Upper Arlington High School Handbook

2014 – 2015

For Upper Arlington High School Students and Parents
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**NOTE:** This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in September 2013. If you have questions or would like more information about a specific issue or document, contact your school principal and/or assistant principal, or access the document on the District’s website: [www.uaschools.org](http://www.uaschools.org) under the Administration heading then under Board of Education.
Dear Upper Arlington Families:

The educational opportunities for Upper Arlington's young people continue to be rich and extensive. Indeed, freedom of access to such educational opportunities is perceived to be a right of the children and young people of the community.

Along with such a right there are many responsibilities. If the right of the individual to learn is to be protected, each person must accept responsibilities so that the processes for teaching and learning will be orderly and productive.

Since the early 1970’s, many local citizens have participated in the development of policy statements and administrative guidelines that have been intended to spell out the many rights related to receiving a quality education and the responsibilities inherent in these rights. This edition of the Students’ Rights and Responsibilities Handbook of the Upper Arlington City School District is the twenty-eighth printing, originally adopted by the Board in May 1972 with recent revisions in August 2007, 2008, 2010-2011, and 2014.

In an effort to keep our rights and responsibilities policies and guidelines worded so that they deal with timely situations, the original policies and guidelines have been amended eleven times and have undergone three major revisions in both form and substance. These changes over time have been made as a result of major processing by students, faculty, administrators, citizens, and the Board. The current reprinting includes recent adoptions of Board policies. Please understand that the Board may revise its policies as necessary, and those revisions may not appear in this printed document. However, any such revisions will appear in the on-line version of the Board's policies, which you may access at www.uaschools.org.

You will find the total document to be a fair one that will assist in providing the best possible educational environment for both students and teachers. I encourage students and their parents or guardians to study the handbook carefully, raise questions about those areas that may be unclear, appreciate the rights identified, and accept the responsibilities necessary to produce a wholesome learning environment.

All Board of Education policies, administrative guidelines, and forms are on the district website. All you need to do is visit www.uaschools.org and click on the "District" button at the top. Some of those policies and guidelines are contained with this Rights and Responsibilities Handbook and are noted with the appropriate page number after the citation.

Best wishes for an enjoyable, fulfilling, and safe school year!

Paul W. Imhoff
Superintendent of Schools
Summer 2014

Dear Golden Bear,

Welcome to the 2014 – 2015 school year!

Upper Arlington High School offers a wide array of programs and services to its students, academically, athletically, and socially. I truly believe there is something for everyone here. This high school is second-to-none, encompassing an excellent academic curriculum with numerous electives, as well as various clubs, activities, and 32 varsity sports. Students leave here well prepared for life beyond the walls of Upper Arlington High School.

To assist students and families in navigating Upper Arlington High School, I am pleased to offer this Student Handbook as a resource guide. Please take the time to read this thoroughly, as it has information regarding the programs and services offered at Upper Arlington High School. In addition, found within these pages are many of the policies, guidelines, and procedures established by the Upper Arlington City School District and Upper Arlington High School to maximize student potential and ensure a successful high school experience.

For additional information and/or reference on Upper Arlington City School District policies, including Ohio Revised Code and relevant court cases, please visit The Upper Arlington Board of Education’s adopted policies at http://www.neola.com/uacsd-oh/.

I wish you each a safe, happy, and successful school year!

Go Bears!

Andrew C. Theado
Principal
Our Pillars Of Ethical Behavior are...

**Fairness and Justice**
- Know and do the right things
- Treat all people fairly
- Acknowledge the rights of others

**Respect for Self and Others**
- Exercise self discipline
- Be courteous and polite
- Have respect for property
- Display considerate behavior toward others
- Use respectful language
- Make informed decisions that show respect for your physical, mental and emotional well being, especially in the areas of alcohol, tobacco and other drug use, and sexual behavior

**Responsibility**
- Be accountable for your actions
- Think before you act
- Be reliable
- Set a good example
- Acknowledge mistakes

**Trustworthiness**
- Be honest
- Do your own work
- Have integrity
- Keep your promises
- Be loyal

**Caring and Compassion**
- Treat others as you wish to be treated
- Demonstrate kindness

**Citizenship**
- Respect authority/obey the law
- Practice good sportsmanship
- Respect the service and sacrifice of other for the good of our country
- Do your share
- Provide service and charity to your community
- Be environmentally responsible
- Be informed and involved in the life of your community
Our Beliefs

We believe that...
• a quality education is a collective responsibility.
• each individual deserves a quality education.
• technology can enhance learning and human potential.
• embracing change is vital to growth and success.
• building meaningful relationships is a valuable life skill.
• each individual is valuable, possessing unique skills, strengths, and talents.
• each individual deserves to be treated with respect.
• diversity is valued.
• each individual is responsible and accountable for his/her actions.
• all people continue to learn.
• learning is a dynamic and ever-changing process.
• effective communication is a fundamental skill.
• individuals have a significant impact on the environment and its sustainability

Our District Mission Statement

The mission of the Upper Arlington City School District is to prepare, inspire, and empower all students to be life-long learners and socially responsible citizens, able to communicate and to lead with confidence in an ever-changing global society through a learning environment distinguished by:
• safe, secure, and caring schools;
• rigorous and relevant academic experiences;
• opportunities for expression and creativity; and
• opportunities to develop citizenship, teamwork, discipline, and integrity.

Our Objectives

One hundred percent of our students will...
• demonstrate achievement of all Upper Arlington Schools’ technology benchmarks during their elementary, middle, and high school years;
• meet or exceed Upper Arlington Schools’ graduation requirements; and
• participate in service learning activities during their elementary, middle, and high school years.
In August 1918, The Franklin County Board of Education approved a petition from the residents of the Village of Upper Arlington to recognize Upper Arlington as a new school district. At that time the village was bounded by what is now Lane Avenue, Riverside Drive, Fifth Avenue, and North Star Road.

A school board was appointed by the county superintendent of schools, and John W. Wuichet, Sr. was named Board President. One of the first actions for the new school officials was to authorize the construction of a four-room temporary school, which was built at the corner of Arlington Avenue and Tremont Road. 52 students enrolled in the school, which taught first through ninth grades.

King and Ben Thompson, the forward-thinking brothers behind the development of Upper Arlington, were committed to education. In 1917, prior to the construction of a formal schoolhouse, King Thompson's basement at 1930 Cambridge Boulevard was used as a school for more than a dozen children in first through third grade. (Children in upper grades attended Grandview Heights.)

Through the Thompson brothers' business, the Upper Arlington Company, the necessary funds were provided to build the temporary school for all the children in the village. The school was completed and opened for class in October 1918. The Board of Education named its secretary-treasurer, Evan L. Mahaffey, as the first superintendent of the school district.

The generosity of King and Ben Thompson continued. The financial burden of running a school district not fulfilled by local taxes during the 1918 school year was assumed by the Upper Arlington Company. In addition, the men were instrumental in establishing the Waltham Road School, which replaced the temporary school in 1919.

The Upper Arlington community seemed to be doing very well. However, the new district faced deferment. Columbus threatened to take control over the village because, without a permanent school building, Upper Arlington was not meeting the needs of the community. The Upper Arlington Company donated the use of about nine acres of land, located in the heart of the village, for the District's first permanent school building. The Upper Arlington Board of Education placed a bond issue before its voters for the construction of the school and to purchase the deed to the Thompson land. It passed with 155 votes in favor and 33 votes against. The tax rate for the bond issue was 2.49-mills, which was 1.4-mills less than Columbus. The new building, now known as Jones Middle School, opened in 1924. J.W. Jones was hired as the building principal and the first full-time superintendent of the district.

In 1939, the Barrington Road School opened as Upper Arlington Elementary School. The district built Tremont Elementary School in 1952 to serve all the children north of Lane Avenue. In 1955, Upper Arlington took over Perry Township School, renaming it Fishinger Elementary (now the Wellington School). Wickliffe Elementary was built in 1957; Windermere in 1959; and Greensview in 1965. Hastings Middle School, then known as Hastings Junior High, was constructed in 1961.

Upper Arlington High School was dedicated in 1956, with Joseph Dorff as principal.

Source: www.uaschools.org
Upper Arlington City Schools Board of Education
Mrs. Stacey Royer, President sroyer@uaschools.org
Mrs. Nancy Drees, Vice President ndrees@uaschools.org
Mrs. Robin Comfort rcomfort@uaschools.org
Mr. Matt McClellan maticc@uaschools.org
Mrs. Carol Mohr cmohr@uaschools.org

Upper Arlington City Schools Administrative Staff
Mr. Paul W. Imhoff, Superintendent pimhoff@uaschools.org
Ms. R. Emilie Greenwald, Chief Academic Officer egreenwald@uaschools.org
Mr. Andrew Geistfeld, Treasurer ageistfeld@uaschools.org
Mr. Christopher Potts, Executive Director of Business Services cpotts@uaschools.org
Ms. Kathy Jenney, Executive Director for Personnel kjenney@uaschools.org
Dr. Kevin Gorman, Executive Director of Intervention Services kgorman@uaschools.org
Ms. Karen Truett, Director of Communications ktruett@uaschools.org
Mr. Jeffrey Collett, Director of Operational Technology jcollett@uaschools.org
Mr. Harold Plant, Director of Operational Services hplant@uaschools.org
Ms. JoAnna Brooks, Director of Food Services jbrooks@uaschools.org
Mr. Mike Abbott, Director of Transportation and Custodial Services mabbott@uaschools.org
Upper Arlington High School
1650 Ridgeview Road
Upper Arlington, Ohio 43221
614-487-5200 (phone)
614-487-5238 (fax)
http://uahs.uaschools.org/pages/UAHS

Upper Arlington High School Administrative Staff

Mr. Andrew C. Theado, Principal - atheado@uaschools.org

Mr. Scott Stewart, Associate Principal - ssstewart@uaschools.org

Mrs. Jaclyn Angle, Assistant Principal - iangle@uaschools.org

Mr. Thomas Cochran, Assistant Principal - tcochran@uaschools.org

Mr. Lou Vazquez, Assistant Principal - lvazquez@uaschools.org

Ms. Jodi Palmer, Director of Women's Athletics - jpalmer@uaschools.org

Mr. Jim Voyles, Director of Men's Athletics - jvoyles@uaschools.org

Important Contact Information

Main Office
Jennifer Merryman, Head Building Secretary
Cathy Thomas, Secretary
487-5200 phone
487-5238 fax

Assistant Principals' Office
Judy Meyer, Secretary
487-5215

Attendance Office
Tammie Weaston-Fisher, Secretary
487-5213

Guidance Office
Therese Gaulke, Secretary
Cheryl Fackelman, Records/Registration Secretary
487-5222 phone
487-5289 fax

Athletic Office
Jackie Brown, Secretary
487-5210 phone
487-5252 fax

Bear Essentials, the UAHS School Store
Lynn Lopper, Secretary
487-5237

School Nurse
Laurie Long, Nurse
487-5278 phone
487-5237 fax

College Center
Glennis Huntley, Secretary
487-5232 phone
487-7651 fax

UAHS PTO
www.uahspto.org
Alma Mater
Dear Arlington

Oh, Arlington,
Dear, Arlington,
Our hearts will ne’er forget.
The care-free ways
of high school days.
We leave with deep regret.

The days of yore
will be no more,
But through the
coming years,
The thought of you
and friends so true,
Will bring us joy and tears.

Oh Arlington, Dear Arlington,
Our hearts will ne’er forget
The Gold and Black
will bring us back
To dear old Arlington.

Fight Song
Stand Up and Cheer

Stand Up and Cheer
Cheer loud and long for
dear old Arlington

Fore to victory,
The Gold and Black
above the rest,

Our boys are fighting
and they are bound to win this fray,
We’ve got the team
We’ve got the steam,
For it’s dear old
Arlington’s day!
### 2014–2015 School Year Calendar

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Quarter</td>
<td>Mon Aug 18</td>
<td>Faculty In-Service Professional Development Day</td>
</tr>
<tr>
<td></td>
<td>Tue Aug 19</td>
<td>General Staff Meeting</td>
</tr>
<tr>
<td></td>
<td>Wed Aug 20</td>
<td>First Day for Students</td>
</tr>
<tr>
<td></td>
<td>Wed, Thu, Fri Aug 20, 21, 22</td>
<td>Kindergarten Orientation</td>
</tr>
<tr>
<td></td>
<td>Mon Sep 01</td>
<td>No School Students and Staff: Labor Day</td>
</tr>
<tr>
<td></td>
<td>Wed Sep 10</td>
<td>Early Dismissal</td>
</tr>
<tr>
<td></td>
<td>Fri Oct 24</td>
<td>End of first grading period</td>
</tr>
<tr>
<td></td>
<td>Mon Oct 27</td>
<td>No School Students: Teacher Work Day K–12</td>
</tr>
<tr>
<td></td>
<td>Mon thru Fri Nov 3 thru 14</td>
<td>Elementary Conference Window</td>
</tr>
<tr>
<td></td>
<td>Tue Nov 4</td>
<td>No School Students: Faculty In-Service Professional Development Day</td>
</tr>
<tr>
<td></td>
<td>Wed Nov 5</td>
<td>Kindergarten Parent-Teacher Conferences:</td>
</tr>
<tr>
<td></td>
<td>Thu Nov 6</td>
<td>Elementary (grades 1–5) Parent-Teacher Conferences:</td>
</tr>
<tr>
<td></td>
<td>Wed, Thu and Fri Nov 26, 27 and 28</td>
<td>Thanksgiving Holiday Vacation</td>
</tr>
<tr>
<td></td>
<td>Wed Dec 03</td>
<td>Early Dismissal</td>
</tr>
<tr>
<td></td>
<td>Mon thru Fri Dec 22 thru Jan 2</td>
<td>Winter Break</td>
</tr>
<tr>
<td></td>
<td>Fri Jan 16</td>
<td>End of second grading period and first semester</td>
</tr>
<tr>
<td>Second Quarter</td>
<td>Mon Jan 19</td>
<td>No School Students and Staff: Martin Luther King Day</td>
</tr>
<tr>
<td></td>
<td>Tue Jan 20</td>
<td>No School Students: Teacher Work Day K–12</td>
</tr>
<tr>
<td></td>
<td>Wed Jan 28</td>
<td>Kindergarten Parent-Teacher Conferences:</td>
</tr>
<tr>
<td></td>
<td>Thu Jan 29</td>
<td>Elementary (grades 1–5) Parent-Teacher Conferences:</td>
</tr>
<tr>
<td></td>
<td>Wed Feb 04</td>
<td>Early Dismissal</td>
</tr>
<tr>
<td></td>
<td>Mon Feb 16</td>
<td>No School Students and Staff: Presidents’ Day</td>
</tr>
<tr>
<td></td>
<td>Fri thru Fri Mar 20 thru Mar 27</td>
<td>Spring Break</td>
</tr>
<tr>
<td></td>
<td>Thu Apr 02</td>
<td>End of third grading period</td>
</tr>
<tr>
<td>Third Quarter</td>
<td>Fri Apr 03</td>
<td>No School Students and Staff</td>
</tr>
<tr>
<td></td>
<td>Mon Apr 06</td>
<td>No School Students: Teacher Work Day K–12</td>
</tr>
<tr>
<td></td>
<td>Wed Apr 08</td>
<td>Early Dismissal</td>
</tr>
<tr>
<td></td>
<td>Wed Apr 15</td>
<td>Kindergarten Parent-Teacher Conferences:</td>
</tr>
<tr>
<td></td>
<td>Mon May 25</td>
<td>No School Students and Staff: Memorial Day</td>
</tr>
<tr>
<td></td>
<td>Sunday May 31, 2015</td>
<td>UAHS Commencement, The Jerome Schottenstein Center, 2pm</td>
</tr>
<tr>
<td></td>
<td>Wed Jun 03</td>
<td>Last Day for Students; end of fourth grading period, second semester, and school year</td>
</tr>
<tr>
<td></td>
<td>Thu Jun 04</td>
<td>Teacher Work Day K–12</td>
</tr>
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- Jun TBD: First Day of Summer Academy
Bell Schedules  
2014-2015

**REGULAR SCHEDULE**  
(Mondays, Tuesdays, Thursdays)

<table>
<thead>
<tr>
<th>Period</th>
<th>Start Time</th>
<th>End Time</th>
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<tbody>
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<tr>
<td>Period 5</td>
<td>11:38</td>
<td>12:26</td>
</tr>
<tr>
<td>Period 6</td>
<td>12:31</td>
<td>1:19</td>
</tr>
<tr>
<td>Period 7</td>
<td>1:24</td>
<td>2:12</td>
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<tr>
<td>Period 8</td>
<td>2:17</td>
<td>3:05</td>
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**OFFICE HOURS SCHEDULE**  
(Wednesdays, starting 9/3/14, except Early Dismissal days)

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<th>Office Hours</th>
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<th>End Time</th>
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<td>8:32</td>
</tr>
<tr>
<td>Period 2</td>
<td>8:37</td>
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<td>Period 3</td>
<td>9:27</td>
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<tr>
<td>Period 4</td>
<td>10:16</td>
<td>11:00</td>
</tr>
<tr>
<td>Period 5</td>
<td>11:05</td>
<td>11:49</td>
</tr>
<tr>
<td>Period 6</td>
<td>11:54</td>
<td>12:38</td>
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<tr>
<td>Period 7</td>
<td>12:43</td>
<td>1:27</td>
</tr>
<tr>
<td>Period 8</td>
<td>1:32</td>
<td>2:16</td>
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**EXTENDED 3RD PERIOD**  
(Fridays, starting 8/29/14)

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<tr>
<td>Period 3</td>
<td>9:49</td>
<td>10:45</td>
</tr>
<tr>
<td><strong>Kickin' It</strong></td>
<td><strong>9:49</strong></td>
<td><strong>9:58</strong></td>
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<tr>
<td>Period 4</td>
<td>10:50</td>
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<tr>
<td>Period 8</td>
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**EARLY DISMISSAL**  
(9/10/14, 12/3/14, 2/4/15, 4/8/15)

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<tr>
<td>Period 7</td>
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**TWO-HOUR DELAY**

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<tr>
<td>Period 7</td>
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</tr>
<tr>
<td>Period 8</td>
<td>2:34</td>
<td>3:05</td>
</tr>
</tbody>
</table>
Regular attendance is a significant student responsibility at all grade levels. Many studies correlate regular attendance with success in school. Regular attendance means that the academic learning process is not interrupted, less time is spent on make-up assignments, and students benefit from participation and interaction with others in class. Many important lessons are learned through active participation in classroom and other school activities that cannot be replaced by individual study.

