

DUBLIN COFFMAN



Student-Parent Handbook

2003-04

Welcome!

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

The Administrative Team of Dublin Coffman High School

Mr. Tracey Miller, Principal
Mrs. Cathy Sankey, Assistant Principal
Mr. Dennis Wilt, Assistant Principal
Mr. Mike Ulring, Assistant Principal

Dublin Coffman High School Mission Statement

We, the Dublin Coffman High School Community, are committed to excellence by providing academic experiences and extracurricular opportunities for each individual's growth and success.

Our Beliefs

Therefore, we believe:

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

Coffman Administrative Staff

DUBLIN COFFMAN HIGH SCHOOL

6780 Coffman Road
Dublin, Ohio 43017
764-5900

Mr. Tracey Miller	Principal
Mrs. Cathy Sankey	Assistant Principal
Mr. Dennis Wilt	Assistant Principal
Mr. Mike Utring	Assistant Principal
Mr. Jerry Bell	Athletic Director
Mrs. Mary Ann Grimes	Attendance
Mr. Ked Varble	Attendance

Phone Numbers

High School Office	764-5900	Attendance Office	764-5961
Guidance Department	764-5950	Athletic Department	764-5908
Custodial Department	764-5911	Athletic Complex	764-5910
Music Department	764-5905	Athletic Trainer	764-5945
Performing Arts Centre	764-5959	Physical Education	764-5907
Food Service	764-5909		

Alma Mater

Come sing a song of Dublin High
mid fields of green and azure sky,

Though school days pass our memory
will ever hold bright dreams of thee

Reaching out she sees no bounds

We keep her soil enriched with life

In mind and spirit we'll always win

Oh Dublin High, Oh Dublin High

Colors	<i>Green, White and Black</i>
Team Name	<i>Shamrocks</i>
Sports Affiliation	<i>Central Ohio Capital Conference</i>
Yearbook	<i>Shamrock</i>
Newspaper	<i>Perspective</i>

Dublin City School District Mission Statement

The mission of the Dublin Schools, a hallmark educational collaborative grounded in heritage and unified by the highest ideals of our communities, is to ensure that each learner achieves academic distinction and personal fulfillment through an educational system characterized by customized individual programs, discovery learning and abundant resources that bridge the past to present, people to one another and hope to realization.

Dublin Board of Education

Mr. Mark Holderman (President)	766-1173
Ms. Julie Best (Vice President)	889-5597
Mr. Tom Fries	761-9430
Mr. Joseph Chlapaty	764-2149
Ms. Margy Gooch	792-8118

Your Board of Education is comprised of five members, elected to a term of four (4) years by the residents of the school district. Dates, times and locations of the regular meetings of the Board of Education are set at the organizational Board meeting in January. All community members are invited to attend.

Administrative Personnel

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

Dr. Sharon Zimmers	Superintendent
Mr. Christopher Mohr	Treasurer/Director of Business Affairs
Dr. Richard Caster	Deputy Superintendent
Dr. Linda Fenner	Executive Director of Curriculum
Mr. Dan DeMatteis	Director of Curriculum
Mr. Mike Trego	Executive Director of Pupil Services
Mr. Doug Baker	Public Information Officer
Mr. Bill Mulbarger	Executive Director of Human Resources

Table of Contents

GENERAL INFORMATION

Introduction/Background Information.....	1-5
Table of Contents.....	6,7
School Day	8
2003-04 School Calendar	8
Dublin Coffman High School.....	9
Equal Educational Opportunity	9
Individuals With Disabilities	9
Programs for gifted, talented and creative.....	
students	10
Philosophy	11
Objectives	11
Student Responsibilities	12
Bill of Responsibilities	13
Academic Integrity (see Cheating)	13
Excellence Incentive Program “Operation Pride”	14

COURSE/SCHEDULE INFORMATION

Daily Class Schedule	16
Lunch	16
Graduation Requirements	16
Grade Placement.....	17
Grading System	17
Weighted Courses.....	17
Midterm, Semester and Final Exams.....	18
Course Failure.....	18
Repeat Credit	18
Guidelines for Schedule Changes.....	18
Reasons that justify changes in your schedule:	18
Student Withdrawal Procedures	19
Valedictorian	19
Honor/Merit Roll	20
Academic Excellence, Rock Solid.....	20
Educational Options	20
Tolles Technical Center Requirements.....	20

RULES AND POLICIES

Attendance Policy Philosophy.....	21
Compulsory Attendance	21
Attendance Requirements.....	22
Attendance Appeal	23
Class Truancy	23
Activities and Attendance.....	24
Tardiness to School	24
Class Tardiness	24
Student Dismissal	24
College Visitation	24
Community Resources Shadowing.....	25
Makeup Work	25

