the same subjects.

____________________________________
Student Signature

____________________________________
Grade/Team

____________________________________
Parent/Guardian Signature

____________________________________
Date