Establishing a pattern of good attendance will benefit the student in school and in the workplace. Attendance is important in the development of a high quality work ethic, which will be a significant factor in a student’s success with future employers. One of the most important work habits that employers look for in hiring and promoting a person is his/her dependability in coming to work every day on time. This is a habit Upper Arlington High School wants to help students develop as early as possible.

**Procedures for Undocumented Absences**

State Law specifically states that every student up to the age of 18 must attend school. The law and the Board Policy 5200 - Attendance provide what constitutes a legal excuse for an absence from school. No parent or guardian has the right to excuse his/her child or anyone else’s child from school for any other reason than those stated.

The Board has identified excusable reasons for absences from school (see list below). Absences that fall into one of those excusable reasons will be considered an excused absence. Because Upper Arlington High School accounts for students every period in an eight period day, which includes a lunch, missing seven periods is equivalent to missing one school day. This is true whether the absences take place in one calendar day or over several days.

When a student reaches a total of 35 class periods (5 days) of undocumented absences in the school year, a letter will be sent home informing parents/guardians of the high rate of absenteeism.

When a student reaches a total of 70 class periods (10 days) of undocumented absences in the school year, a letter will be sent home stating that a physician’s note will be required for any further absences due to personal illness or illness in the family to be excused.

**Excusable reasons as stated in the Board Policy 5200 - Attendance and state law:**

- A. personal illness (a written physician’s statement verifying the illness may be required)
- B. illness in the family necessitating the presence of the child
- C. quarantine of the home
- D. death in the family
- E. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- F. observation or celebration of a bona fide religious holiday
- G. 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
- H. such good cause as may be acceptable to the Superintendent
- I. medically necessary leave for a pregnant student in accordance with Policy 5751 Parental Status of Students
- J. service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725 Students as Precinct Election Officials.
Upper Arlington High School recognizes that regular attendance correlates with success in school. To be proactive in providing two-way communication and intervention, the High School has established a team to systematically evaluate and monitor individual student attendance and building-wide trends.

**Attendance Procedures**

**If your student is absent:**

1. A parent/guardian should telephone the Attendance Office prior to 4:00 p.m. on the day of the absence. (487-5213); or
2. A written note, signed and dated by a parent/guardian must be submitted upon student return.

**If your student requires an early dismissal:**

1. Students must bring a note from a parent/guardian to the AM attendance counter prior to the start of school at 8:05 a.m. or to the Attendance Office during his/her study hall or lunch. The note, signed and dated by a parent/guardian, must indicate the time and reason for dismissal.
2. Students must sign-out in the Attendance Office when they leave the building and sign-in upon return. The absence will be unexcused if permission to leave is not obtained prior to the dismissal.

**If your student becomes ill at school:**

1. Students who become ill must report to the school nurse.
2. If the nurse is not available, the student must report to the Attendance Office to obtain permission to leave prior to signing-out. Otherwise, an unexcused absence may result.

**If a student is unable to return from lunch due to illness or emergency:**

1. The parent/guardian must call the Attendance Office prior to 2:45 p.m. on that day.
2. If a parent/guardian phone call is not received the same day of the absence, the student must follow up with a written excuse, signed and dated by a parent/guardian, upon return to school.

**Planned Absences, e.g. vacation or college visit:**

1. Parents must notify the Attendance Office in advance of the absence and request a Board of Education Planned Absence Form.
2. Parents will be given a copy of the Board of Education policy with the Planned Absence Form.
3. Students and parents are requested to review the policy prior to returning the signed form.

**Students excused to attend an athletic contest or tournament:**

Students will not be excused from school to attend athletic contests, including tournament games, with the following provisions:

1. The student is a member of the team (on the roster for the Freshman, Junior Varsity, or Varsity team).
2. The student is an immediate family member (sibling) of one of the student athletes participating in the athletic contest.
3. A team or individual is competing at the State-level tournament.
4. Students with excessive absences will be denied permission to attend.

5. Students with any record of unexcused absences will be denied permission to attend.

Co-curricular and extra-curricular participation:

To participate in these activities after school hours, students must be in attendance at school periods 6, 7, and 8, unless an administrator makes an exception for college visits, medical appointments, or funerals.

Making up work following an absence:

Students are encouraged to complete and submit work immediately following an absence, however it is understood that this is not always possible. Students will have one day for each day of absence to complete and submit make-up work, unless otherwise arranged with a teacher.

Tardy Procedures:

1. If a student is tardy 20 minutes to class, it is considered a class cut.

2. Tardiness is unexcused unless the student presents the teacher with a written excuse signed by the staff member responsible for the tardiness.

3. Students are not excused for reasons pertaining to transportation issues, alarm clocks, electrical outages, inclement weather, etc.

4. Three cases of unexcused tardiness to the same class within a nine-week grading period will result in a three-day assignment of lunch detention and the fourth tardy will result in four lunch detentions assigned by the classroom teacher.

5. Additional cases of unexcused tardiness to the same class within a nine-week grading period will result in further disciplinary action assigned by the assistant principal.

6. A student will be allotted a maximum of twenty (20) lunch detentions per semester. After a student has served 20 lunch detentions in a semester, he/she will be assigned After-School Detentions or Saturday School Detentions for continued tardiness.

7. Seniors who have three (3) tardies to a class will have their open campus privileges revoked for the remainder of the quarter.

Open Lunch

High school students are expected to eat lunch and remain on the school campus during the lunch periods unless they have been granted permission to do otherwise. **Permission to leave school grounds during lunch periods will be granted by the Principal or designee only upon written request of the parent/guardian.**

Parents wishing to request permission for their student(s) to leave the school campus during lunch periods **throughout the school year** must complete the “High School Lunch Period” open lunch form, and return it to the Principal or designee.

Leaving the school campus during lunch periods is a privilege. The Principal or designee may revoke this privilege based on a student’s academic standing, behavior, attendance, and/or tardiness.

Open Campus for Seniors

Seniors in good academic standing may exercise the option of Open Campus privileges and leave the Upper Arlington High School campus during their regularly scheduled study hall time.
Parents wishing to request permission for their student(s) to leave the school campus during lunch periods throughout the school year must complete the “Senior Open Campus” form, and return it to the Principal or designee.

Seniors who accumulate three (3) tardies to a class will have their open campus privileges revoked for the remainder of the quarter.

Leaving the school campus during study hall periods is a privilege. The Principal or designee may revoke this privilege based on a student’s academic standing, behavior, attendance, and/or tardiness.

**General Instruction Fee**

The Board of Education has approved an annual general instruction fee of $35 for every student in the Upper Arlington City Schools. All high school students are assessed this fee. For students who qualify for the District’s Free & Reduced Lunch program the Instruction fee is waived. Students with other financial need or hardship should contact their guidance counselor or building administrator.

**Graduation Requirements**

Classes of 2014 and later

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language Arts (and Senior Thesis/Capstone)</td>
<td>4</td>
</tr>
<tr>
<td>Social Studies</td>
<td>3</td>
</tr>
<tr>
<td>(Global History, American Studies – History, Politics, Economics &amp; Government)</td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>Science</td>
<td>3</td>
</tr>
<tr>
<td>Global Language, Business, Industrial Technology, or Family &amp; Consumer Sciences</td>
<td>2</td>
</tr>
<tr>
<td>Visual Arts, Music, or Theater</td>
<td>1</td>
</tr>
<tr>
<td>Health</td>
<td>0.5</td>
</tr>
<tr>
<td>Physical Education</td>
<td>0.5</td>
</tr>
<tr>
<td>Public Speaking</td>
<td>0.5</td>
</tr>
<tr>
<td>Electives</td>
<td>2.5</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td>21</td>
</tr>
</tbody>
</table>

*Physical Education waiver: Marching Band, Cheerleading and Interscholastic Sports which qualify for the waiver (Football, Baseball, Basketball, Crew, Cross Country, Diving, Golf, Ice Hockey, Lacrosse, Soccer, Swimming, Tennis, Track and Field, Volleyball, Water Polo, Wrestling, Gymnastics.)*

**In order to graduate, all students must pass the five (5) components of the Ohio Graduation Test and complete a Senior Thesis or Capstone Project.**
Credit Earned in Middle School

Students who successfully complete high school-level courses in middle school, such as Algebra or the first year of a global language, will be granted one high school unit of credit for each course completed. Credit will be awarded upon entrance to the high school. Students may elect to retake a course at the high school that they took for credit at the middle school. In such an instance, the grade earned in the middle school will be removed from the transcript and from the calculation of the GPA and will be replaced by the grade earned at the high school.

Acceptance of Credit Earned Outside of the Upper Arlington City School District

Credits for approved educational options such as home schooling, post-secondary enrollment, independent study, correspondence courses, and online courses will be accepted by Upper Arlington High School. When these or any other courses are not taught by a teacher employed by Upper Arlington City Schools, the grades will not be calculated into a student’s Grade Point Average and the course grade(s) will appear as a “Pass” or “Fail” on the student’s UAHS transcript. This policy also applies to students who transfer into the district from another school or district. Colleges and universities will receive transcripts from all of the schools that a student has attended.

Credit Flexibility

Research and experience tell us that it encourages student self-direction and motivates learners to develop new skills and fulfill their potential. It allows students to ask questions, solve problems and manage the continuous change that underscores life. And it recognizes that while learning experiences must be high quality, not all learning happens inside the classroom or in formal education settings.

UAHS teachers developed and implemented the state-mandated “Flexible Credit” option for our students. With Flexible Credit, students will be able to show what they know and move on to other more advanced classes or take elective courses in other departments. They will be able to earn course credit in ways not limited to “seat time” or the walls of the school building. They will be able to customize aspects of their learning around their interests and needs, which might include flexible schedules, a choice of modalities (e.g. online learning or community-based projects), as well as options to pursue niche interest areas, combine subjects, graduate early, or take other high school elective courses.

Applications for Flex Credit through the Proficiency Option are due October 15th for the December administration and April 15th for the June administration. Proficiency Testing will take place in December during semester examinations and the first week after school concludes in June. Applications for Flex Credit through the Educational Option are accepted from September - April (during a single school year). Final materials to demonstrate learning and receive credit for the Educational Option are due upon completion and will be reviewed by the Educational Option Committee the first Monday of each month. The final Committee meeting of the year will be the first Monday of May. Information received after that meeting may not be reviewed until the following September, as staff members are not available during the summer months. For additional information or to link to the application for Credit Flexibility, visit http://uahs.uaschools.org/pages/UAHS/Flex_Credit/News/Flex_Credit.

Senior Capstone Project

A Capstone Project is a requirement for graduation, and it replaces the Language Arts final examination and is a significant portion of the Government final examination. This project may involve other disciplines, and a substantive writing component will be required. A student’s senior year Language Arts and/or Government teachers or the Capstone Coordinator must approve the project before any significant work is done.
Community Service

All 10th, 11th, and 12th grade students must complete six (6) hours of community service during the summer months. Students should record their community service hours online, [https://webapp.uaschools.org/community/](https://webapp.uaschools.org/community/). Your login and password is the same as your account with moodle (typically, the login ID is the student’s first initial and last name, and the password is the student’s school ID.) Each student will be required to provide an email address that will be used to activate their record. Students should fill in the required forms, including a description of their service and answer the reflection questions.

A list of potential service sites can be accessed from the website; however, these are only suggestions. You are free to make your own arrangements with other groups. Your service must meet the following criteria:

- Completed during the summer – June 5 – August 20
- Entered online prior to September 2
- Completed without pay
- Completed for someone other than family members
- Completed for the school, service agency, or individual who are incapacitated
- Note: Religious activities count with the exceptions of teaching, preaching, or participating in religious services.

Student electing not to participate in the community service program may choose from the following options:

- Complete a fall reading program, which is separate from the summer reading requirement.
- Attend two Saturday morning study sessions.

If you have any questions or concerns, please contact Jennifer Merryman at jmerryman@uaschools.org before the September 2 deadline.

Early Completion of Graduation Requirements

It is possible for a student to organize his/her schedule of studies to complete graduation requirements in less than the traditional four-year period. In such situations, the student may pursue any post-high-school option open to the regular four-year graduate. In the situation of a 3½-year completion, there is no mid-year graduation. A student is eligible and encouraged to return and participate in the graduation exercises of that year’s class. If this option is exercised, it is the responsibility of the student and parent to make arrangements with the student’s high school counselor prior to the semester in which graduation requirements are to be completed.

Repeating A Subject

Credit for a specific course will be granted only once. A student may repeat a subject in order to improve his/her grade. When repeating a course for credit, the grade earned upon repeating the course will replace the original grade. This option is only available to a student earning a “C-” or lower in a course.

Method of Determining a Grade Point Average (GPA)

A student’s Grade Point Average (GPA) is determined by using all semester grade averages for subjects that receive letter grades. Courses taken for Audit, Pass/Fail and Satisfactory evaluations are not included in computing point average. Semester examinations are to be reported in numerical percentages and are to constitute 1/5 of the semester grade.
Students at Upper Arlington High School are expected to complete their course assignments on time in compliance with teacher-established deadlines.

In the event a student cannot meet this expectation due to extended excused absences (more than three days), the student will be given a grade of "Incomplete" on the report card. It will be the student's responsibility to complete the work in fourteen days or less in order to earn a letter grade. Student failure to complete the incomplete work within the prescribed time of two weeks will result in the student's grade being changed from "Incomplete" to a letter grade of "F". It will be the teacher's responsibility to notify the appropriate administrative personnel of successful completion of incomplete work.

Exceptions to this policy due to unique or extenuating circumstances must be made with the principal or his designee in writing.

Opt-Out Provision for Lists Provided to Military Recruiters

The "No Child Left Behind Act" includes a provision stating that student contact information to include name, phone number, and address, will be provided to military recruiters upon request. Parents have the option of having this information withheld if they so choose. Any parent wishing to have his/her student's contact information withheld should send a letter expressing their wish to the Records Office at UAHS.

Ohio Graduation Tests (OGT)

All students are required to pass the five components of the Ohio Graduation Test (OGT) to earn a diploma. Students must pass tests in reading, writing, mathematics, science, and social studies.

The actual computation of the grade weight factors for regular, honors, and advanced placement courses is as follows:

<table>
<thead>
<tr>
<th>Standard Grading Scale</th>
<th>Honors Grading Scale (1.1 Factor)</th>
<th>AP/IB Grading Scale (1.2 Factor)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+ 98 - 100 = 4.0</td>
<td>A+ 4.0 x 1.1 = 4.4</td>
<td>A+ 4.0 x 1.2 = 4.8</td>
</tr>
<tr>
<td>A 93 - 97 = 4.0</td>
<td>A 4.0 x 1.1 = 4.4</td>
<td>A 4.0 x 1.2 = 4.8</td>
</tr>
<tr>
<td>A- 90 - 92 = 3.7</td>
<td>A- 3.7 x 1.1 = 4.07</td>
<td>A- 3.7 x 1.2 = 4.44</td>
</tr>
<tr>
<td>B+ 87 - 89 = 3.3</td>
<td>B+ 3.3 x 1.1 = 3.36</td>
<td>B+ 3.3 x 1.2 = 3.96</td>
</tr>
<tr>
<td>B 83 - 86 = 3.0</td>
<td>B 3.0 x 1.1 = 3.3</td>
<td>B 3.0 x 1.2 = 3.6</td>
</tr>
<tr>
<td>B- 80 - 82 = 2.7</td>
<td>B- 2.7 x 1.1 = 2.97</td>
<td>B- 2.7 x 1.2 = 3.24</td>
</tr>
<tr>
<td>C+ 77 - 79 = 2.3</td>
<td>C+ 2.3 x 1.1 = 2.53</td>
<td>C+ 2.3 x 1.2 = 2.76</td>
</tr>
<tr>
<td>C 73 - 76 = 2.0</td>
<td>C 2.0 x 1.1 = 2.2</td>
<td>C 2.0 x 1.2 = 2.4</td>
</tr>
<tr>
<td>C- 70 - 72 = 1.7</td>
<td>C- 1.7 x 1.1 = 1.87</td>
<td>C- 1.7 x 1.2 = 2.04</td>
</tr>
<tr>
<td>D+ 67 - 69 = 1.3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D 63 - 66 = 1.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D- 60 - 62 = 0.7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E Below 60 = 0.0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No grade below a "C" in either an honors or advanced placement course receives a weighted factor of difficulty. (i.e., students who earned a "D" would receive a value of 1.0 toward their grade point average). GPA calculation forms are available in the Counseling Center.