Prearranged Absence	25
Financial Obligation Policy	26
Early Graduation Policy	26
Technology Policy	26
Harassment Regulations/Students	29
Tobacco Free Schools Policy	30
Sign/Publication Posting Policy	30
Driving Policy	31
Student Insurance	32
Announcement and Bulletins.....	32
Changing Classes.....	32
Hall Passes	33
Lockers	33
Telephone Use	33
Assemblies.....	33
Lost and Found	34
Visitors	34
School Closing.....	34
Errands by Students	34
Eye Protection	34
Gambling	34
Electronic Devices	34
Food/Drinks in the Building	35
Loitering	35
Trespassing	35
Unauthorized Entry	35
Emergency Procedures —	
Fire/Tornado Drills	35
Lockdown Drills	36
Notification of Rights Under FERPA for Secondary Schools	36

STUDENT RULES OF CONDUCT

Student Rights and Responsibilities	37
Student Rules of Conduct First Warning....	37
School Decorum	37
Dress Code.....	37
Conduct Code Dublin City Schools.....	38
Application of the Student Rules of Conduct.....	38
Administration of the Conduct Code.....	44
Detentions.....	44
Saturday School.....	44
General	44
Attendance	44
Academic	45
Alternative Learning Center (A.L.C.)	45
Out-of-School Suspension and Emergency Removal.....	45
Suspension Alternative Program Options....	49
Search and Seizure	50

Table of Contents

Counterfeit Controlled Substances	52	Prescription Medications Only	80
Substance Abuse Policy.....	53	Immunizations	81
Weapons in the Schools.....	56	Screenings.....	81
Visitors' Weapons Policy	57	Blood-borne Pathogens.....	81
Anti-Hazing Policy	57	Control of Casual Contact Communicable Diseases and Pests	81
Cheating (See Academic Integrity)	58	Control of Non-Casual Contact Communicable Diseases	82
Book Bags	58	Non-Prescribed (Over-the Counter) Medications for Grades 6-12	82
Public Display of Affection	58	Library Media Center Services	83
Bus Conduct and Regulations.....	58	Cafeteria/Food Service	84
Conduct at School Extracurricular Activities	59	STUDENT ACTIVITIES	
Extracurricular Activities Participant Code.....	60	Special Social Events.....	84
Interscholastic Athletic Activities Participants Code.....	67	Music and Dramatic Events.....	84
Guidelines for Student Academic Eligibility in Athletics and Extracurricular Activities.....	74	Clubs and Organizations.....	85
Extracurricular Activities.....	75	Memorandum to Parents Regarding School Board Policy on Drug-Free Schools.....	90
Interim Grading Calendar	75	Yearbook	90
Dublin City Schools Sportsmanship Guidelines	75	Dublin City Schools Pay-to-Participate Fee Schedule	90
ATHLETICS		FORMS	
Athletic Code.....	78	Request for Administration of Prescription Medication by School Personnel	93
Athletic League Rules	78	Request for Student to Carry and Administer Own Prescription Medication by Inhaler.....	95
STUDENT SERVICES		Parent Request for Student to Self-Administer Nonprescription Medication Without Supervision — High School	97
Guidance Center Services.....	78	Parent/Student Acknowledgement Form.....	98
Health Care	78	Network and Internet Access Agreement Form for Students.....	99
Clinic Procedures.....	79		
Regulation for Administration of Prescription Medications	80		

General Information

School Day

The school day for students at Dublin Coffman High School begins at 7:25 AM and ends at 2:25 PM. **Students must be enrolled in six (6) instructional class periods.** If the school is closed or delayed because of inclement weather or other conditions, the local radio and television stations will be notified.

2003-04 School Calendar

First Semester

August 22 (Friday)	Teacher In-service Day
August 25 (Monday)	Teacher Work Day
August 26 (Tuesday)	First Day for Students
September 1 (Monday).....	No School – Labor Day
September 25 (Thursday)	2 hour Late Start Day
October 17 (Friday)	No School – Teacher Conference Time or Conference Comp Time
October 31 (Friday)	Last Day of First Grading Period
November 6 (Thursday).....	2 hour Late Start Day
November 26 (Wednesday) <i>through</i>	
November 28 (Friday)	No School – Thanksgiving Break
December 22 (Monday) <i>through</i>	
January 2 (Friday)	No School – Winter Break
January 15 (Thursday)	Last Day of Second Grading Period
January 16 (Friday)	No School – Teacher Work Day

Second Semester

January 19 (Monday)	No School – Martin Luther King Jr. Day
February 5 (Thursday).....	2 hour Late Start Day
February 16 (Monday)	No School – Presidents’ Day
March 19 (Friday).....	Last Day of Third Grading Period
March 22 (Monday) <i>through</i>	
March 26 (Friday).....	No School – Spring Break
April 9 (Friday)	No School – Teacher Conference Time or Conference Comp Time
April 29 (Thursday).....	2 hour Late Start Day
May 31 (Monday)	No School – Memorial Day
June 3 (Thursday)	Last Day for Students
June 4 (Friday).....	Last Day for Teachers