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Incomplete Policy

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In the event a student cannot meet this expectation due to extended excused absences (more than three days), the student will be given a grade of "Incomplete" on the report card. It will be the student’s responsibility to complete the work in fourteen days or less in order to earn a letter grade. Student failure to complete the incomplete work within the prescribed time of two weeks will result in the student’s grade being changed from "Incomplete" to a letter grade of "F". It will be the teacher's responsibility to notify the appropriate administrative personnel of successful completion of incomplete work.

Exceptions to this policy due to unique or extenuating circumstances must be made with the principal or his designee in writing.

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Ohio Graduation Tests (OGT)

All students are required to pass the five components of the Ohio Graduation Test (OGT) to earn a diploma. Students must pass tests in reading, writing, mathematics, science, and social studies.
Important OGT facts:

- the OGT covers material through the end of 10th grade;
- written response items are required on all five tests; and
- higher level thinking skills will be tested.

Students who do not pass all five tests can still earn a diploma by meeting the following requirements:

- pass 4 of the 5 tests and has missed passing the fifth test by ten (10) points or less;
- have a 97% school attendance record with no expulsions;
- have a 2.5 GPA in the subject area courses of the test not passed;
- participate in intervention; and
- obtain letters recommending graduation from the principal and teachers.

Students will have a total of five opportunities to pass the Graduation Tests: one attempt in the 10th grade and two attempts in both the 11th and 12th grade years. The school will provide intervention support through labs, tutoring, and the classroom for students who do not pass certain sections.

Additional testing opportunities are available to students who enroll in summer OGT preparation classes. Such students have an additional chance during the summer to pass an individual section of the OGT.

Athletic, Co-Curricular, and Extra-Curricular Eligibility

During the preceding grading period, students must have passing grades in a minimum of five (5) one-credit courses (or the equivalent) which count toward graduation. In most instances this means that the student must be passing five (5) courses, not including Physical Education.

**Parents and students are responsible for monitoring the necessary athletic credit requirements.**

Students and their parents should carefully review student schedules to insure that a minimum of five (5) credits is scheduled each nine-week grading period. Please contact your school counselor if you have any questions.

In addition, students involved in co-curricular and extra-curricular activities must meet the academic requirements as indicated under the 2.0 policy (see below).

NCAA College Athletic Eligibility Requirements

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

**Students are encouraged to apply to the Clearinghouse online at the NCAA Clearinghouse [http://www.eligibilitycenter.org](http://www.eligibilitycenter.org) during the summer preceding their senior year.**
2.0 Policy

It is important that students meet the following academic requirements in order to participate in athletics, extracurricular or co-curricular activities in grades 7-12.

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

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

Pass-Fail Grading Option

The Pass-Fail grading option permits a student to take up to one (1) full credit per year in grades 9-12 without receiving a standard letter grade. Two restrictions are placed upon this choice: 1) no more than one (1) credit may be elected in a given subject area during the four years; 2) no credit required for graduation may be taken Pass-Fail; and, 3) no more than one course may be taken Pass-Fail per semester.

In a Pass-Fail choice, a grade of “P” is recorded for a course that is passed. An “F” is recorded if the course is not passed. The grade (“P” or “F”) received in a Pass-Fail option is not used in computing a student’s Grade Point Average.

The Pass-Fail selection must be made by the student, and submitted to the teacher, before the end of the first grading period and/or a first semester course. The Pass-Fail option for a second semester course must be made by the student before the end of the third grading period. The pass-fail option for a nine-week course must be made by the student before the end of the third week. If at any time after the option is selected and prior to the completion of the course, the student would prefer the standard letter grade, the option may be dropped. The student would receive a letter grade for every marking period during that course of study. When the student drops the pass-fail option, the student may not use the particular option (one credit or ½ credit) again during that school year. If any student should opt to drop any course of student when a penalty would be imposed (had the course been taken for a grade) and that course is being taken pass/fail, then the option would be dropped and the letter grades would be recorded and computed as part of the grade point ration. Pass-Fail Option forms can be obtained in the Counseling Center.

Electing the Pass-Fail option in NCAA core courses may affect athletic participation in college.

For students who elect the P/F option in a Global Language, the following grades will be reported on the grade card:

- A grade of Pass (P) is recorded, provided that the student demonstrates PROFICIENCY in EVERY SKILL: listening, speaking, reading, and writing.
- A grade of Not Proficient (NP) is recorded for students who are not proficient on one or more skills, but whose grade remains 60% or higher. The NP will be counted as an athletic credit during a nine weeks grading period, because the student is performing at a 60% or better.
- A No Credit (NC) will be reported as a final grade for students who are not proficient in one or more areas at completion of the course.
• A Failing Grade (F) will be recorded for students with a percentile grade less than 60% in the course at the end of the nine weeks, a semester, and as the final course grade when appropriate.
• A final grade of (NC) or (F) will result in no credit granted for taking the Global Language course.

STUDENT RIGHTS AND RESPONSIBILITIES FOREWORD

Freedom is a constitutional right, and the United States Supreme Court has said, “Neither the Fourteenth Amendment nor the Bill of Rights is for adults alone.” Freedom, however, does not connote the absence of reasonable rules and regulations that guide the actions of individuals. Freedom in society cannot exist apart from authority because authority is the basis of human association. Authority is derived from justice, and effort should be made to ensure that fairness accompanies firmness.

Along with freedom comes the commensurate responsibility to act in a manner that will ensure that all participants will enjoy the same freedom. Students have the responsibility to pursue their education in the District in a manner that shows respect for other students, staff, parents or guardians, and citizens. Students should be aware that they do have a responsibility to cooperate with and to assist the school staff in the orderly and efficient conduct of the schools. Students are responsible for abiding by the rules and regulations established by the Board and implemented by teachers and school administrators.

During the day-to-day conduct of the schools, the Board believes that teachers and administrators have both the right and the responsibility to exercise their best professional judgment in determining what action must be taken when dealing with students as problems arise, as long as the actions of the teachers and administrators are consistent with the provisions thereof.

The following guidelines will help to clarify the roles and expectations of each of the constituent groups within the school community.

A. Board

In order to provide an appropriate educational opportunity for each student, the Board will set forth reasonable rules and expect their enforcement. These rules are intended to:

1. maintain an appropriate educational environment, conducive to learning;
2. provide for the safety of the school population;
3. protect the rights of all students; and
4. assist in fostering a sense of responsibility in all students.

B. Parents/Guardians

Cooperation from parents or guardians in the following areas is expected:

1. respect the rights and inherent dignity of students, school employees and all other individuals;
2. teach their children to have respect for teachers, school authorities and other students as well as for school rules, laws and property;
3. arrange for prompt and regular attendance of their children;
4. understand and explain the rules of the school to their children and cooperate with the school in the implementation of these rules;
5. respond to communications from the school when applicable; and
6. involve appropriate outside agencies and personnel in resolving problems after referral by school staff.

C. Students

1. respect the rights and inherent dignity of fellow students, teachers, principals and authorities;
2. obey school rules and respect school property;
3. be prompt and regular in attendance at school and be prepared for all classes; and
4. accept, after having been informed of their responsibilities, the consequences of their behavior.

D. **Teachers**
   1. respect the rights and the inherent dignity of the students, parents or guardians, school employees, and all other individuals;
   2. establish, explain, maintain and enforce classroom rules consistent with Board policy and building guidelines; and
   3. discuss and refer to appropriate personnel, those problems requiring specialized attention and accept the responsibility or sharing in planning a program to help students.

E. **Non-teaching Staff**
   1. respect the rights and the inherent dignity of students, parents or guardians, school employees, and all other individuals;
   2. explain, maintain, obey and enforce school rules and regulations consistent with building procedures and Board policy; and
   3. discuss and refer to appropriate personnel those problems requiring specialized attention.

F. **Administrators**
   1. respect the rights and the inherent dignity of students, parents or guardians, school employees and all other individuals;
   2. exercise and/or properly delegate authority granted by the Board and law;
   3. establish, explain, maintain and enforce school building rules consistent with Board policy; and
   4. discuss and refer to appropriate personnel those problems requiring specialized attention and accept responsibility for sharing in planning a program to help students and teachers.

**STUDENT RIGHTS AND PRIVILEGES**

**Nondiscrimination and Access to Equal Educational Opportunity – Policy 2260**

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship and/or personal sense of self-worth. Therefore, the Board of Education will not discriminate nor tolerate harassment in its educational programs or activities for any reasons, including on the basis of religion, race, color, national origin, sex, disability, military status, ancestry, age, or genetic information. Additionally, it will not discriminate in its employment policies and practices.

The Board is committed to providing an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, age, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District.

In order to achieve the aforesaid goal, the Board directs the Superintendent to:

A. **Curriculum Content**
   review current and proposed courses of study and textbooks to detect any bias based upon race, color, gender, disability, religion, national origin, ancestry, or culture; ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both genders, various races, ethnic groups, etc. toward the development of human society;
B. Staff Training

develop an ongoing program of in-service training for school personnel designed to identify and solve problems of race, color, gender, religious, national origin, cultural, or other bias in all aspects of the program;

C. Student Access

review current and proposed programs, activities, facilities, and practices to verify that all students have equal access thereto and are not segregated on the basis of race, color, creed, gender, disability, or national origin in any duty, work, play, classroom, or school practice, except as may be permitted under State and Federal laws and regulations;

D. District Support

verify that like aspects of the District program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters;

E. Student Evaluation

verify that tests, procedures, and guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of race, color, creed, gender, or national origin.

The Superintendent shall appoint and publicize the name of the compliance officer whose responsibility it will be to coordinate the District’s efforts to comply with applicable Federal and State laws and regulations, including the District’s duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or denial of equal access. The Compliance Officer shall also verify that proper notice of nondiscrimination for Title II, Title VI, and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Age Discrimination in Federal Assisted Programs Act is provided to students, their parents, staff members, and the general public.

The Superintendent shall annually attempt to identify children with disabilities, ages 3-22, who reside in the District but do not receive public education. In addition, s/he shall establish procedures to identify students who are Limited English Proficient (LEP), including immigrant children and youth, to assess their ability to participate in District programs, and develop and administer a program that meets the English language and academic needs of these students. This program shall include procedures for student placement, services, evaluation and exit guidelines and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the District will evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading and writing, on an annual basis (Administration Guideline 2260F - Limited English Proficiency Program).

The Superintendent shall prepare administrative guidelines as needed in furtherance of the proper implementation of this policy.

Revised 10/13/10

Search and Seizure – Policy 5771

The Board of Education recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner.
The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Such spaces remain the property of the Board and, in accordance with law, may be the subject of random search. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official. The Board directs the school principals to conduct a routine inspection at least annually of all such storage places.

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

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

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

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

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

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

The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

The Superintendent shall prepare administrative guidelines to implement this policy.

Revised 10/13/10

**Wireless Communication Devices – Policy 5136**

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

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

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

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

Students are prohibited from using WCDs to capture, record or transmit the words (i.e.: audio) and/or images (i.e.: pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal.

The use of WCDs that contain built-in cameras (i.e.: devices that take still or motion pictures, whether in a digital or other format) is prohibited in locker rooms, classrooms, bathrooms and/or swimming pool.

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

Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated (See Policy 5517.01 Bullying and Other Forms of Aggressive Behavior).

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

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

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

A person who discovers a student in possession of or using a WCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their WCDs. The Board assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property, or the unauthorized use of such devices.
Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

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

Revised 05.13.13

Technical Acceptable Use Policy for Students – Policy 7540.03

The Upper Arlington City School District (the “School District”) is pleased to make available to each student access to interconnected computer systems, computer equipment, computer programs, the Internet, and other new technologies within the School District (collectively, the “Network”).

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

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

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

1. Reporting Misuse of the Network

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

2. Permitted Use

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

3. Access

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

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

5. **Unacceptable Uses**

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

a. Creating, copying, viewing, transmitting, downloading, uploading or seeking sexually explicit, pornographic, obscene, violent, threatening, or other materials that would offend community standards.

b. Using inappropriate language, including swearing, vulgarities or other language that is suggestive, obscene, profane, abusive, belligerent, harassing, defamatory or threatening. This includes using the Network to make, distribute or redistribute jokes, stories or other material that would violate this policy or the School District’s harassment or discrimination policies, including material that is based upon slurs or stereotypes relating to sex, race, color, national origin, religion, disability, any other unlawful basis, or sexual orientation.

c. Engaging in harassment, stalking, or other repetitive unwanted communication, or using the Internet in support of such activities.

d. Offering for sale or use or soliciting the purchase or provision of any substance the possession or use of which is prohibited by law or District policy.

e. Creating, copying, viewing, transmitting, downloading, or uploading any materials that include information for creating or obtaining an explosive device, dangerous ordinance, or any other materials useful in criminal activities or terrorist acts, or any other materials that violate or encourage others to violate the law or District policy.

f. Unauthorized copying, modifying, intruding, or attempts to copy, modify or intrude, into the folders, files, data, work, networks, passwords or computers of others, or intercepting and/or forwarding communications intended for others.

g. Copying, downloading, uploading or transmitting student information or other confidential information.

h. Uploading, downloading, copying, redistributing or republishing copyrighted materials without permission from the owner of the copyright. The District intends to strictly abide by the Copyright Laws of the United States, as expressed in the District’s Policy 2531 Use of Copyrighted Materials. Any materials used that are covered by Copyright shall be used by permission or through “fair use” or other allowable methods created by the Copyright Act.

i. Soliciting political contributions through the Network from any person or entity or conducting any type of campaign business including creating or transmitting information in support of a school levy.

j. Hacking, altering, harming, destroying or interfering with the normal operation of software, hardware, data of another user, other District Network resources, or the use of the District Network to do any of the same acts on the Internet or outside Networks. This includes any attempt to go around District filters and other protection devices.

k. Degrading or disrupting the operation of the Network or engaging in other activities that waste limited computer, paper or telephone resources or that cause unnecessary traffic are prohibited. Even for non-commercial or apparently “harmless” purposes, they use up limited resources.
9. Installing or downloading software or hardware without the prior consent of a District administrator. Students may not repair, reconfigure, or modify Network equipment, computers or systems. Student members shall not remove, alter or copy District software for their own personal use or for the use of others.

m. Supporting any kind of business or other profit-making activity. You may not sell or buy anything over the Internet, and you may not solicit or advertise the sale of any goods or services.

n. Engaging in general recreational web browsing unless it is during non-class time.

o. Violating the standards of academic or personal integrity, including but not limited to plagiarism, disseminating untrue information about individuals or groups, or maliciously hiding your true identity.

p. Using cellular telephones or ECDs 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.

6. Freedom of Speech

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

7. Privacy

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

8. Web Sites

Web sites created through the Network and/or linked with the School District’s official web site must relate specifically to District-sanctioned activities, programs or events. Web sites created using the Network or the School District’s equipment, or web sites created as part of a classroom or club assignment or activity are the sole and exclusive property of the School District. The School District reserves the right to require that all material and/or links with other sites found to be objectionable be altered or removed.

As above, the School District does not intend to open web pages for the expression of opinion, and specifically does NOT intend for its web pages to be a public or limited forum for students, staff, or citizens. Web pages exist solely in support of the School District mission as determined by the administration.

9. Failure to Follow Policy

If you violate this Policy, you may be subject to disciplinary action. You may lose your access to the Network, which the School District may refuse to reinstate for the remainder of your time as a student at Upper Arlington City Schools. At the maximum, you may be suspended or expelled.
You breach this Policy not only by violating the above Policy yourself, but also by failing to report any violations by other users that come to your attention. A violation of this Policy may also be a violation of the law and subject the user to criminal or civil investigation and prosecution. It is a violation of this policy to use any electronic technology, including but not limited to any software, hardware, or externally provided service, or to do any other act in an effort to disguise your network or internet activities.

10. Warranties and Indemnification

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

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

11. Updates

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

Revised 2/8/10

Notification of Rights under the Family Educational Rights and Privacy Act (FERPA)

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

The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the School principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.

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

Family Policy Compliance Office/US Department of Education/400 Maryland Ave SW/Washington DC 20202.