Note: In the event students need to make up excess calamity days for the 2003-2004 school year, the Board of Education has established the following dates as make up days beyond the waived days allowed by the State Department of Education: 1st Day: April 24, 2nd Day: May 1, 3rd Day: May 8, 4th Day: May 15, 5th Day: May 22

General Information

Dublin Coffman High School

Dublin Coffman High School was built in 1971 with an approximate capacity of 700 students. Prior to that time the high school students attended classes at the 1919 Building on Bridge Street. To accommodate the student enrollment increases, 18 classrooms were added to the original building in 1982. In 1985, the Performing Arts Centre was added to the building to provide students with opportunities in the arts. In 1987 an academic wing containing a new library, science laboratories, classroom space, guidance center and administrative offices was opened to meet the growing enrollment demand. In 1995, Dublin Coffman High School had grown to an enrollment of 2300 students. As a result, Dublin Scioto High School was opened. Approximately 1800 students are currently enrolled at Dublin Coffman High School.

Currently under construction at 8300 Hyland-Croy Road is the district's third high school. Dublin Jerome High School will open in Fall 2004 with a program capacity of 1,200 students in a 248,000 square-foot facility. The school will have 74 teaching stations and 14 athletic fields spread over 92 acres. The construction cost is estimated at \$39.1 million. Money for the project was approved in November 2000 when voters in the Dublin City School District passed a \$67.9 million bond issue. The name "Dublin Jerome High School" honors a heritage of honesty, integrity, patriotism, and pride in Jerome Township, where the school will be located.

Equal Educational Opportunity

The Board of Education declares it to be the policy of this district to provide an equal opportunity for all students, regardless of race,

color, creed, disability, age, religion, gender, ancestry, national origin, place of residence within the boundaries of the district, or social or economic background, to learn through the curriculum offered in this district. Any complaint regarding this nondiscrimination policy should be referred to the Executive Director of Curriculum, 7030 Coffman Road, Dublin, OH 43017, 764-5913.

Individuals With Disabilities

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

The Dublin City School District provides a variety of Special Education programs and related services to students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA). Free assessment is available to families to determine whether or not a special need exists. If a need is identified, the child can begin receiving the appropriate special education and related services.

What does a disability mean? For children ages 3 through 5 it means there is a documented deficit in one or more of the following developmental areas: communication, vision, hearing, motor skills, social/emotional/behavioral functioning, self-help skills and/or cognitive skills. For children ages 5 through 21 identification of one or more of the following conditions constitutes a disability: autism, deaf-blindness, hearing impairment including distress, mental retardation, multiple disabilities, orthopedic impairment, other health impairment, emotional disturbance, specific learning disability, speech or language impairment,

General Information

traumatic brain injury and/or visual impairment including blindness.

A child may access Special Education services through a multifactorial evaluation and placement procedure. Parent involvement in all aspects of the process is required. More importantly, the Dublin City Schools wants the parent to be an active participant. To inquire about the procedures on programs you may contact your building principal or the Special Education office at 764-5913.

Programs for gifted, talented and creative students

In accordance with the belief that all students are entitled to education commensurate with their particular needs, children who are gifted in the district are provided opportunities to progress as their abilities permit. The Dublin City Schools Board of Education believes that these children require services beyond those offered in regular school programs in order to realize their potential contribution to themselves and society.

Annually, children who are gifted are identified by professionally qualified persons using a variety of assessment procedures.

Identification

The district follows the identification eligibility criteria as specified in Section 3324.03 of the Ohio Revised Code and the Ohio Rule for the Identification and Services for Children Who Are Gifted as specified in the Plan.

- I. The district identifies gifted students in one or more of the following areas:
 - A. Superior Cognitive Ability
 - B. Specific Academic Ability in

Mathematics, Science, Reading, Writing, and Social Studies or a combination of these skills.

- C. Creative Thinking Ability
 - D. Visual or Performing Arts Ability such as drawing, painting, sculpting, music, dance, and drama.
- II. The district uses instruments approved by the Ohio Department of Education for screening, assessment, and identification of gifted students as provided in the Assessment Instruments for the Identification of Children Who Are Gifted.
 - III. The district accepts scores on assessment instruments approved for use by the Ohio Department of Education provided by other school districts and trained personnel outside the school district.
 - IV. The district identification plan includes:
 - A. The criteria and methods the district uses to screen and select children for further assessment who perform or show potential for performing at remarkably high levels of accomplishment in one of the gifted areas.
 - B. The sources of assessment data the district uses to select children for further testing and an explanation to parents of the multiple assessment instruments required to identify children who are gifted.
 - C. An explanation for parents of the methods the district uses to ensure equal access to screening and further assessment by all district children, culturally and linguistically diverse children, children from low socio-economic background, children with disabilities, and children for whom English is a second language.
 - D. The process of notifying parents regarding all policies and procedures concerning the screening, assessment, and identification of children who are gifted.
 - E. Provision of an opportunity for parents to

General Information

appeal any decision about the results of any screening procedure or assessment, the scheduling of children for assessment, or the placement of a student in any program or for receipt of services.

- F. Procedures for the assessment of children who transfer into the district.
- G. At least two opportunities a year for assessment in the case of children requesting assessment or recommended for assessment by teachers, parents, or other children.
- H. The district's plan may provide for the district to contract with any qualified public or private service provider to provide screening or assessment services under the plan.

The district ensures equal opportunity for all children identified as gifted to receive any or all services offered by the district.

Philosophy

The philosophy of Dublin Coffman High School is rooted in the premise that the school should provide an environment for intellectual development, mental maturation, social interactions, and physical development. These responsibilities are met by providing a curriculum designed to develop the cognitive, social, affective, and psychomotor domains.

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

- 1. To provide an appropriate education for every student;
- 2. To provide each student with an opportunity to explore individual talents, capabilities and interests;
- 3. To establish a program of education that will enable every student to develop individual potential;

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

Objectives

In an endeavor to fulfill the broad scope of responsibility stated in its philosophy, Dublin Coffman High School seeks to provide each student with the following:

- 1. An environment for intellectual development and mental maturation
 - a. to challenge students to think critically
 - b. to emphasize reading, composition and computation
 - c. to provide all students with an education as nearly appropriate to their individual abilities and needs as possible
 - d. to expose students to possible career opportunities
 - e. to provide materials, curricula and facilities as needed

General Information

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

Student Responsibilities

As a student at Dublin Coffman High School, you are expected to be aware of and to accept

your individual responsibilities in the following areas:

The Teaching-Learning Process

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

Respect for the Rights of Others

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

Responsibility for Your Own Actions

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

General Information

to decide how you should conduct yourself while you are at school. Your second responsibility is to be prepared to accept the consequences of your actions.

Bill of Responsibilities

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

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

obeying laws once they have been freely adopted.

- To respect the property of others, both private and public. No one has a right to what is not his or hers. The right to enjoy what is ours depends on our respecting the right of others to enjoy what is theirs.
- To share with others our appreciation and benefits and obligations of freedom. Freedom shared is freedom strengthened.
- To participate constructively in the nation's political life. Democracy depends on an active citizenry. It depends equally on an informed citizenry.
- To help freedom survive by assuming personal responsibility for its defense. Our nation cannot survive unless we defend it. Its security rests on the individual determination of each of us to help preserve it.
- To respect the rights and to meet the responsibilities on which our liberty rests and our democracy depends. This is the essence of freedom. Maintaining it requires our common effort, all together and each individually.

Academic Integrity (see Cheating)

At Dublin Coffman High School we believe the students, staff, and community are stakeholders in the climate and culture of our school. The school was founded on the belief that all students can and must learn in order to achieve success in our society. The community and staff further believe that success begins with personal and academic integrity, which are grounded in honesty, trust, fairness, respect, and responsibility.

General Information

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

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

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

- falsifying information on applications such as scholarships, etc.;
- using computers, programmable calculators or the internet for violations of guidelines established by the faculty;
- committing any other violation intended to obtain credit for work that is not one's own.

The faculty of Dublin Coffman High School will include the statement below on all course syllabi:

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

Dublin Coffman High School Student Honor Statement:

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

Excellence Incentive Program "Operation Pride"

Gold Pride Card

1. All grades of A for each grading period based upon the grading scale. Grades in AP and honor courses will be weighted (verified by report card each grading period).
2. No attendance problems (verified each grading period).
3. No discipline referrals of Saturday School (SS), Alternative Learning Center (ALC), or Out of School Suspension (OSS).
4. Cards are issued each grading period for students enrolled in Grades 9-12.

General Information

5. No grades of “WD” or “WF” for current grading period.

Gold Card Benefits

1. Exempt two final exams of your choice in yearlong courses only if you hold a gold card for two or more grading periods.
2. Discounted admission to home athletic events.
3. Discount on caps and gowns and commencement announcements.
4. Discount on prom tickets.
5. Discount on school pictures at all school-sponsored dances.
6. Discounted admission to all school-sponsored dances.
7. Special discount at selected Dublin business and community establishments.

Green Pride Card

1. All grades of A and B for each grading period based upon the grading scale. Grades in AP and honor courses will be weighted (verified by report card each grading period).
2. No attendance problems (verified each grading period).
3. No discipline referrals of Saturday School (SS), Alternative Learning Center (ALC), or Out of School Suspension (OSS).
4. Cards are issued each grading period for students enrolled in Grades 9-12.
5. No grades of “WD” or “WF” for current grading period.