**Notice of Directory Information**

FERPA requires that the Upper Arlington Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, the Upper Arlington Schools may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Upper Arlington Schools to include this type of information from your child’s education records in certain school publications. Examples include:

- a playbill, showing your student’s role in a drama production;
- the annual yearbook;
- honor roll or other recognition lists;
- graduation programs; and
- sports activity sheets, such as for wrestling, 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 prior written consent. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Upper Arlington Schools to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing. The Upper Arlington School District has designated the following information as directory information:

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

STUDENT RESPONSIBILITIES – CODE OF CONDUCT | BUS CONDUCT

Grounds for Discipline, Suspension, Emergency Removal, or Expulsion – Administrative Guideline 5610.04

Grounds for discipline, suspension, emergency removal, or expulsion as same occur either (1) on school premises, on authorized transportation, or at any school-sponsored activity, or (2) off school premises insofar as the actions disrupt, or have the potential to disrupt, the educational process in the schools or deprive or have the potential to deprive, other students of their right to an education within the curricular or co-curricular program or privilege of participation in the extracurricular program, including actions that occur off of property owned or controlled by the Board but that are connected to activities or incidents that have occurred on property owned or controlled by the Board, or actions, regardless of where they occur, that are directed at an District official or employee, or the property of such official or employee shall include:

A. Physical harm to person: Knowingly causing or attempting or threatening to cause, physical harm to another, as defined in O.R.C. Section 2901.01(A)(3): If an act of harm to a person is one that is a criminal offense when committed by an adult and results in serious physical harm to persons as defined in O.R.C. Section 2901.01(A)(5), and occurs while the student is at school, on any other property owned or controlled by the Board, or at an interscholastic competition, an extracurricular event, or any other school program or activity, the Superintendent may expel a student for a period not to exceed one (1) year.

B. Threatening a person with harm: Threatening another person with the purpose of obtaining any valuable thing or valuable benefit.

C. Possessing weapons or other dangerous instruments: Possessing or using weapons or explosives including any object with the intent to harm or any object that can reasonably be perceived or misperceived as a dangerous instrumentality*.

*A student who brings a knife to a school operated by the Board or onto any other property owned or controlled by it or who possesses a knife or a firearm at a school, any other property owned or controlled by the Board, any interscholastic competition, extracurricular event, or any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, which firearm or knife was initially brought onto said property or to said event, program, or activity by another person, may be expelled by the Superintendent for a period not to exceed one year, which expulsion may be extended, as necessary to impose any expulsion authorized hereunder, into the school year following that in which the incident giving rise to the expulsion takes place. Unless she/he is permanently excluded pursuant to O.R.C. Section 3313.662, a student who brings a firearm to a school operated by the Board or onto any other property owned or controlled by it or to an interscholastic competition, an extracurricular event or any other school program or activity that is not located in a school or on property that is owned or controlled by the District, shall be expelled by the Superintendent for one year, which expulsion shall extend, as necessary to impose any expulsion required hereunder, into the school year following that in which the incident giving rise to the expulsion takes place, provided that the Superintendent may reduce, on a case-by-case basis, any such expulsion imposed pursuant to this firearm provision based upon either (1) any other applicable legal...
requirements, including but not limited to circumstances subject to 20 U.S.C. 1400 et seq. and/or O.R.C. Chapter 3323 as now in force or hereafter amended in which a student is disabled and the incident giving rise to the one year expulsion is a manifestation of that disability insofar as such an expulsion is precluded by said law(s), or (2) the Superintendent’s determination in his/her discretion that the interest of the expelled student is served, and the interests of other students, school employees, and other members of the school community are not disproportionately disserved, by such a reduction. As used herein, “firearm” shall be defined as in 18 U.S.C. 921 as now in force or hereafter amended. As used herein, “knife” shall be defined as any instrument that possesses a pointed or sharp-edged blade of metal or other rigid material and that is designed or can be used for cutting, slicing, or stabbing; this definition shall include but not be limited to straight razors, utility knives, box cutters, ice picks, pocket knives, switchblades, and buck knives including sharp, metal martial arts weapons such as ninja throwing stars. Any expulsion under this paragraph shall be subject to all procedural requirements and rights applicable to expulsions on other grounds under Ohio law, and nothing expressed or implied in this paragraph is intended to, nor shall it, preclude the Superintendent from expelling a student in accordance with that law for otherwise possessing a weapon or other dangerous instrumentality that is not as just defined herein.

* Any student who brings a firearm or weapon to a school operated by the Board shall be referred to the criminal justice or juvenile delinquency system.

D. **Substance violations:** Substance violations for which the stated penalty is suspension or expulsion (*Policy 5530 Drug Prevention, below*).

E. **Disruption of school:** Disrupting school or causing or attempting to cause the disruption or obstruction of any lawful mission, process, or function of school, including any school-sponsored activity, by violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other disorderly conduct, or urging other students to disrupt or to obstruct the process or function of school by use same.

F. **False reporting of emergencies:** Falsely reporting an emergency, including fire and bomb threats*.

* A student who makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat may be expelled by the Superintendent for a period not exceeding one year, which expulsion may be extended, as necessary, into the school year following that school year in which the incident that gives rise to the expulsion takes place.

G. **Physical harm to property:** Knowingly causing or attempting to cause physical harm to any school building or property or private property of another, as defined in ORC Section 2901.01(A)(4). Parents or guardians will be held responsible for any property damaged by their child (ORC Sections 2307.70 and 3109.09 *; also see ORC Section 2307.70).

* If an act of harm to property is one that is a criminal offense when committed by an adult and results in serious physical harm to property as defined in ORC Section 2901.01(A)(6), and occurs while the student is at school, on any other property owned or controlled by the Board, or at an interscholastic competition, an extracurricular event, or any other school program or activity, the Superintendent may expel a student for a period not to exceed one (1) year, which expulsion may be extended, as necessary, into the school year following that school year in which the incident that gives rise to the expulsion takes place.

H. **Violations of law:** Committing any act not listed herein as a major infraction that is a criminal offense when committed by an adult.

I. **Repeating or flagrantly committing suspendable offenses:** Repeating or flagrantly committing instances of suspendable offenses, except as other provisions of this Handbook apply.

J. **Damage to property:** Damage or destruction to any school property or private property (parents or guardians will be held responsible for any property damage by their child (ORC. Section 3109.09; also see ORC Section 2307.70).
K. **Insubordination/Disrespect:** Failure to comply with the reasonable direction of, or otherwise demonstrating manifest disrespect toward, a member of the school staff.

L. **Failure to provide identification:** Failure to provide identification when requested to do so by school personnel.

M. **Abuse of computer hardware and/or software:** Abusing the District’s computer hardware or software, including but not limited to the following: tampering with computers or computer programs (whether such programs are commercially prepared or belong to another student or a member of the school staff); using equipment to make unauthorized or illegal duplicates of computer software; damaging or destroying computers or other computer hardware or computer software; or using computer phone or computer mail network facilities of the District for purposes unrelated to the instructional program of the District unless written permission from the Superintendent or designee has been obtained.

>*In addition to these restrictions, the District’s computer hardware or software shall not be used in violation of any other provision of the code of student conduct (“the underlying violation”); any such misconduct shall be subject to discipline, including but not limited to suspension, expulsion, or permanent exclusion, to the same extent as the underlying violation would be. This prohibition shall be deemed to preclude, but is not limited to, the use of computer hardware or software to create, display, or communicate words or images that are profane or offensively lewd/indecent, defamatory, or harassing (Policy 7540.03 Computer Network and Internet Acceptable Use).*

N. **Intimidation or bullying:** Insulting, demeaning, threatening, disparaging, taunting, bullying, or challenging another, or to otherwise engage in any form of intimidation, by word or deed, when the purpose or effect is to unreasonably interfere with a student’s or group of students’ performance in school, or to create a hostile, disruptive, or offensive school environment, or to otherwise adversely impact upon a student’s educational opportunities. *(Policy 5517.01 Harassment, Intimidation, Bullying)*

O. **Theft:** including any attempt thereof, of school property or of the private property of others.

P. **Possessing stolen property:** Knowingly possessing stolen school property or the private property of others and not making an attempt to return same.

Q. **Fighting:** Physical contact of a negative nature such as pushing, shoving, hitting, and kicking, etc.

R. **Profanity:** Using language, gestures, or signs that are profane or offensively lewd/indecent.

S. **Dress and appearance:** Violating school rules relating to dress and appearance.

T. **Libel or slander:** deliberate use of defamation orally or in written/symbolic form.

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

V. **Tardiness:** Repeated tardiness to school or class.

W. **Smoking or using or possessing a tobacco product/clove cigarette or e-cigarette:** Smoking or the use or possession of a tobacco product (a tobacco product being any substance containing tobacco or rolling papers that can be used with same) or clove cigarette including e-cigarette;

X. **Buying, selling, or distributing tobacco product/clove cigarette or e-cigarette:** Buying, selling or distributing any tobacco product (a tobacco product being as defined in "W") or clove cigarette.

Y. **Possession or use of an electronic communications device:** Electronic communication devices, including but not limited to, pagers or cellular/portable telephones, except when such device is officially provided, or its possession/use is expressly permitted in advance by the school officials are not to be used in classrooms. When such devices are used in other parts of school premises and become a distraction to the basic educational mission of the District, their use may be regulated. *(Policy 5136 Wireless Communication Devices)*
Z. **Cheating, deception, plagiarism, and similar conduct:** Misrepresenting, or attempting to misrepresent, another person or his/her work or product (homework, quiz, test, essay, term paper, etc.) as one’s own work or product (or vice-versa), or any action (copying, duplicating, distributing, etc.) in an attempt to assist another person to do the same.

AA. **Forgery and false information:** Using the name or identity of another person (orally or in writing) or falsifying/altering times, date, grades, address, or other data or correspondence to be used by school personnel.

BB. **Gambling:** Gambling, or assisting others to gamble, regardless of the monetary value of the stakes.

CC. **Harassment:** Harassment on the basis of race, color, national origin, ancestry, citizenship, religion, handicap/ability level, age, sex, or sexual orientation, which for this purpose is defined as slurs, or other verbal or physical conduct, relating to the foregoing bases, when such conduct has the purpose or the effect of (a) unreasonably interfering with a student’s performance in school, (b) creating an intimidating, hostile or offensive school environment, or (c) otherwise adversely impacting upon a student’s educational opportunities (*Policy 5517 Anti-Harassment*).

DD. **Hazing:** Doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a risk of causing mental or physical harm to any person;

EE. **Operation of transportation vehicles:** Violation of rules and regulations governing student operation of transportation vehicles.

FF. **Conditions of suspension/expulsion:** Violation of the conditions of suspension or expulsion as specified in writing when a student has been suspended.

GG. **Expellable Offenses:** Commission of an expellable offense except as other provisions of the Handbook apply.

HH. **Sexual Misconduct:** While on school premises, under school authority, or while attending any school-sponsored activities.

II. **Interference with an Investigation:** A student shall not interfere with school personnel during an investigation or apprehension. This includes failing to tell the truth, providing false information, serving as a “look-out” for a person violating rules, or attempting to prevent the apprehension of another person.

JJ. **Unauthorized use of fire or spray weapons:** Possession or use of combustibles and propellants including but not limited to pepper spray, mace and others is prohibited. A student shall not cause any flame, spark, or other form of fire or propellant without the authorization to do so.

KK. **Unauthorized sale or distribution:** A student shall not sell, distribute, or attempt to sell or distribute any object of or substance that has not been properly authorized by the superintendent, principal, or their designee for sale or distribution to any person on school premises.

LL. **Possession and/or transmission of sexually explicit material:** Students shall not possess or transmit sexually explicit material. “Sexually explicit material” includes images of a person in any state of undress, images depicting sexual activity, pornographic materials, and/or obscene materials.

MM. **Loitering, trespassing, unauthorized location, 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. Students shall not attempt to enter a locker, classroom, and closed and/or restricted area without proper authorization.

Grounds for removal: If a student’s presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, that student may be removed from school or a school-sponsored activity immediately without the rights of procedural due process.
Grounds of permanent exclusion: A student may be recommended for permanent exclusion from the public school of this state if the student is convicted of, or adjudicated a delinquent child for, committing, when she/he was sixteen (16) years of age or older, an act that would be a criminal offense if committed by an adult if the act is any of the following:

A. A violation of ORC Section 2923.122;

B. A violation of ORC of Section 2923.12, of a substantially similar municipal ordinance, or of division (A)(1), (4), (5), (6), (7), (9) or (10) of ORC Section 2925.03 that was committed on property owned or controlled by, or at an activity held under the auspices of, a Board of a city, local, exempted village, or joint vocational school district;

C. A violation of ORC Sections 2903.01, 2903.02, 2903.03, 2903.04, 2903.11, 2903.12, 2907.02, 2907.05, or 2907.12 that was committed on property owned or controlled by, or at an activity held under the auspices of, a Board of a city, local, exempted village, or joint vocational school district, if the victim at the time of the commission of the act was an employee of the Board, or

D. Complicity in any violation described in preceding paragraphs (1), (2), or (3) that was alleged to have been committed in the manner described in preceding paragraphs (1), (2), or (3) regardless of whether the act of complicity was committed on property owned or controlled by, or at an activity held under the auspices of, a Board of a city, local, exempted village, or joint vocational school district.

**Prevention Program Philosophy – Administrative Guideline 5530**

The philosophy of the District’s Chemical Abuse Prevention Program reflects the District's mission to provide each student with an innovative and superior education that instills integrity and promotes personal achievement in an ever-changing society. The District's commitment to providing an atmosphere in which all students have the opportunity to achieve their academic and social potential includes efforts to provide a school environment that is free of illicit drug and alcohol use and possession. One important component of these efforts is promoting, through the District's curricula, activities, and programs, a clear message for students that the possession and use of illicit drugs, and the unlawful possession and use of alcohol, are wrong and harmful.

In keeping with all of the foregoing, the District provides a K - 12 Comprehensive Chemical Abuse Prevention Program. Emphasis in this age-appropriate developmentally based program is placed on alcohol and other drug education, prevention, intervention, and assistance in a manner that addresses the legal, social, and health consequences of alcohol and drug use and provides information about effective techniques for resisting peer pressure to use illicit drugs and alcohol. The Board believes that, in order to help students make appropriate health-lifestyle decisions, the schools' program efforts in this regard must develop interdependently with those of home and community.

**General Disciplinary Code**

Compliance with the standards of conduct in this rule is mandatory. Violations of this rule 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. Disciplinary sanctions, up to and including expulsion, recommendation of permanent exclusion, and referral for prosecution, will be imposed for such violations in accordance with the following:

**Alcohol, Any Illicit Drug, Unauthorized Prescribed or Prescribed-Controlled Substance, Counterfeit Controlled Substance, or Drug Paraphernalia**

A. No possessing, purchasing, offering to purchase, using, applying, or being under the influence of alcohol, any illicit drug, unauthorized prescribed or prescribed-controlled substance, counterfeit controlled substance, or drug paraphernalia:
1. **First Offense**
   a. If the student’s presence poses a continuing danger to person or property or an ongoing threat of disrupting the academic process, a parent or guardian of the student will be notified of the incident and will be directed to remove the student from school pending a suspension hearing, which shall be held within three (3) school days of the order of removal. The principal (assistant principal) will notify the student and the student’s parent or guardian in writing of an intent to suspend and will arrange a suspension hearing among the student, the student’s parent or guardian and the principal or assistant principal.
   b. If the student’s presence does not pose a danger or threat of disruption as described in (1) above, then the principal will proceed to give the student a written notice of the intention to suspend and the reasons for the intended suspension. The principal will provide the student with an informal hearing to challenge the reason for the intended suspension or otherwise explain the student’s actions.
   c. The principal or designee will notify the school nurse and the appropriate counselor of the incident.
   d. Law enforcement officials shall be notified when required by law.
   e. The principal will suspend the student for ten (10) days* depending on the nature of the violation in compliance with all requirements of law, which suspension may be reduced at the discretion of the principal if the following occur: (1) the student is assessed; (2) the student agrees to follow any appropriate assistance or treatment; and (3) the chemical dependency professional by whom the student is assessed satisfactorily notifies the principal of the foregoing and any other reasonably pertinent information.

   *With respect to any of the suspension periods described in the District Chemical Abuse Prevention and Intervention/Discipline Program, a student shall be considered to have served two school days of suspension for every blocked class missed and will be allowed to return to school to attend (only) those blocked classes after the suspension time has been served as defined herein.

   f. The student’s daily schedule may include restrictions to be determined by the principal. This may include, but not be limited to “closing” study hall and lunch, restricting hallway passes and travel, and also limiting access to specific areas of the building and grounds. If deemed necessary a no trespassing letter may be issued for before and after school hours. In addition extra curricular participation and involvement may also be restricted or rescinded.

2. **Second Offense**
   a. If the student’s presence poses a continuing danger to person or property or an ongoing threat of disrupting the academic process, a parent or guardian of the student will be notified of the incident and will be directed to remove the student from school pending a suspension hearing, which shall be held within three (3) school days of the order of removal. The principal will notify the student and the student’s parent or guardian in writing of an intent to suspend and will arrange a suspension hearing among the student, the student’s parent or guardian and the principal or assistant principal.
   b. If the student’s presence does not pose a danger or threat of disruption as described in (1) above, then the principal will proceed to give the student a written notice of the intention to suspend and the reasons for the intended suspension. The principal will provide the student with an informal hearing to challenge the reason for the intended suspension or otherwise explain the students’ actions.
   c. The principal will suspend the student for ten (10) days in compliance with all requirements of law.
   d. The principal or designee will notify the school nurse and the appropriate counselor of the incident.
   e. Law enforcement officials shall be notified when required by law.
   f. The Superintendent will notify the student and the student’s parent or guardian in writing of an intent to expel and will arrange an expulsion hearing to involve, when possible, the student, the student’s parent or guardian and the Superintendent or designee.
g. The Superintendent will expel the student for the maximum period provided by law in compliance with all requirements thereof, and the student may also be recommended for permanent exclusion if and as permitted by law, provided that expulsion may be reduced to no less than a suspension of ten (10) days, and a determination may be made not to recommend for permanent exclusion, if the following occur: (1) the student is assessed; (2) the student agrees to follow any appropriate assistance or treatment; and (3) the chemical dependency professional by whom the student is assessed satisfactorily notifies the Superintendent of the foregoing and any other reasonably pertinent information.

3. Third Offense

   a. If the student’s presence poses a continuing danger to person or property or an ongoing threat of disrupting the academic process, a parent or guardian of the student will be notified of the incident and will be directed to remove the student from school pending a suspension hearing, which shall be held within three (3) school days of the order of removal. The principal will notify the student and the student’s parent or guardian in writing of an intent to suspend and will arrange a suspension hearing among the student, the student's parent or guardian and the principal or assistant principal.

   b. If the student’s presence does not pose a danger or threat of disruption as described in (1) above, then the principal will proceed to give the student a written notice of the intention to suspend and the reasons for the intended suspension. The principal will provide the student with an informal hearing to challenge the reason for the intended suspension or otherwise explain the student's actions.

   c. The principal will suspend the student for ten (10) days in compliance with all requirements of law.

   d. The principal or designee will notify the school nurse and the appropriate counselor of the incident.

   e. Law enforcement officials shall be notified when permitted by law.

   f. The Superintendent will notify the student and student's parent or guardian in writing of intent to expel and will arrange an expulsion hearing to involve, when possible, the student, the student’s parent or guardian and the Superintendent or designee.

   g. The Superintendent will expel the student for the maximum period provided by law in compliance with all requirements thereof, and the student may also be recommended for permanent exclusion if and as permitted by law.

B. No selling, supplying, or transmitting, or offering to sell, supply, or transmit, alcohol, any illicit drug, unauthorized prescribed or prescribed-controlled substance, counterfeit controlled substance, counterfeit controlled substance device, or drug paraphernalia:

   A first incident shall be treated as a second offense under part 1b immediately above. A second incident of this kind shall be treated as a third offense under part 1c immediately above.

Employee Information, Responsibility, and Authority

All staff members in the District will be informed of their responsibility for reporting and liability for not reporting all violations of this rule to a building administrator. Staff will have the information and administrative procedures necessary to fulfill their responsibilities.

Administrators will follow the above-listed procedures and adhere to all requirements of law in suspending and expelling students or recommending their permanent exclusion. In order to protect the health or safety of its students and other individuals, the District reserves the right to file complaints in Franklin County Juvenile Court regarding any violations of this regulation, or otherwise make referrals for prosecution, in connection with any violations of the General Code set forth above.

Revised 5/24/10
Use of Tobacco – Policy 5512

The Board of Education is committed to providing students, staff, and visitors with an indoor tobacco and smoke-free environment. The negative health effects of tobacco use for both the 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 cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, the Board prohibits the possession, consumption, purchase or attempt to purchase and/or use of tobacco or tobacco substitute products by students on Board premises, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, and/or used to provide education or library services to children, and at all Board-sponsored events.

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

Revised 5/9/11

Student Conduct – Policy 5500

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. The Board of Education has zero tolerance of violent, disruptive, or inappropriate behavior by its students.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this District. It is the responsibility of students, teachers and administrators to maintain a classroom environment that:

A. allows teacher to communicate effectively with all students in the class;
B. allows all students in the class the opportunity to learn;
C. has consequences that are fair, and developmentally appropriate;
D. considers the student and the circumstances of the situation; and
E. enforces the Student Code of Conduct/Student Discipline Code accordingly.

Students may be subject to discipline for violation of the Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a Board official or employee, or the property of such official or employee.

Student conduct shall be governed by the rules and provisions of the Student Code of Conduct/Student Discipline Code. This Code of Conduct/Student Discipline Code shall be reviewed periodically.
Bus Conduct

The following regulations are designed to assure the safety and convenience of students riding school buses in Upper Arlington:

A. Riders shall remain in their seats at all times while the bus is in motion.
B. Noise on the bus shall be kept to a minimum at all times. No loud, boisterous talking, foul language or swearing is permitted.
C. There must be absolute quiet at railroad crossings and other places of danger as specified by the driver.
D. Riders shall not put objects, hands, arms or any part of their body outside of the bus window.
E. No food shall be eaten on the bus.
F. Nothing shall be thrown into, out of, within or at the bus. Nothing shall be thrown at any bus occupants.
G. No one is to tamper with bus parts or damage the bus in any way.
H. No smoking is allowed on the bus.
I. Matches, guns, knives or similar instruments, and other potentially dangerous objects as well as large instruments, boxes, large objects or animals, except as required by state or federal law, are not permitted on the bus.
J. Riders shall keep their hands off the person and property of other riders.
K. Students are to ride their assigned bus unless special permission has been secured by their parents or guardians from the Principal and Director of Transportation.

The bus driver is responsible for exercising common sense and good judgment in maintaining safe and reasonable student control. Students who persist in violating the above procedures will be subject to the following disciplinary action, unless their behavior is sufficiently egregious so that more stringent discipline than the progression set forth is deemed appropriate:

A. The bus driver will report the name of the student to the building principal or assistant principal. The student officially will be put on notice that further misbehavior will result in a suspension of riding privileges. Parents or guardians will be notified of the student having been put on notice.
B. A second offense will result in a two-to-five day suspension from riding the bus.

If a student is suspended from riding the bus, the suspension will be effective starting the morning of the next school day.

Third offenses and beyond will result in suspension of riding privileges for a period of time ranging from ten days to the remainder of the school year.

The Superintendent, or another district administrator, is authorized to implement suspensions from bus riding privileges for such period of time as the person implementing the suspension determines to be appropriate. A student disciplined under this policy shall be provided notice of an intended suspension of such privileges and an opportunity to appear before the Superintendent or other appropriate district personnel (Policy 5610.04 Suspension of Bus Riding/Transportation Privileges).

Suspension of Bus Riding/Transportation Privileges – Policy 5610.04

Students on a bus or other authorized Board of Education transportation vehicles are under the authority of and directly responsible to the bus/vehicle driver. The driver has the authority to enforce the established regulations for bus/vehicle conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student.
A student may be suspended from school bus/vehicle riding privileges for all or part of a school year for any violation of established regulations for bus conduct and/or for conduct occurring on the bus/vehicle in violation of the Student Code of Conduct.

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

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

**ATHLETIC CODE/EXTRACURRICULAR CODE**

Memorandum to Parents Regarding 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, and dangerous controlled substance as defined by State statute or substance that could be considered a “look-a-like” 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 *Students’ Rights and Responsibilities Handbook*, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which she/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.


Preamble:

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

For the purpose of cumulating violations of the Code, there shall be two separate periods of academic life:

1. grades 7 through 8, and
2. grades 9 through 12.

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

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.

With respect to alleged violations of parts 3 and 4 under “Rules and Penalties,” the principal or designee shall notify the student athlete and the student athlete’s parent(s) or guardian(s) of any alleged violation. The principal or designee will investigate the alleged violation by contacting the student athlete, the student athlete’s parent(s) or guardian(s) and
any other individuals the principal or designee deems necessary in his/her discretion. The principal or designee shall determine the appropriate penalty as soon as reasonably possible after investigating the alleged violation.

The standard used to determine whether a student athlete has violated the Athletics and Activity Code will be the preponderance of evidence standard: the administrator making a determination about whether a student athlete has violated the Athletics and Activity Code will consider all evidence presented to him/her. The administrator will determine whether it is more probable than not that the student athlete has violated the Athletic or Activity Code.

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

- A parent or guardian of a student athlete may serve alcohol as permitted by law to the student athlete;
- A student athlete may observe bona fide religious practices;
- The Athletic Council may modify penalties and provide conditions in its sole discretion where medical or psychological documentation has been presented which sufficiently demonstrates that penalties imposed under this Code will have extreme consequences for a student athlete’s well being.
- A student athlete may use build altering chemicals that have been medically prescribed for a purpose other than enhancement of athletic ability if:
  1. the athlete’s pertinent medical records are made available for review by the Board’s appointed physician,
  and
  2. that the physician confirms the proper purpose of such prescription.

Consequences

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

Rule 1: Citizenship

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

1st Offense

A. 20% loss of Participation (including contests, competitions, and performances).

B. Loss of Leadership for one (1) year.

2nd Offense

A. 50% loss of Participation (including contests, competitions, and performances)

B. Ineligible for any Awards

C. Permanent Loss of Leadership Positions.

3rd Offense

A. Permanent Loss of the Privilege to Participate in Co-Curricular Activities.
Rule 2: Use or Possession of Alcohol, Tobacco, E-cigarettes, or other Drugs (including Controlled Substances and Drug Paraphernalia)

Voluntary Referral

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

1st Offense

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

2nd Offense

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

3rd Offense

A. Permanent Loss of the Privilege to Participate in Co-Curricular Activities
B. Mandatory Assessment

Rule 3: Selling or Otherwise Supplying, Transmitting, or Distributing Alcohol, Tobacco, E-cigarettes, or Other Drugs

1st Offense

A. Loss of the Privilege to Participate for one (1) calendar year
B. Violations Reported to the Police
C. Permanent Loss of Leadership Positions
D. Ineligible for any Awards
E. Required Participation in the Student Assistance Program
F. Mandatory Assessment
2nd Offense

A. Permanent Loss of the Privilege to Participate in Co-Curricular Activities
B. Violations Reported to the Police
C. Mandatory Assessment

Note: For yearlong Clubs/Organizations this will be interpreted as 20% = 9 weeks and 50% = one semester.

Definitions of Terms (words and/or phrases) Used in the Athletic and Extracurricular Codes

A. Assessment: an evaluation by a certified chemical dependency counselor (CCDC) outside of but approved by, the District. The CCDC will make an estimate or judgment as to physical or psychological condition of the student.

B. Athletic Council: the governing body for athletics at the middle and high school level. The Athletic Council consists of the Superintendent, the two middle school principals, the high school principal, the assistant high school principal for athletics, and other members designated by the Superintendent.

C. Build-altering chemicals: include, without limitation, anabolic steroids, growth hormones, testosterone or its analogs, human chorionic gonadotropin (HCG), and other hormones.

D. Calendar year: the period of 12 consecutive months.

E. Competition or participation: games, matches, tournaments, meets, contests, performances, meetings, projects, etc., during the regular season in which the student is academically eligible and is physically able to participate. The percentage loss of “competition or participation” will extend into the next activity/sport season in which the student participates, if he or she has not completed the penalty imposed.

F. Unauthorized prescribed and prescribed-controlled substance and counterfeit controlled substance: any of the following:
   1. A drug, its container or label that bears a trademark, trade name, or other identifying mark used without authorization of the owner (manufacturer), or rights to its trademark, trade name, or identifying mark;
   2. Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packaged, or distributed by a person other than the person that manufactured, processed, packaged, or distributed it;
   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.

G. Drug paraphernalia: include, without limitation, items described in 21 United States Code Section 863, ORC Section 2925.14, or Upper Arlington Codified Ordinance Section 511.07.

H. Intervention and Assistance Program: help or aid secured from programs of the District, such as school-sponsored support groups or programs approved by the District.

I. Mind altering chemicals: without limitation, narcotics, depressants, stimulants, hallucinogens, marijuana and prescription drugs, unless authorized by a medical prescription from a licensed physician. A student taking a prescription drug must do so in accordance with that prescription. The prescription must be kept in its original container, which states the student's name and directions for proper use.

J. Parent: the student's parent, unless the rights of that parent have been restricted by court order or legal agreement, guardian, or legal custodian.
K. **Possess:** either (a) physical or actual control of alcohol, mind altering chemicals, build altering chemicals, tobacco, drug paraphernalia, unauthorized prescribed or prescribed-controlled substance, counterfeit controlled substance (e.g.: on person, in a locker, in book bag, or in student's automobile); or (b) permitting other persons to possess alcohol, mind altering chemicals, build altering chemicals, drug paraphernalia, prescribed or prescribed-controlled substance, counterfeit controlled substances in locations (e.g.: automobile, home, and such) for which the student has responsibility.

L. **Student:** for the purposes of the Extracurricular Code, any student who participates in any extracurricular activity. Once a student participates in an extracurricular activity, that student is a “student” for purposes of the extracurricular code for the remainder of the period of academic life the student is in at that time. There are two separate periods of academic life: (1) grades 7 through 8 and (2) grades 9 through 12. The code is in effect for the entire period of the student’s academic life.

M. **Student Athlete:** any student who participates on any athletic team. Once a student participates on an athletic team, that student is a “student athlete” for the remainder of the period of academic life the student is in at that time. There shall be two separate periods of academic life:

1. grades 7 through 8, and
2. grades 9 through 12.

The code is in effect for the entire period of the student athlete’s academic life.

N. **Student Council Officer or Representative:** any student elected to serve on Student Council in grades 6 through 12. A student becomes a Student Council Officer or Representative on the date the election results are announced and continues to be such through the last school day of the year for which he/she was elected.

O. **Treatment:** a professional outside of the District applying remedies in order to cure or heal.

P. **Under the influence:** manifesting signs of chemical misuse, such as staggering, reddened eyes, odor of chemicals, nervousness, restlessness, memory loss, abusive language, falling asleep in class, or any other like behavior not normal for the particular student.

**Employee Information, Responsibility, and Authority**

All staff members in the District will be informed of their responsibility for reporting and liability for not reporting all violations of this rule to a building administrator. Staff will have the information and administrative procedures necessary to fulfill their responsibilities.

Administrators will follow the above-listed procedures and adhere to all requirements of law in suspending and expelling students or recommending their permanent exclusion. In order to protect the health or safety of its students and other individuals, the District reserves the right to file complaints in Franklin County Juvenile Court regarding any violations of this regulation, or otherwise make referrals for prosecution, in connection with any violations of the General Code set forth above.

**Prohibition from Extra-Curricular Activities – Policy 5610.05**

Participation in extra-curricular activities, including interscholastic sports, is a privilege and not a right. Therefore, the Board of Education authorizes the Superintendent, principals, assistant principals, and Athletic Director and other authorized personnel employed by the District to supervise or coach a student activity program, to prohibit a student from participating in any particular or all extra-curricular activities of the District for offenses or violations of the Student Code of Conduct for a period not to exceed the remainder of the school year in which the offense or violation of the Student Code of Conduct took place.

In addition, student athletes are further subject to the Athletic Code of Conduct and may be prohibited from participating in all or part of any interscholastic sport for violations therein.
Students prohibited from participation in all or part of any extra-curricular activity is not entitled to further notice, hearing, or appeal rights.

This policy shall be posted in a central location in each school building and will be available to students upon request.

BOARD POLICIES AND ADMINISTRATIVE GUIDELINES

Attendance - Policy 5200

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

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

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

- A. personal illness (a written physician's statement verifying the illness may be required)
- B. illness in the family necessitating the presence of the child
- C. quarantine of the home
- D. death in the family
- E. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- F. observation or celebration of a bona fide religious holiday
- G. 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
- H. such good cause as may be acceptable to the Superintendent
- I. medically necessary leave for a pregnant student in accordance with Policy 5751 Parental Status of Students
- J. service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725 Students as Precinct Election Officials.

A student will be considered habitually truant if the student is absent without a legitimate excuse for five (5) or more consecutive school days, for seven (7) or more school days in one (1) month, or twelve (12) or more school days in one (1) school year.

A student will be considered chronically truant if the student is absent without a legitimate excuse for seven (7) or more consecutive school days, for ten (10) or more school days in one (1) month, or for fifteen (15) or more school days in one (1) year.

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

- A. the student was enrolled in another school district;
- B. the student was excused from attendance in accordance with ORC 3321.04; or
- C. the student has received an age and schooling certificate.
If a student is habitually truant and the student's parent has failed to cause the student's attendance, the Board authorizes the Superintendent to file a complaint with the Judge of the Juvenile Court and/or to take any other appropriate intervention actions as set forth in this Board's policy.

If a student is chronically truant and the student's parent has failed to cause the student's attendance, the Board authorizes the Superintendent to file a complaint with the Judge of the Juvenile Court.

In order to address the attendance practices of a student who is habitually truant, the Board authorizes the Superintendent to take any of the following intervention actions:

- A. assign the student to a truancy intervention program
- B. request or require the student's parent/guardian to attend a parental involvement program
- C. request or require a parent/guardian to attend a truancy prevention mediation program
- D. notify the Registrar of Motor Vehicles of the student's absence
- E. take appropriate legal action.

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

The Superintendent shall develop administrative guidelines that:

- A. establish proper procedures so the student and his/her parents/guardians are provided the opportunity to challenge the attendance record prior to notification and that such notification complies with O.R.C. 3321.13(B)(2).
- B. establish a school session which is in conformity with the requirements of the rules of the State Board;
- C. govern the keeping of attendance records in accordance with the rules of the State Board;
- D. identify the habitual truant, investigate the cause(s) of his/her behavior, and consider modification of his/her educational program to meet particular needs and interests;
- E. provide student whose absence has been excused an opportunity to make up work they missed and receive credit for the work, if completed;
- F. refer for evaluation any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the District's limit on excused absence to determine eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973, or other appropriate accommodations.

Whenever any student of compulsory school age has ten (10) consecutive days or a total of fifteen (15) days of unexcused absence from school during any semester, s/he will be considered habitually absent. The Board authorizes the Superintendent to inform the student and his/her parents, guardian, or custodian of the record of excessive absence as well as the District's intent to notify the Registrar of Motor Vehicles, if appropriate, and the Judge of the Juvenile Court of the student's excessive absence.