Green Card Benefits

1. Exempt one final exam of your choice in a yearlong course only if you hold a green card for two or more grading periods.
2. Discounted admission to home athletic events.
3. Discount on caps and gowns and commencement announcements.
4. Discount on prom tickets.
5. Discount on school pictures at all school-sponsored dances.
6. Discounted admission to all school-sponsored dances.
7. Special discount at selected Dublin business and community establishments.

Gold/Green Card Benefits

1. Exempt one final exam of your choice in a year-long course if you hold a gold card for one grading period and a green card for one grading period.

Course/Schedule Information

Daily Class Schedule

Homeroom	7:25 - 7:34
Period 1	7:38 - 8:28
Period 2	8:32 - 9:22
Period 3	9:26 - 10:16
Period 4 (lunch)	10:20 - 11:10
Period 5 (lunch)	11:14 - 12:37
Period 6	12:41 - 1:31
Period 7	1:35 - 2:25

Lunch

Students may pack a lunch and purchase milk from the cafeteria. Each Dublin High School participates in the National School Lunch Program and makes a balanced lunch available to students. A la carte items are also available. Applications for the Free and Reduced Price Meal Program are distributed to all students at the beginning of each school year.

Graduation Requirements

In order to receive a diploma and graduate, a student will need to pass all sections of the Ohio 9th Grade Proficiency Tests, meet the school requirements for basic course work, and earn the total number of minimum credits. A student enrolled in special education may be exempted from the Proficiency Test. Such an exemption is made by the I.E.P. Team. The student may still need to earn the required credits.

This section outlines the minimum requirements for the Class of 2002-2003 at Dublin Coffman High School for a diploma as established by the Ohio Department of Education and the Dublin Board of Education. Preparation for specific jobs, for college or other interests will require careful planning of high school courses in addition to the minimum requirements outlined below. The guidance staff at the high school is ready to assist each student with his/her educational planning.

For the Class of 2003 and beyond, the following are graduation requirements:

1. Twenty-one (21) units of credit
2. Four (4) units in Language Arts to include the following:
 - one unit of English I or Honors English I
 - one unit of English II or Honors English II
 - one unit of American Literature, Honors English III or American Studies
 - one-half (1/2) unit of English Composition **and**
 - one-half (1/2) unit of either British Literature, Global Literature or Contemporary Literature **or** Advanced Placement Literature
3. Three (3) units of credit in Social Studies to include the following:
 - one unit of either World History or Introduction to Social Studies
 - one unit of either U.S. History or American Studies
 - one-half (1/2) unit of U.S. Government **and**
 - one-half (1/2) unit of either Contemporary American Politics, American Foreign Policy **or** Economics
4. Three (3) units of credit in Mathematics to include the following:
 - Pre-Algebra, Algebra I, Algebra II or Honors Algebra II
 - Geometry or Honors Geometry
 - Transition to College Mathematics
 - Pre-Calculus or Honors Pre-Calculus
 - Calculus, A.P. Calculus or A.P. Calculus BC
 - Applications of Math
5. Two (2) units of credit in Science.
Three (3) units of credit in Science after September 15, 2003.

Course/Schedule Information

6. One-half (1/2) unit of credit in Health
7. One-half (1/2) unit of credit in Physical Education
8. One (1) unit of credit in technology.
9. An additional seven (7) units of credit in any courses as specified in the Course and Career Planning Booklet

Grade Placement

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

9th Grade	–	successful completion of Grade 8
10th Grade	–	5 credits
11th Grade	–	10 credits
12th Grade	–	15 credits

Grading System

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

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

SCALE (%)	STANDARD	WEIGHTED
A =96-100	A = 4.00	A = 5.00
A- =92- 95	A- = 3.67	A- = 4.67
B+ =89- 91	B+ = 3.33	B+ = 4.33
B = 86- 88	B = 3.00	B = 4.00
B- =83- 85	B- = 2.67	B- = 3.67
C+ =80 - 82	C+ = 2.33	C+ = 3.33
C =77- 79	C = 2.00	C = 3.00
C- =74- 76	C- = 1.67	C- = 2.67
D+ =71- 73	D+ = 1.33	D+ = 1.33
D =68- 70	D = 1.00	D = 1.00
D- =65- 67	D- = .67	D- = .67
F = BELOW 65	F = .00	F = .00

Weighted Courses

Weighted courses as listed below receive an additional 1.00 value. Grades of D+ and lower in these courses do not receive the added point value.

Honors English I
 Honors English II
 Honors English III
 Advanced Placement Literature
 Honors Algebra II
 Honors Geometry
 Honors Pre-Calculus
 Advanced Placement Calculus
 Advanced Placement Calculus BC
 Advanced Placement Computer Science
 Advanced Placement Biology
 Advanced Placement Chemistry
 Advanced Placement Physics
 Advanced Placement Statistics
 Advanced Placement U.S. History
 Advanced Placement Government
 Advanced Placement Art Portfolio
 Honors French IV
 Honors French V
 Honors German IV
 Honors Japanese IV
 Honors Latin IV
 Honors Spanish IV
 Honors Spanish V

Course/Schedule Information

Midterm, Semester and Final Exams

Each teacher is required to administer semester and final examinations. These exams are comprehensive which means that they will cover all work covered until their administration. Examinations of this type are excellent tools for determining the degree of knowledge obtained from a course. They also provide excellent preparation for the type of examinations encountered in higher education.