Revised 5/9/11

**Late Arrival and Early Dismissal – Policy 5230**

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the District.
The Board of Education recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

As agent responsible for the education of the children of this District, the Superintendent shall require that the school be notified in advance of such absences by written or personal request of the student’s parent, which shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the principal.

If one (1) parent has been awarded custody of the student by the courts, the parent of custody shall provide the school with a copy of the custody order and inform the school in writing of any limitations in the rights of the noncustodial parent. Absent such notice, the school will presume that the student may be released into the care of either parent.

No student who has a medical disability, which may be incapacitating may be released without a person to accompany him/her.

No student shall be released to anyone who is not authorized such custody by the parents.

**High School Lunch Periods - Policy 5140.02**

High school students are expected to eat lunch and remain on the school campus during the lunch periods unless they have been granted permission to do otherwise. **Permission to leave school grounds during lunch periods will be granted by the Principal or designee only upon written request of the parent/guardian.**

If a student leaves the school campus during a lunch period with appropriate permission (parent and Principal/designee), the parent(s) and student become responsible for the student’s behavior and safety. Any student who leaves the school campus (approved or unapproved) during the lunch period is subject to all provisions of the **Students’ Rights and Responsibilities Handbook.**

If a student leaves the school campus during a lunch period **without** appropriate permission, the parent(s) and student become responsible for the student’s behavior and safety, and the student has violated this regulation and is subject to disciplinary action as found in the **Students’ Rights and Responsibilities Handbook, Rules and Regulations for Major Infractions.**

Parents wishing to request permission for their student(s) to leave the school campus during lunch periods **throughout the school year** must complete the “High School Lunch Period” open lunch form, and return it to the Principal or designee.

Parents wishing to request permission for their student(s) to leave the school campus during lunch periods **on a given day** must submit a written note to that effect no later than the morning of that day.

**Promotion, Academic Acceleration, Placement, and Retention – Policy 5410**

The Board of Education recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It is the Board’s intent that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

Such pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each.
Promotion:

A student will be promoted to the succeeding grade level when she/he has:

A. completed the course and State-mandated requirements at the presently assigned grade;
B. in the opinion of the professional staff, achieved the instructional objectives set for the present grade;
C. demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;
D. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

Academic Acceleration:

Academic acceleration may involve whole-grade acceleration or individual subject acceleration. Academic acceleration occurs when a student is not only doing the caliber of work necessary to be promoted to the next grade or enrolled in the next course in the academic sequence, but also demonstrates the ability to do the caliber of work required of students in that next grade level/subject/course. An acceleration evaluation committee will determine whether the student will be permitted to skip a grade level (i.e., whole-grade acceleration), or take a subject at a higher-grade level or skip a course in the usual and customary academic sequence (i.e., individual subject acceleration).

Any student residing in the District may be referred by a staff member or a parent/guardian to the principal of his/her school for evaluation for possible accelerated placement. Students may refer themselves or a peer through a staff member who has knowledge of the referred child’s abilities. Copies of referral forms for evaluation for whole-grade or individual subject acceleration will be available at each school building.

Students referred for accelerated placement will be evaluated in a prompt manner. The building principal will schedule the evaluations. Normally, changes in a student’s schedule will occur only at the start of a semester.

Before a student is evaluated for accelerated placement, the principal (or his/her designee) shall obtain written permission from the student’s parent/guardian.

Evaluations related to referrals that occur during the school year will ordinarily be completed and a written report issued within forty-five (45) calendar days. Evaluations related to referrals that occur at the end of a school year or during the summer will be completed and a written report issued either or before the end of the school year, if possible, or within forty-five (45) calendar days of the start of the next school year.

Upon referral, the student’s principal (or his/her designee) shall convene an acceleration evaluation committee to determine the appropriate learning environment for the referred student. This committee shall include of the following:

A. a parent/guardian or a representative designated by that parent/guardian
B. a gifted education coordinator or gifted intervention specialist or if neither is available, a school psychologist or guidance counselor with expertise in the appropriate use of academic acceleration may be substituted.
C. a principal or assistant principal from the child’s current school.
D. a current teacher of the referred student.
E. a teacher at the grade level or course to which the referred student may be accelerated.

The acceleration evaluation committee shall be responsible for conducting a fair and thorough evaluation of the student. The acceleration evaluation committee will consider the student's own thoughts on possible accelerated placement in its deliberations. In the event that career-technical programs are considered for acceleration, a career-technical educator shall be consulted as a part of the evaluation.
Students considered for whole-grade acceleration will be evaluated using an acceleration assessment process approved by the Ohio Department of Education.

Students considered for individual subject acceleration will be evaluated using a variety of data sources, including measures of achievement based on State academic content standards (in subjects for which the State Board of Education has approved content standards) and consideration of the student’s maturity and desire for accelerated placement.

The acceleration evaluation committee shall issue a written decision on the outcome of the evaluation process to the principal and the student’s parent/guardian. This notification shall include instructions for appealing the decision.

Appeals must be made in writing to the Superintendent within thirty (30) calendar days of the parent/guardian receiving the committee’s decision. The Superintendent or his/her designee shall review the appeal and notify the parent/guardian of his/her decision within thirty (30) calendar days of receiving the appeal. The Superintendent or his/her designee’s decision shall be final.

If the student is recommended for whole-grade or individual subject acceleration, the acceleration evaluation committee will develop a written acceleration plan. The parent/guardian shall be provided with a copy of the plan. The plan shall specify:

A. placement of the student in an accelerated setting;
B. strategies to support a successful transition to the accelerated setting;
C. requirements and procedures for earning high school credit prior to entering high school (if applicable);
D. an appropriate transition period for accelerated students.

A school staff member will be assigned to oversee implementation of the acceleration plan and to monitor the adjustment of the student to the accelerated setting.

At any time during the transition period, a parent/guardian of the student may request in writing that the student be withdrawn from accelerated placement. In such cases the principal shall remove the student from the accelerated placement without repercussions.

At any time during the transition period, a parent/guardian may request in writing an alternative accelerated placement. In such cases, the principal shall direct the evaluation committee to consider other accelerative options and to issue a decision within thirty (30) calendar days of receiving the request. If the student will be placed in a different accelerated setting from that initially recommended, the student’s acceleration plan shall be revised accordingly, and a new transition period shall be specified.

At the end of the transition period, the accelerated placement shall become permanent. The student’s record shall be modified accordingly, and the acceleration implementation plan shall become part of the student’s permanent record to facilitate continuous through the curriculum.

**Retention:**

A student may be retained at his/her current grade level when he/she has failed to achieve the benchmarks, standards, and indicators set forth at the current grade level that are requisite for success at the succeeding grade level.

A student may be placed at the next grade level when retention would no longer benefit the student.

The Superintendent shall develop administrative guidelines for promotion, placement, and retention of students.

Revised 1/14/13
Promotion and Retention for Elementary, Middle and High School – Administrative Guideline 5410 (High School Section Only)

As required by Ohio Revised Code Section 3313.609, no student shall be promoted to the next grade level if the student has been absent without excuse for more than ten percent (10%) of the required attendance days of the current school year and has failed two (2) or more of the required curriculum subject areas in the current grade unless the student's principal and the teachers of any failed subject areas agree that the student satisfies educational standards set forth below to be promoted to the next grade level, and in the circumstance described in this paragraph any references below to the student's principal's making such a determination shall be deemed modified so as to require that such a determination be agreed upon by that principal and the applicable teachers.

Promotion to grade ten (10), eleven (11) or twelve (12) will be on the following basis:

A. To grade ten (10): A student is eligible to be promoted to grade ten (10) if she/he has completed a minimum of four (4) units of credit.

B. To grade eleven (11): A student is eligible to be promoted to grade eleven (11) if she/he has completed a minimum of ten (10) units of credit.

C. To grade twelve (12): A student is eligible to be promoted to grade twelve (12) if she/he has completed a minimum of fifteen (15) units of credit.

Notes: These guidelines are considered as minimum. Usually a student will have earned many more credits than are needed for promotion.

Revised 10/22/07

Graduation Requirements – Policy 5460 (High School Section Only)

In order to acknowledge each student's successful completion of the instructional program, appropriate to the achievement of District goals and objectives as well as personal proficiency, the Board of Education awards a diploma to eligible students at a graduation ceremony.

The Board shall award a regular high school diploma to every student enrolled in this District who meets the requirements of graduation established by this Board or who properly completes the goals and objectives specified in his/her individualized education program (IEP) including either the exemption from or the requirement to complete the tests required by the State Board of Education in order to graduate. Each student must also demonstrate, unless exempted, at least a proficient level of skill on the tests required by the State Board of Education to graduate.

The requirements for graduation from high school include earning twenty-one (21) units of credit in grades nine through twelve as established in State law. However, no student shall be required to remain in school for any specific number of semesters or other terms if the student completes the required curriculum early.

Credit may be earned by:

A. Completing coursework;

B. Testing out of or demonstrating mastery of course content; or

C. Pursuing one or more educational options in accordance with the District's Credit Flexibility Program.

Credit may be earned at an accredited postsecondary institution.
Every high school may permit students below the ninth grade to take advanced work for credit. This work shall count toward the graduation requirements if it was both:

A. Taught by a person who possesses a license/certificate issued under State Law that is valid for teaching high school.

B. Designated by the Board as meeting the high school curriculum requirements.

An honors diploma shall be awarded to any student who meets the established requirements for graduation or the requirements of his/her IEP; attains the applicable scores on the tests required by the State Board of Education to graduate; and meets any additional criteria the State Board may establish.

Commencement exercises will include only those students who have successfully completed requirements for graduation as certified by the high school principal or those students who have been deemed eligible to participate in such exercises in accordance with the terms of their IEP. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation when personal conduct so warrants.

The Superintendent shall establish whatever administrative guidelines are necessary to comply with State rules and regulations.

Revised 1/14/13

Graduation Requirements – Administrative Guideline 5460

In order for a student to qualify for a diploma in this District, she/he must have satisfactorily completed the following courses and earned at least twenty-one (21) credits.

Classes of 2014 and later

Language Arts (and Senior Thesis/Capstone) ................................................................. 4 credits
Social Studies ....................................................................................................................... 3 credits
(Global History, American Studies – History, Politics, Economics & Government)
Mathematics ....................................................................................................................... 4 credits
Science .............................................................................................................................. 3 credits
Global Language, Business, Industrial Technology, or Family & Consumer Sciences ................................................. 2 credits
Visual Arts, Music, or Theater ....................................................................................... 1 credit
Health .............................................................................................................................. 0.5 credit
Physical Education* ......................................................................................................... 0.5 credit
Public Speaking ............................................................................................................. 0.5 credit
Electives ......................................................................................................................... 2.5 credits

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Total Credits ............................................................................................................... 21 credits

*Physical Education waiver: Marching Band, Cheerleading and Interscholastic Sports which qualify for the waiver (Football, Baseball, Basketball, Crew, Cross Country, Diving, Golf, Ice Hockey, Lacrosse, Soccer, Swimming, Tennis, Track and Field, Volleyball, Water Polo, Wrestling, Gymnastics.
In order to graduate, all students must pass the five (5) components of the Ohio Graduation Test and complete a Senior Thesis or Capstone Project.

Graduation must be earned by passing all mandated subjects, a major sequence, and earning total units required for the specific diploma sought. Credit toward graduation shall be granted for any course that a student successfully completes outside of school hours at an accredited postsecondary institution whether or not the course was paid for by the District or by the parents or student. In addition, the student must have attained the applicable score on the tests required by the State Board of Education for graduation in reading, writing, mathematics, science and social studies. Each student must demonstrate, unless exempted, the required level of skill in reading, writing, mathematics, science, and social studies at the end of the tenth grade.

As an alternative to the requirement that a student attain the applicable scores on the Ohio Graduation Tests ("OGT") in order to be eligible to graduate, a student may meet the OGT testing requirements if s/he satisfies all of the following conditions:

A. passes four (4) out of five (5) OGT tests and has missed passing the fifth test by ten (10) points or less
B. has a ninety-seven percent (97%) school attendance rate in each of the last four (4) school years, excluding any excused absences
C. has not been expelled from school in any of the last four (4) school years
D. has a grade point average of at least 2.5 out of 4.0 in the subject area of the test not yet passed
E. has completed the high school curriculum requirement in the subject area of the test not yet passed
F. has participated in any intervention programs provided by the District in the subject area and has a ninety-seven (97%) attendance rate, excluding any excused absences, in any of those programs provided at times beyond the normal school day, school week, or school year or has received comparable intervention services from another source, and
G. holds a letter recommending graduation from each of the student's high school teachers in the subject area not yet passed and from the high school principal.

Students in special education shall receive a diploma if certified they have properly completed the requirements of their IEP, and unless exempted, they take the tests required by the State Board of Education for graduation, with or without accommodations. Students should not be exempted from taking the prescribed tests unless no accommodation can be made to enable the student to take the test. They shall participate in all graduation activities.

Diploma - The requirements for graduation are based on grades nine (9) through twelve (12) and are listed below. However, no student shall be required to remain in school for any specific number of semesters or other terms if the student completes the required curriculum early.

**High School Credits Earned in Middle School**

District students have the opportunity to take high school courses at the middle school level. The following guidelines regarding the granting of high school credits for such courses are in effect:

A. Middle school students successfully completing a high school course (as defined by the high school) will be granted a high school unit of credit for each course completed. Such credit will count toward high school credits for graduation purposes as defined by State standards. Students must still earn twenty-one (21) credits in grades 9 – 12 in order to graduate.

B. Students successfully completing a high school course in middle school may count such credits toward the minimum needed to fulfill the Upper Arlington High School Departmental requirements.
C. Middle school students may take designated high school courses in middle school for a grade or utilize the pass/fail option in the designated high school course. Students taking such courses for a grade will be graded on the Upper Arlington High School grading scale and grades earned will be included in computing their Upper Arlington High School grade point average. This regulation begins with the class of 2008. Students taking the pass/fail option in designated high school courses shall not have that count toward the use of the high school pass/fail grading option in grades 9 – 12. Students taking global language in grade seven (7) must choose the pass/fail option by the end of the first semester. Students taking other designated high school courses must choose the pass/fail option by the end of the first grading period. Semester exams will be given for such courses consistent with high school practices.

D. Students may elect to take a designated high school course taken in middle school again in grade nine due to a grade of "C" or below. The student may choose to keep the grade earned in ninth (9) grade and have the grade earned in eighth (8) grade removed from the transcript and calculation of GPA. Designated high school courses taken in middle school will be noted on each student’s Upper Arlington High School transcript.

E. Students taking designated high school courses for consideration for entrance to a university may count such courses successfully completed in middle school.

F. These procedures are a District administrative regulation and such credits possibly may not apply if a student leaves this District and enrolls in another school district. The new school district will decide as to the application of credit gained in middle school.

Requirements for Awarding Credit

The Operating Standards place the following requirements for awarding credit to students who successfully complete courses in grades 9 – 12.

A. A minimum of 120 hours shall be scheduled for one (1) unit of credit except for:
   1. laboratory courses shall be scheduled for a minimum of 150 hours for one-half (1/2) unit of credit.
   2. physical education courses shall be scheduled for a minimum of 120 hours for one-half (1/2) unit of credit.

B. A fractional unit of credit shall be awarded on a proportionate basis for a course scheduled to meet less than the minimum time required for one (1) unit of credit.

C. Students below the ninth (9) grade may take advanced work for credit, but such credit may not be considered in calculating the units required for high school graduation.

The only exception to the above requirements related to the awarding of credit for courses completed as part of the post secondary school enrollment (concurrent enrollment). Credit for those courses shall be awarded as follows:

A. Five (5) semester hours equal one (1) Carnegie unit of credit. All other semester hour offerings shall be given a Carnegie unit equivalent based on the above formula.

B. Three (3) quarter hours equal one-half (1/2) Carnegie unit of credit. All other quarter hour offerings shall be given a Carnegie unit equivalent based on the above formula.

C. High School credit awarded for successful completion of college courses shall count toward graduation and subject area requirements.

   1. Upper Arlington High School offers a course comparable to one a student completes at a college, comparable credit shall be granted.

   2. If Upper Arlington High School does not offer a comparable course, credits shall be granted in an elective area of similar subject area.
In awarding credit, students in grade 11 may not receive high school/college credit for more than the equivalent of two (2) academic years. Students in grade 12 may not receive high school/college credit for more than the equivalent of one (1) academic year.

If there is a dispute between the District and student regarding high school credits granted in a course, the student may appeal to the State Board of Education whose decision is final.

Revised 1/14/13

**Early High School Graduation – Policy 5464**

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

A student who completes the requirements for early high school graduation may participate in the graduation ceremonies with his/her designated class or the class graduating in the year in which she/he completes the District's requirements for high school graduation.

**Early High School Graduation – General**

Application for early high school graduation must be submitted to the high school principal.

The principal may honor this request if all conditions for high school graduation are met and the student fulfills the high school graduation requirements.


**Credits From Non-Upper Arlington State-Chartered, Special and Non-Chartered Schools Policy 5463**

In recognizing its responsibility to uphold the minimum educational standards of the State of Ohio, the Board of Education establishes the following policy and criteria regarding the acceptance of credits from nonpublic schools whether they are State-chartered, special, or non-chartered schools.