All students are required to take these examinations unless an approved exemption has been made by an administrator.

All seniors (12th) who maintain a “B” average (no less than 83%) in any course will be allowed to exempt his/her final exam.

Discipline referrals by the classroom teacher may forfeit this exemption.

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

Course Failure

If a student fails a course at Dublin Coffman High School the grade is recorded as an “F” in the student’s transcript and a zero is computed for the course in determining grade point average. In the case of a required course, the class must be retaken to meet graduation requirements. For an elective course the student may take the course over or select another elective.

Repeat Credit

Students are permitted to retake any class they

choose for repeat credit; however, students cannot earn credit twice for the same course. Both grades that the student earns in repeated courses would remain on the transcript. A “#” sign would be placed by the lower denoting that the lower grade will not be calculated in the student’s GPA (unless the original grade is an “F”). Credit will be removed from the lower grade. If repeating courses in summer school, the student must sign up for advanced credit courses.

Guidelines for Schedule Changes

During the spring a series of scheduling activities take place to assist each student in selecting appropriate courses for the following year.

Extensive time is spent in developing information in the form of course planning information, work sheets, advisement information, and in individual counseling by teachers and counselors. The final step verifies the students’ selections and offers an opportunity to correct or change selections. Because of this detailed program, students need to plan their schedule carefully since schedule changes will be minimal.

Reasons that justify changes in your schedule:

1. Semester imbalances.
2. Replacement of summer school course(s) successfully completed.
3. Schedule adjustments for the Young Professionals’ Academy and other extra-educational options approved by the administration.
4. Adjustments for handicapped students.
5. Inappropriate course level as dictated by the prerequisite.

Course/Schedule Information

6. Requests that appear on the verification form or original schedule form, but do not appear on printed schedules.
7. Request for a change of teacher only if the student has received instruction from that teacher. Requesting a change of teacher because the student does not like the teacher is not a valid request.
8. Level change — dropping honors and AP. Once a student, parent and teacher recognize that the level of difficulty is such that the student is not successful, a level change should occur immediately.
The deadline date for this type of level change is two weeks after the beginning of the second semester. The weighted point value for GPA earned in the honors/AP course is not transferable to the newly scheduled class. The grade transfers as an unweighted grade. (Parent signature is required.)
9. Changes in courses which can be done by directly replacing a study hall or dropped course. The student will be placed in the smallest section during the specified instructional period. A change is not permitted if the request involves changing the desired course already in place on the student's schedule other than a study hall or dropped course. (Parent signature is required if the changes affect graduation or college articulation requirements.)

Any adjustment in a student's schedule will be handled on an individual basis. Students who wish to withdraw from a course must confer with the teacher, then their counselor. The counselor will confer with the appropriate administrator before a decision is rendered. Generally, the option for withdrawal will be to withdraw without penalty (WD). A student who is withdrawn from a class at any time for disciplinary reasons will receive a final grade of WF for that course. A student may withdraw without penalty (WD) from no more than one

course during the school year.

Student Withdrawal Procedures

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

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

Valedictorian

For the purpose of selecting a valedictorian(s), final grades from each academic year Grades 9–12 will be computed at the close of the fourth quarter of the senior year.

The student with the highest GPA will be selected valedictorian of the senior class. In the case of a tie, both (or all) students will be

Course/Schedule Information

notified and receive all honors as valedictorian. Beginning with the class of 2005, any student graduating with a cumulative grade point average of 4.0 or higher will be designated a valedictorian.

Honor/Merit Roll

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

Academic Excellence, Rock Solid

Those Dublin Coffman High School students who improve their GPA by .5 or more from one semester to the next will receive a Certificate of Improvement.

DCHS students will be recognized for their scholastic achievement with a certificate, pin, and/or academic letter each semester. This award is based upon each quarter grade and the semester or final exam for that semester.

Educational Options

The intent of educational options is to allow educators, parents and other professionals to work together to provide opportunities for students to learn in an independent study setting or to work with recognized experts in specific fields. Educational options are seen as additional curricular opportunities to improve, expand, and enrich student learning experiences and perspectives. Any student in grades 9 through 12 may enroll in a post-secondary program providing she/he meets the

requirements established by law and the district. It is imperative that a guidance counselor be involved in the investigation and development of a plan for pursuing any approved educational option. If you are interested in an educational option, please acquire a brochure explaining the educational options from a guidance counselor.

Tolles Technical Center Requirements

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

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

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

Junior Year Schedule of Classes

Technical program credits	4.25
Mathematics	1.00 credit
Junior/ Senior English	1.00 credit
Elective class	1.00 credit
Senior English	1.00 credit

Senior Year Schedule of Classes

Technical program credits	4.25
Applied Academics	1.00 credit
Science	1.00 credit
Junior/Senior Social Studies	1.00 credit
Employment/ Entrepreneurship	1.00 credit

Rules and Policies

Attendance Policy Philosophy

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

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

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

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

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

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

Compulsory Attendance

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

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

1. **Personal illness**
2. **Illness in the family**
3. **Quarantine of the home**
4. **Death of a relative**
5. **Observance of religious holiday**
6. **Work at home due to absence of parents or guardians**
7. **Such good cause as may be acceptable to the Superintendent.**

If a student is absent from school, a parent must call the school (764-5961) within one hour of the start of the school day to report his/her

Rules and Policies

child's absence from school. If the school is not contacted by the parent, the school will make every reasonable attempt to contact parents at home or at work.

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

Definitions

Excused Absences: absences resulting from personal illness, illness in the family, quarantine of the home, death of a relative, observance of religious holidays, prearranged family vacations, or emergency situations or a special reason for which approval is given by an administrator or the attendance officer.

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

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

Tardy: students arriving to school less than 30 minutes after their scheduled starting time will

be considered tardy. Continual tardiness will result in disciplinary action as listed in the Student Code of Conduct. Students who are more than 15 minutes late to school should bring a note from their parents or they will be considered truant.

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

1. "Habitual truant" is defined as a school-age child who is absent from school without legitimate excuse for five or more consecutive days, seven or more days in a school month, or 12 or more school days in a school year. RC§2151.001(B). Note that a school month is defined as four school weeks. RC§3313.62.
2. "Chronic truant" is defined as a school-age child who is absent from school without legitimate excuse for seven or more consecutive days, ten or more days in a school month, or 15 or more school days in a school year. RC§2151.011(B). Note that a "school month" is defined as four school weeks. RC§3313.62.

Attendance Requirements

1. Any student who accumulates three (3) unexcused absences or truancies will receive a certified letter from the school attendance officer requesting a conference with the student and his/her parents.
2. Any student who accumulates four (4) unexcused absences or truancies will receive a certified letter from the school attendance officer requesting a conference with the student and his/her parents. The purpose of

Rules and Policies

this conference will be for the attendance officer to recommend an intervention

program to address the attendance problem.

3. Any student who accumulates five (5) unexcused absences or trancies and is under the age of eighteen (18) will be referred by the school attendance officer to the Franklin County Educational Service Juvenile Court Liaison for excessive absence/truancy.
4. Any student who accumulates (5) or more days of absence in a semester will receive a warning letter from the school attendance officer stating that an accumulation of ten (10) such days could result in the loss of credit in all semester courses taken that semester.
5. Any student who accumulates ten (10) or more days of absence in a semester may receive no credit for all semester courses taken that semester. Should the decision be made by the attendance officer and/or administrator to withhold credit, the parent will be notified of this and given the opportunity to address the Attendance Appeal Committee (see **Attendance Appeal**).
6. Any student who accumulates ten (10) days absence in a school year will be required to produce a doctor's note as documentation for all subsequent absences. Any other form of documentation will be considered unexcused unless approved by the administrator or attendance officer.
7. Any student who accumulates fifteen (15) or more days of absence in a school year may receive a warning letter from the school attendance officer stating that an

accumulation of twenty (20) such days will result in the loss of credit in all courses taken that school year.

8. Any student who accumulates twenty (20) or more days of absence in a school year may receive no credit for all courses taken that school year. Should the decision be made by the attendance officer and/or administrator to withhold credit, the parent will be notified of this and given the opportunity to address the Attendance Appeal Committee (see **Attendance Appeal**).

Attendance Appeal

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

The Attendance Review Committee decision will be final. An appeal beyond that of the Attendance Review Committee must be in writing to the Superintendent within ten (10) days of the Attendance Review Committee's decision.

Class Truancy

Failure to attend an assigned class/homeroom/school-related activity for any part of the school day is considered truancy and will result in disciplinary action. Such failure to attend class/

Rules and Policies

homeroom/school-related activity will also result in an absence under the attendance policy. This is an unauthorized, unexcused absence.

Activities and Attendance

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

Tardiness to School

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

Continual tardiness to school will result in disciplinary action at the fourth infraction of each semester. Further disciplinary action will be taken if tardiness persists.

Failure to sign in at the attendance office will also result in disciplinary action. Students who are more than 15 minutes late to school should bring a note from their parents or they will be considered truant.

Class Tardiness

Students are responsible for arriving promptly to every class.

Students who are tardy will be admitted to class. Those with valid passes will be excused.

Students who arrive tardy will be subject to disciplinary action in accordance with the

school policy administered by the teacher. Continual or persistent tardiness will be brought to the attention of the appropriate administrator.