For credit or course-work to be accepted for courses taken in such schools, either a copy of the charter or other assurance of compliance with minimum requirements established by the State must be provided.

Recognition of credits or course-work shall be granted when the proper assurance and the student’s transcript has been received. The District reserves the right to assess such transfer students in order to determine proper placement and to be assured the student can demonstrate the learnings, which are prerequisite to a placement.

Although credits from non-chartered schools may be granted and placed on a student’s transcript, no grades will be entered on the transcript or considered in grade point calculation. Only grades awarded for courses taken at the District or District sponsored chartered schools shall be considered in calculating grade point average and for entering on the transcript.

**Reporting Student Progress – Policy 5420**

The Board of Education believes that the cooperation of school and home is a vital ingredient to the growth and education of the whole child. It recognizes its responsibility to keep parents informed of student welfare and progress in school.
The Superintendent directs the establishment of a system of reporting student progress, which shall include written reports, parent conferences with teachers, and shall require all appropriate staff members to comply with such a system as part of their professional responsibility.

The Superintendent, in conjunction with appropriate staff members, shall develop procedures for reporting student progress to parents, which ensure that both student and parent receive ample warning of a pending grade of "failure" or one that would adversely affect the student's status.

**Reporting Student Progress – Administrative Guideline 5420A (High School Section Only)**

**General Procedures**

During the secondary years, a variety of reporting techniques is used to communicate student progress between the home and the school. There will be four (4) nine (9) week grading periods in which student evaluation is reported to the home. In addition, conferences, Interim Progress Reports, and other means of communication may be used to inform the home of student progress.

**Interim Progress Reports (IPR)**

Parents will be notified midway (during the fifth week) through the grading period when a student’s grade in a course is E, P, or U. A student who earns a C or below will have an interim progress report (IPR) sent home. If a student drops to a failing grade for the grade period and no IPR has been issued, parents must be notified. No student may be failed for the grade period unless notification has been made. In such an instance the grade shall be recorded as an incomplete and the student will have two (2) weeks to submit satisfactory work. At that time, the grade will be recomputed or revert to a failure.

Departmental supplemental reporting forms may be used to provide parents with information concerning a student's progress beyond the letter grade. These forms satisfy special needs for reporting that exist in the particular subject area. While a common form for all subjects is not feasible, within each department there should be a consistent format for supplemental reporting. These supplemental forms must be approved by the building principal.

Parents/Guardians of students in blocked classes will receive notification of unsatisfactory progress at the midpoint of the second and fourth quarter. If the student's grade drops to failing during the first and third quarter or after the IPR has been sent for the second and fourth quarter, the parent/guardian will be notified and a written record will be filed with the guidance counselor.

**Health Services – Policy 5310**

The Board of Education may require students of the District to submit to periodic health examinations to:

- A. protect the school community from the spread of communicable diseases;
- B. verify that each student's participation in health, safety, and physical education courses meets his/her individual needs;
- C. verify that the learning potential of each child is not lessened by a remediable physical disability.

The District may provide or request parents to provide:

- A. general physical examinations for athletics,
- B. dental examinations;
- C. test for communicable diseases;
D. vision and/or audiometric screening;
E. scoliosis tests;
F. head lice check.

The Superintendent shall directly notify the parents of students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any nonemergency, invasive physical examination or screening is scheduled or expected to be scheduled for students if the examination or screening is: (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of a specific student, or other students.

The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

Unless the physical examination or screening is permitted or required by an applicable State law, parents may refuse to allow the Superintendent to administer a nonemergency, invasive physical examination or screening upon written notification to the Board within five (5) days after receipt of the Board's annual public notice.

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

A. The student's condition is assessed by a physician or other healthcare provider authorized by the Board, in accordance with requirements set forth in ORC 3313.539(E)(2), to assess such a student.
B. The student receives written clearance that it is safe to return to physical education class, or athletic practice or competition, from a physician or other healthcare provider authorized by the Board, in accordance with requirements set forth in ORC 3313.539(E)(2) to grant such a clearance.

Revised 11/18/13

Use of Medications – Policy 5330

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. 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 non-prescribed (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.

Before any prescribed 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 “Prescribed Medication Authorization Form”). Before any non-prescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication (see “Authorization for Non-Prescription Medication or Treatment Form”). These documents shall be kept in the office of the nurse, 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/Discipline Code.

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.

Parents may administer medication or treatment.

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 the “Prescribed Asthma Medication Form” for the Possession and Use of Asthma Inhalers/Other Emergency Medication(s), 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 (“Authorization for the Possession and Use of Epinephrine Auto injector (epi-pen) Form”) 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).

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 prescription drugs to students in school.

Provided they have completed the requisite training, the following staff is 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
G. bus drivers.

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.

Additionally the Board shall permit the administration by a licensed nurse or other authorized staff member of any medication requiring intravenous or intramuscular 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) or, such medication, upon being identified as previously noted, may be stored in the nurse’s office and administered in accord with this policy.

The Superintendent shall prepare administrative guidelines, as needed, to address the proper implementation of this policy.

Revised 8/29/11

**Care Of Property – Policy 5513**

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 eighteen (18) years or of age or older 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 materials, textbooks, and for damage to school buildings and reserves the right to withhold a report card or credits from any student whose payment of such fine is in arrears.

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 Superintendent shall develop administrative guidelines to implement this policy.

Revised 11/18/13

**Dress And Grooming – Policy 5511**

The Board of Education recognizes that each student’s mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools. The Board authorizes the Superintendent to establish a reasonable dress code in order to promote a safe and healthy school setting and enhance the educational environment. The dress code shall be incorporated into the Student Rights and Responsibilities Book.

Accordingly, the Superintendent shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes.

Such guidelines shall establish the dress requirements for members of the athletic teams, bands, and other school groups when representing the District at a public event.

**Interrogation Of Students – Policy 5540**

The Board of Education is committed to protecting students from harm that may or may not be directly associated with the school environment but also recognizes its responsibility to cooperate with law enforcement and public children’s services agencies
When law enforcement or other authorities arrive at the school and wish to interview a student or investigate an alleged violation of law, they must contact the building administrator indicating the nature of their investigation and their desire to question a student or students. In order to avoid disruption of the learning environment and the student's class schedule, such interviews should take place during a student's study hall period, if at all possible.

**Investigation of Child Abuse/Neglect by a Public Children's Services Agency or Law Enforcement Agency**

Every Board official and employee who, in connection with his/her position, knows or suspects child abuse or neglect must immediately report that knowledge or suspicion to a public children's services or law enforcement agency in accordance with Board Policy 8462 Student Abuse and Neglect.

At the request of the building administrator, an official of a public children's services agency or law enforcement agency may interview a student on school property during school hours in order to investigate a claim of child abuse/neglect involving such student or a member of the student's family. If neither the student nor a member of his/her family is the subject of the child abuse/neglect investigation, such agency should contact the student during non-school hours and investigate the matter off school property, if at all possible, unless the alleged child abuse took place on school property and/or involves an emergency situation.

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

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

**Investigations of Violations of Law-by-Law Enforcement Agencies**

Such agencies should contact a student during non-school hours and investigate alleged violations of the law off school property if at all possible. 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.

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

**Notification and Release of Records**

Attempts to notify the parents regarding investigations of child abuse/neglect and other law enforcement investigations should be documented diligently.

When an authorized law enforcement officer or public children's services agency removes a student, the building administrator shall notify the parent and the Superintendent.

No school official may release personally identifiable student information in education records to the police or public children's services agency without prior written permission of the parent, a lawfully issued subpoena, or a court order. (See Board Policy 8330 Student Records).

Revised 9/17/07
Anti-Harassment – Policy 5517

General Policy Statement

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

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

For purposes of this policy, “School District community” means students, administrators, and professional and classified staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

Other Violations of the Anti-Harassment Policy

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

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

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

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

Definitions

Bullying

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

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

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

A. places a student or school employee in reasonable fear of his/her person or damage to his/her property.
B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
C. has the effect of substantially disrupting the orderly operation of a school.

Sexual Harassment
Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

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

A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.
Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

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

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

Sexual conduct/relationships with students by District employees or any other adult member of the School District community is prohibited, and any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery" as set forth in ORC 2907.03. The issue of consent is irrelevant in regard to such criminal charge and/or with respect to the application of this policy to District employees or other adult members of the School District community.

**Race/Color Harassment**

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

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

National Origin/Ancestry Harassment

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

Disability Harassment

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

Reports and Complaints of Harassing Conduct

Students and all other members of the School District community and third parties are encouraged to promptly report incidents of harassing conduct to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the District's Anti-Harassment Compliance Officer at his/her first convenience.

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

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior, the Principal believes that the reported misconduct may have created a hostile work environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior and/or harassment to one of the Anti-Harassment Compliance Officers who shall investigate the allegation in accordance with this policy. While the Compliance Officer investigates the allegation, the Principal shall suspend his/her Policy 5517.01 investigation to await the Compliance Officer's written report. The Compliance Officer shall keep the Principal informed of the status of the Policy 5517 – Anti-Harassment, investigation and provide him/her with a copy of the resulting written report.
Anti-Harassment Compliance Officers

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

Executive Director of Human Resources OR Executive Director of Business Services

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

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

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

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Compliance Officers within two (2) business days. Additionally, any Board employee who observes an act of unlawful harassment is expected to intervene to stop the harassment, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the harassment. Thereafter, the Compliance Officer or designee must contact the student, if age eighteen (18) or older, or the student's parents if under the age eighteen (18), within two (2) school days to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Compliance Officer or designee to conduct an investigation following all the procedures outlined for a formal complaint.

Investigation and Complaint Procedure

Any student who believes that she/he has been subjected to unlawful harassment may seek resolution of his/her complaint through either the informal or formal procedures as described below. Further, a process for investigating claims of harassment or retaliation and a process for rendering a decision regarding whether the claim of legally prohibited harassment or retaliation was substantiated are set forth below.

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

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

The goal of the informal complaint procedure is to stop inappropriate behavior and to investigate and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who believes s/he has been unlawfully harassed or retaliated against. This informal procedure is not required as a precursor to the filing of a formal complaint.

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

Students who believe that they have been unlawfully harassed may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

However, all complaints of harassment involving a District employee or any other adult member of the School District community against a student will be formally investigated. Similarly, any allegations of sexual violence will be formally investigated.

As an initial course of action, if a student feels that s/he is being unlawfully harassed and s/he is able and feels safe doing so, the individual should tell or otherwise inform the harasser that the conduct is unwelcome and must stop. Such direct communication should not be utilized in circumstances involving sexual violence. The complaining individual should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officers are available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the harasser of his/her complaint is not prohibited from otherwise filing an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

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

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

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

A. Advising the student about how to communicate the unwelcome nature of the behavior to the alleged harasser.

B. Distributing a copy of the anti-harassment policy as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends.

C. If both parties agree, the Compliance Officer may arrange and facilitate a meeting between the student claiming harassment and the individual accused of harassment to work out a mutual resolution. Such a meeting is not appropriate in circumstances involving sexual violence.
While there are no set time limits within which an informal complaint must be resolved, the Compliance Officer or designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint. And, as stated above, parties may request that the informal process be terminated at any time to move to the formal complaint process.

All materials generated as part of the informal complaint process will be retained by the Compliance Officers in accordance with the School Board’s records retention policy and/or Student records policy. (See Policy 8310 – Public Records and Policy 8330 – Student Records).

**Formal Complaint Procedure**

If a complaint is not resolved through the informal complaint process, if one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or if the student elects to file a formal complaint initially, the formal complaint process shall be implemented.

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

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

All formal complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in, offensive conduct/harassment/retaliation; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant.

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

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

Within two (2) business days of receiving the complaint, the Compliance Officer or a designee will initiate a formal investigation to determine whether the Complainant has been subjected to offensive conduct/harassment/retaliation.

Simultaneously, the Compliance Officer will inform the individual alleged to have engaged in the harassing or retaliatory conduct, hereinafter referred to as the “Respondent”, that a complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant administrative guidelines, including the Board's Anti-Harassment policy. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.
Although certain cases may require additional time, the Compliance Officer or a designee will attempt to complete an investigation into the allegations of harassment/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

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

At the conclusion of the investigation, the Compliance Officer or the designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful harassment. The Compliance Officer's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used.

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

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

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

**Privacy/Confidentiality**

The School District will employ all reasonable efforts to protect the rights of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and related administrative guidelines shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. All Complainants proceeding through the formal investigation process are advised that their identities may be disclosed to the Respondent.

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

All records created as a part of an investigation of a complaint of harassment will be maintained by the Compliance Officer in accordance with the Board's records retention policy. Any records that are considered student education records in accordance with the *Family Educational Rights and Privacy Act* or under Ohio's student records law will be maintained in a manner consistent with the provisions of the Federal and State law.
Sanctions and Monitoring

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

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

Retaliation

Any act of retaliation against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation is prohibited.

Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct

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

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

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

Allegation Involving Conduct Unbecoming the Teaching Profession/Suspension

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

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

Revised 11/18/13

Bullying and Other Forms of Aggressive Behavior – Policy 5517.01

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

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

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

Harassment, intimidation, or bullying means:

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

B. violence within da dating relationship.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Complaints**

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

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

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

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

**Privacy/Confidentiality**

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

**Reporting Requirement**

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

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

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

Notification

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

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

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

Education and Training

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

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

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

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

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

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

Revised 11/18/13
**Student Hazing – Policy 5516**

Hazing activities of any type are inconsistent with and disruptive to the educational process, and prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to activities or incidents that have occurred on school property. No administrator, faculty member, or other Board of Education employee shall encourage, permit, authorize, condone, or tolerate any hazing activities. No student shall plan, encourage, or engage in any hazing.

Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, faculty members, and other employees of the Board shall be alerted to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

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

Administrators, staff members and volunteers shall not intentionally remain ignorant of hazing or potential hazing activities.

**Student Discipline – Policy 5600**

The Board of Education acknowledges that conduct is closely related to learning - an effective instructional program requires an orderly school environment and the effectiveness of the educational program is, in part, reflected in the behavior of students.

The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions. The Board has zero tolerance of violent, disruptive or inappropriate behavior by its students.

The Board shall require each student of this District to adhere to the Student Code of Conduct adopted by the Board and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

A. conform to reasonable standards of socially acceptable behavior;
B. respect the person and property of others;
C. preserve the degree of order necessary to the educational program in which they are engaged;
D. respect the rights of others;
E. obey constituted authority and respond to those who hold that authority.

The Student Code of Conduct designates sanctions for the infractions of rules, excluding corporal punishment, which shall:

A. relate in kind and degree to the infraction;
B. help the student learn to take responsibility for his/her actions;

C. be directed, where possible, to reduce the effects of any harm which may have been caused by the student’s misconduct.

Students may be prohibited by authorized school personnel from participating in all or part of co-curricular and/or extra-curricular activities without further notice, hearing or appeal rights. A student who has been disorderly on a school bus may be suspended from transportation services consistent with Board policy and the Student Code of Conduct.

The Superintendent shall publish to all students and their parents the rules of this District regarding student conduct and the sanctions, which may be imposed for breach of those rules.

The Superintendent shall inform the Board periodically of the methods of discipline imposed by this District and the incidence of student misconduct in such degree of specificity as shall be required by the Board.

The Superintendent, principals, and other administrators shall have the authority to assign discipline to students, subject to the Student Code of Conduct and, where required by law, to the student’s due process right to notice, hearing, and appeal.

Teachers, school bus drivers, and other employees of this Board having authority over students may take such action as may be necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of this Board and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

Discipline on Board vehicles shall be the responsibility of the driver on regular bus runs. When Board vehicles are used for field trips and other Board activities, the teacher, coach, advisor, or other Board employee shall be responsible for student discipline. If a student becomes a serious discipline problem on a vehicle, the Superintendent and/or designee may suspend the transportation privileges of the student providing such suspension conforms with due process. The procedures for suspension are set forth in the Student Code of Conduct and Policy 5611 Due Process Rights.

No student is to be detained after the close of the regular school day unless the student’s parent has been contacted and informed that the student will be detained. If a parent cannot be contacted, the student should be detained on another day.

**Removal, Suspension, Expulsion, and Permanent Exclusion of Students – Policy 5610**

The Board of Education recognizes that exclusion from the educational program of the schools, whether by emergency removal, out-of-school suspension, expulsion, or permanent exclusion, is the most severe sanction that can be imposed on a student in this District, and one that cannot be imposed without due process. However, the Board has zero tolerance of violent, disruptive or inappropriate behavior by its students.

No student is to be removed, suspended out-of-school, expelled and/or permanently excluded unless his/her behavior represents misconduct as specified in the Student Code of Conduct approved by the Board. The Code shall also specify the procedures to be followed by school officials when implementing such discipline. In addition to the procedural safeguards and definitions set forth in this policy and the Students’ Rights and Responsibilities Handbook, additional procedures and considerations shall apply to students identified as disabled under the IDEA, ADA, and/or Section 504 of the Rehabilitation Act of 1973 (Policy 5605 Suspension/Expulsion of Students with Disabilities).

Students may be subject to discipline for violation of the Student Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but where such conduct is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a District official or employee, or the property of such official or employee.
For purposes of this policy and the Student Code of Conduct, the following shall apply:

A. Emergency removal shall mean the exclusion of a student who poses a continuing danger to District property or persons in the District or whose behavior presents an on-going threat of disrupting the educational process provided by the District (Policy 5610.03 Emergency Removal of Students).

B. Suspension shall mean the temporary exclusion of a student by the Superintendent, principal, assistant principal, or any other administrator from the District’s instructional program for a period not to exceed ten school days. Suspension may extend beyond the current school year, if at the time a suspension is imposed, fewer than ten days remain in the school year. The Superintendent may apply any or all of the period of suspension to the following year. The procedures for suspension are set forth in the Student Code of Conduct and Policy 5611 Due Process Rights.

C. Expulsion shall mean the exclusion of a student from the schools of this District for a period not to exceed the greater of 80 school days or the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place or for one year as specifically provided in this policy and the Student Code of Conduct. Only the Superintendent may expel a student. The procedures for expulsion are set forth in the Student Code of Conduct and Policy 5611 Due Process Rights.

1. **Firearm or Knife**

   Unless a student is permanently excluded from school, the Superintendent shall expel a student from school for a period of one year for bringing a firearm or knife to a school building or on to any other property including a school vehicle owned, controlled, or operated by the Board, to an interscholastic competition, an extra-curricular event, or to any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except that the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. Similarly, the Superintendent shall expel a student from school for a period of one year for possessing a firearm or knife at school or on any other property including a school vehicle owned, controlled, or operated by the Board, at interscholastic competition, an extra-curricular event, or at any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. The expulsion may extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place. The Superintendent shall refer any student expelled for bringing a firearm — as defined in 18 U.S.C. 921(a)(3) — or weapon to school to the criminal justice or juvenile delinquency system serving the District.

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

A knife is defined as any instrument that possesses a pointed or sharp-edged blade of metal or other rigid material and that is designed or can be used for cutting, slicing, or stabbing; this definition shall include but not be limited to straight razors, utility knives, box cutters, ice picks, pocket knives, switchblades, and buck knives including sharp, metal martial arts weapons such as ninja throwing stars.
The Superintendent may, in his/her sole judgment and discretion, modify or reduce such expulsion in writing to a period of less than one year, on a case-by-case basis, upon consideration of the following:

a. applicable State or Federal laws and regulations relating to students with disabilities; e.g.: the incident involves a student with a disability and the misconduct is determined by a group of persons knowledgeable about the child to be a manifestation of the student’s disability;

b. the degree of culpability given the age of the student and its relevance to the misconduct and/or punishment and/or evidence regarding the probable danger posed to the health and safety of others, including evidence of the student’s intent and awareness regarding possession of the firearm or knife;

   and/or

c. the academic and disciplinary history of the student including the student’s response to the imposition of any prior discipline imposed for behavioral problems.

2. Violent Conduct

If a student commits an act at school, on other school property, at an interscholastic competition, extracurricular event, or any other school program or activity and the act:

a. would be a criminal offense if committed by an adult;

   and

b. results in serious physical harm to person(s) as defined in O.R.C. 2901.01(A)(5), or to property as defined in O.R.C. 2901.01(A)(6).

The Superintendent may expel the student for a period of up to one year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

The Superintendent may, in his/her sole judgment and discretion, reduce such expulsion to a period of less than one year, on a case-by-case basis, upon consideration of the following:

a. applicable State or Federal laws and regulations relating to students with disabilities; e.g.: the incident involves a student with a disability and the misconduct is determined by a group of persons knowledgeable about the child to be a manifestation of the student’s disability;

   or

b. other extenuating circumstances including, but not limited to, the academic and disciplinary history of the student, including the student’s response to the imposition of any prior discipline imposed for behavioral problems.

If at the time of the suspension or expulsion, there are fewer days remaining in the school year than the number of days of the suspension or expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

3. Bomb Threats

If a student makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat, the Superintendent may expel the student for a period of up to one year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.
The Superintendent may, in his/her sole judgment and discretion, reduce such expulsion to a period of less than one year, on a case-by-case basis, for the following reasons:

a. for students identified as disabled under the IDEA, ADA, and Section 504 of the Rehabilitation Act of 1973, upon recommendation from the group of persons knowledgeable of the student’s educational needs;

or

b. other extenuating circumstances including, but not limited to, the academic and disciplinary history of the student, including the student’s response to the imposition of any prior discipline imposed for behavioral problems.

If at the time of the suspension or expulsion, there are fewer days remaining in the school year than the number of days of the suspension or expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

4. **Permanent exclusion** shall mean the student is banned forever from attending a public school in the State of Ohio (*Policy 5610.01 Permanent Exclusion of Nondisabled Students*).

If a student is expelled for more than 20 school days or for any period of time that extends into the next school year, the Superintendent shall provide the student and his/her parents with the names, addresses, and telephone numbers of those public or private agencies in the community which offer programs or services that help to rectify the student’s behaviors and attitudes that contributed to the incident(s) that caused the expulsion.

If the Superintendent determines that a student’s behavior on a school vehicle violates school rules, she/he may suspend the student from school bus-riding privileges for the length of time deemed appropriate for the violation and remediation of the behavior. Any such suspension must comply with Board *Policy 5610.04 Suspension of Bus-Riding/Transportation Privileges*.

The Board authorizes the Superintendent to provide for options to suspension/expulsion of a student from school, which may include alternative educational options.

The Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion must be imposed for the same duration it would have been had the student remained enrolled.

The Board may temporarily deny admittance to any student who has been expelled from the schools of another Ohio district or an out-of-state district, if the student’s expulsion period set by the other district has not expired. The expelled student shall first be offered an opportunity for a hearing. This provision also applies to a student who is the subject of a power of attorney designating the child's grandparent as the attorney-in-fact or caretaker authorization affidavit executed by the child's grandparent and is seeking admittance into the schools of this District in accordance with *Policy 5111*.

The Board may temporarily deny admittance to any student who has been suspended from the schools of another Ohio district, if the student's suspension period set by the other district has not expired. The suspended student shall first be offered an opportunity for a hearing before the Board.

When a student is expelled from this District, the Superintendent shall send written notice to any college in which the expelled student is enrolled under Postsecondary Enrollment Options at the time the expulsion is imposed. The written notice shall indicate the date the expulsion is scheduled to expire and that the Board has adopted a provision in *Policy 2271, Post Secondary Enrollment Programs*, under R.C. 3313.613 to deny high school credit for postsecondary courses taken during an expulsion.

If the expulsion is extended, the Superintendent shall notify the college of the extension.
A copy of this policy is to be posted in a central location in each school and made available to students and parents upon request. Key provisions of the policy should also be included in the parent-student handbook.

**Suspension/Expulsion Of Students With Disabilities – Policy 5605**

In addition to following the requirements and procedures set forth for all students in Board Policy 5610, Removal, Suspension, Expulsion, and Permanent Exclusion of Students, the Board of Education shall also abide by State and Federal laws and regulations when disciplining students with disabilities through removal by suspension and/or expulsion.

The Superintendent shall establish administrative guidelines that shall be followed when disciplining any student with a disability.

**Permanent Exclusion of Nondisabled Students – Policy 5610.01**

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

A. carrying a concealed weapon or conveying or possessing a deadly weapon or dangerous ordnance on property owned or controlled by a Board of Education or at an activity held under the auspices of this Board;

B. possessing, selling, or offering to sell controlled substances on property owned or controlled by a Board of Education or at an activity under the auspices of this Board;

C. complicity to commit any of the above offenses, regardless of where the complicity occurred.

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

A. rape, gross sexual imposition or felonious sexual penetration

B. murder, manslaughter, felonious or aggravated assault

C. complicity to commit offenses described in paragraphs A and B, regardless of where the complicity occurs

The above statement of policy on permanent exclusion is to be posted in a central location in each school as well as made available to students, upon request.

If the Superintendent has adequate evidence that a student, 16 years old or older at the time of the offense, has been convicted of or is an adjudicated delinquent resulting from any of the above offenses, she/he may submit a written recommendation to the Board that the student should be permanently excluded from the public schools by the State Superintendent of Public Instruction. The recommendation is to be accompanied by the evidence, other information required by statute, and the name and position of the person who should present the District’s case to the State Superintendent. The Board, after considering all the evidence, including the hearing of witnesses, shall take action within 14 days after receipt of the Superintendent’s recommendation.

If the Board adopts the resolution, the Superintendent shall submit it to the State Superintendent, together with the required documents and the name of the person designated by the Board as its representative to present the case to the State Superintendent. A copy of the resolution shall be sent to both the student and his/her parents.

If the Board fails to pass the resolution, it shall so notify the Superintendent, in writing, who, in turn, shall provide written notification of the Board’s action to both the student and his/her parents.

If the State Superintendent rejects the Board’s request, the District Superintendent shall readmit the student in accordance with statute and District guidelines.
If the State Superintendent acts on the Board's request, his/her actions and those of the District shall be in accord with the procedures described in statute.

**In-School Discipline – Policy 5610.02**

It is the purpose of this policy to allow for an alternative to out-of-school suspension. The availability of in-school discipline options is dependent upon the financial ability of the Board of Education to support them.

In-school discipline will only be offered at the discretion of the principal for offenses found in the Student Code of Conduct.

The Superintendent is to establish administrative guidelines for the proper operation of such programs. As long as the in-school disciplinary alternatives are served entirely in the school setting, they will not require any notice, hearing or appeal rights.

**Emergency Removal of Students – Policy 5610.03**

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on school premises, then the Superintendent, principal or assistant principal may remove the student from curricular activities or from the school premises. A teacher may remove the student from curricular activities under the teacher's supervision, but not from the premises. If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing as soon as practicable. No prior notice or hearing is required for any removal under this policy. In all cases of normal disciplinary procedures where a student is removed from a curricular activity for less than one (1) school day and is not subject to further suspension or expulsion, the following due process requirements do not apply.

If the emergency removal exceeds one (1) school day, then a due process hearing will be held within three school days after the removal is ordered. Written notice of the hearing and the reason for the removal and any intended disciplinary action will be given to the student as soon as practical prior to the hearing. If the student is subject to out-of-school suspension, the student will have the opportunity to appear at an informal hearing before the principal, assistant principal, Superintendent or designee and has the right to challenge the reasons for the intended suspension or otherwise explain his/her actions. Within one (1) school day of the decision to suspend, written notification will be given to the parent(s)/guardian(s) or custodian of the student and Treasurer of the Board of Education. This notice will include the reasons for the suspension, the right of the student or parent(s)/guardian(s) to appeal to the Board or its designee and the student's right to be represented in all appeal proceedings. If it is probable that the student may be subject to expulsion, the hearing will take place within three (3) school days and will be held in accordance with the procedures outlined in the *Policy 5611 Due Process Rights*. The person who ordered or requested the removal will be present at the hearing.

If the Superintendent or principal reinstates a student prior to the hearing for emergency removal, the teacher may request and will be given written reasons for the reinstatement. The teacher cannot refuse to reinstate the student.

In an emergency removal, a student can be kept from class until the matter of the misconduct is disposed of either by reinstatement, suspension or expulsion.

**Responsibility for School Work – Administrative Guideline 5610 (Section A. 4)**

Any student, while suspended, is responsible for obtaining and satisfactorily completing any schoolwork in order to receive credit for that work (*Administrative Guideline 5610 Suspension and Expulsion*).
Due Process Rights – Policy 5611

The Board of Education recognizes that students waive certain constitutional rights, regarding their education.

Accordingly, the Board establishes the following procedures:

A. Student subject to suspension:

When a student is being considered for an out-of-school suspension by the Superintendent, principal, or other administrator:

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain his/her actions.
3. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.
4. Within one (1) school day of the suspension the Superintendent, principal, or other administrator will notify the parents, guardians, or custodians of the student and the Treasurer of the Board. The notice will include the reasons for the suspension and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian or custodian intends to appeal the suspension to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within five (5) calendar days after the date of the notice to suspend. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.
5. Notice of this suspension will also be sent to the:
   a. Superintendent;
   b. Board Treasurer;
   c. student’s school record (not for inclusion in the permanent record).
6. If a student leaves school property without permission immediately upon violation or suspected violation of a provision of the Student Code of Conduct or prior to an administrator conducting an informal hearing as specified above, and the student fails to return to school on the following school day, the principal, assistant principal, Superintendent, or any other administrator, may send the student and his/her parent(s)/guardian(s) notice of the suspension, and offer to provide the student and/or his/her parents an informal hearing upon request to discuss the reasons for the suspension and to allow the student to challenge the reasons and to explain his/her actions, any time prior to the end of the suspension period.

Appeal of suspension to the Board or its designee

The student who is 18 or older or the student’s parent(s) or guardian(s) may appeal the suspension to the Board or its designee. They may be represented in all such appeal proceedings.

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

The procedure to pursue such appeal will be provided in regulations approved by the Superintendent. Notice of appeal must be filed with the Treasurer or the Superintendent within five school days of the notice to suspend.
Appeal to the Court

Under Ohio law, appeal of the Board’s or its designee’s decision may be made to the Court of Common Pleas.

B. Students subject to expulsion:

When a student is being considered for expulsion by the Superintendent:

1. The Superintendent will give the student and parent, guardian, or custodian written notice of the intended expulsion, including reasons for the intended expulsion.

2. The student and parent or representative have the opportunity to appear before the Superintendent or designee to challenge the proposed action or to otherwise explain the student’s actions. The written notice will state the time and place to appear, which must not be earlier than three (3) school days nor later than five (5) school days after the notice is given, unless the Superintendent grants an extension upon request of the student or parent.

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

Appeal of expulsion to the Board

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

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

The procedure to pursue such appeal will be in accordance with regulations approved by the Superintendent. Notice of intent to appeal must be filed within fourteen (14) school days of the Superintendent’s decision to expel to the Board directly or through the Superintendent’s office.

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

Appeal to the Court

Under State law, the decision of the Board may be further appealed to the Court of Common Pleas.

C. Students subject to emergency removal:

Students whose conduct warrants emergency removal shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.03 Emergency Removal of Students.

D. Students subject to permanent exclusion:

Students whose conduct is that for which permanent exclusion is warranted shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.01 Permanent Exclusion of Nondisabled Students.
E. Students subject to suspension from bus riding/transportation privileges:

Students whose conduct warrants suspension from bus riding and/or transportation services shall be dealt with in accordance with the rights and procedures outlined in Board Policy 5610.04 Suspension of Bus Riding/Transportation Privileges.

The Superintendent shall ensure that all members of the staff use the above procedures when dealing with students. In addition, this statement of due process rights is to be placed in all Students’ Rights and Responsibilities Handbooks in a manner that will facilitate understanding by students and their parents.

These procedures shall not apply to in-school disciplinary alternatives including in-school suspensions. An in-school suspension is one served entirely within a school setting. Nor shall these disciplinary alternative procedures apply to students who are prohibited by authorized school personnel from all or part of their participation in co-curricular, interscholastic, and/or non-interscholastic extra-curricular activities.

Revised 9/17/07

School-Sponsored Activities Off School Premises – Administrative Guideline 5852

The Board recognizes that there are a large number and variety of school-sponsored activities that take place off school premises. Therefore, the Board shall govern the conduct of the students who participate in those activities. Participation of students in such school-sponsored activities that take place off the school premises shall be regulated by all the applicable provisions of this Students’ Rights and Responsibilities Handbook, just the same as if the activities occurred on school premises.

The distinction between the responsibility that the District has for students and the responsibility that a parent(s) or guardian(s) has for his/her child is difficult to define in other situations occurring off school premises. These include, for example, situations in which students are not engaged in any school-sponsored activity but the students are either traveling to or from school or school-sponsored activities.

1. Rules and regulations governing school-sponsored activities that occur off school premises shall apply to all students that are either participants in the activity or are spectators. Such rules shall bear a reasonable relationship to the purposes and to the functions of the activity.

2. In situations in which students are off school premises and are not associated with a school-sponsored activity, the school administrator(s) will exert his/her authority over students only insofar as the actions of such students disrupt, or have the potential to disrupt, the educational process in the schools or deprive, or have the potential to deprive, other students of their right to an education within the curricular or co-curricular program or privilege of participation in the extracurricular program. The foregoing includes authority over a student where his/her misconduct occurs off of property owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board; it also includes his/her authority over a student where his/her misconduct, regardless of where it occurs, is directed at a District official or employee, or the property of such official or employee.

3. As just indicated, participation in the extracurricular program, including but not limited to athletics, is a privilege, not a right. Therefore, even in situations other than those covered above, a principal/designee shall investigate the situation and, in consultation with other appropriate administrators and coaches/advisors, may determine to curtail that privilege for a student who has pled or been found guilty in a juvenile or criminal proceeding of committing any act constituting a felony or misdemeanor other than a minor misdemeanor of the traffic code identified in the Ohio Revised Code. *

* Does not apply to students who opt for the City of Upper Arlington Diversion Program.

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4. In situations other than those covered above, the parent(s) or guardian(s) has full responsibility for his/her child. Situations where children are normally outside the scope of school authority include, but are not limited to, the following:

   a. while in transit to and from school except on Board vehicles;

   b. when a student leaves school premises during lunch period except in locations of critical concern that shall be designated by school administrators and approved by the Board; and

   c. when a student absents himself/herself from the school property during the regular school day without authorization by a school official.