Student Dismissal

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

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

College Visitation

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

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

Rules and Policies

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

Community Resources Shadowing

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

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

Makeup Work

Assignments and class work missed because of absences shall be made up within a period of time equal to the same amount of time of absences. An exception to this would be when a major assignment or test has been announced prior to the student's absence, in which case the

student would be expected to take the test or submit the assignment upon returning.

1. **Only** excused absences shall receive credit for makeup work. **An absence will not be considered excused until written notification of the absence has been provided to the attendance office and the student has received an admit slip.**
2. Unexcused absences **and truancies** will receive no credit for makeup work.
3. Students who fail to complete makeup work in the allotted time will be assigned a failing grade for the assigned work.
4. **In the event that work is not picked up prior to the student's return to school, the student needs to report to the attendance office upon his return to turn in necessary documentation and pick up an "admit slip" which will notify teacher that the student's absence was an "excused absence".**
5. Students who are on out-of-school suspensions are eligible to make up work for 75 percent of the credit for daily work missed as a result of the suspension.

Prearranged Absence

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

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

Rules and Policies

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

Financial Obligation Policy

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

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

Early Graduation Policy

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

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

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

Technology Policy

The Dublin City School District believes that technology is an important current and future education tool in our technologically dynamic world. The district understands the importance of preparing students to use computers and technology as a research and productivity tool and is pleased to provide computer Network and Internet access, hereinafter referred to as Network, to students, hereinafter referred to as Users.

However, with the use of these services comes responsibilities. The Network shall be used primarily for educational purposes and can only be provided to those users who agree to abide by this agreement. The use of the Network shall be to: assist in the collaboration and exchange of information; facilitate personal growth in the use of technology; and, exchange information gathering and communication skills.

The student understands and agrees to the following guidelines and restrictions as noted in Policy 7540.02 in exchange for the use of the Network. A student's intent to abide by these guidelines is evidenced by the signature of the student and his/her parent(s)/guardian(s) on the Network and Internet Access Agreement, No student will be permitted to use the Network unless this Network and Internet Access Agreement for Students has been signed and is on file at her/his school. A student further understands that their use of the Network can be monitored at any time.

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

Rules and Policies

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

The District periodically may make determinations on whether other incidental non-educational uses of the Network are consistent with this Agreement.

Uses that interfere with normal District business or educational activities are prohibited and may be cause for disciplinary action at the discretion of the District. It is within the rights of the District to periodically modify the list of acceptable use.

The District, in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies designed to restrict users from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors, as these terms are defined and interpreted by the Children's Internet Protection Act [47 U.S.C. § 254 (h) and (1)] and applicable state and federal law. As it is impossible to limit access to all materials that may be considered to be inappropriate, users are responsible for their use of the Network and are required to avoid sites that are inappropriate for the educational setting. Users are prohibited from taking any measures to override the filtering software.

The District shall monitor the user's online activities, through direct observation and/or technological means, to endeavor to ensure that users are not accessing such depictions or any other materials that are inappropriate for the educational setting. To the extent

practical, steps shall also be taken to promote the safety and security of users when utilizing e-mail, chat rooms, instant messaging and other forms of direct electronic communication.

- C. **Access** - Selected Network resources are intended only for the use of their registered users who agree to abide by this Agreement. Users shall not share their password(s) with others or otherwise allow anyone unauthorized access to the Network. A user is responsible for any violations of this agreement committed by someone who, with the user's express or implied permission, accessed the Network with the user's password.

Supervision - All use of the Network by a User must be done with supervision by a District staff member.

- D. **Network Etiquette** - Use of the Network has great potential to enhance the productivity of the users. The Network, however, could also be abused, Each user must abide by generally acceptable rules of Network etiquette, which includes but is not limited to:

- a. Users shall not obtain copies of, or modify files, other data, or passwords belonging to other users without express authorization.
- b. Users shall not misrepresent themselves on the Network.
- c. Users shall not use the Network in any way that would disrupt the operation of the Network; abuse the software and/or hardware; or excessively consume limited computer, paper or telephone resources, such as through spamming, creating or forwarding mass e-mails, sending chain letters, or extensively using the Network for noncurriculum-related communications or other purposes exceeding the Scope Of Acceptable Use under this Agreement.
- d. Users shall not create or transmit

Rules and Policies

- harassing, threatening, abusive, defamatory or vulgar messages or materials.
- e. Users shall not reveal any personal information beyond directory information about themselves, other students, or District employees, including social security numbers, passwords, etc.
 - f. Users shall not create, transmit, or download any materials (a) that are in violation of District Policies or any state or federal law, including but not limited to confidential information, copyrighted materials, material protected by trade secrets, and any materials that would violate the District's Harassment Policy; or (b) that include the design or detailed information for the purposes of creating an explosive device, materials in furtherance of criminal activities or terrorist acts, threatening materials, or pornographic, sexually explicit or obscene materials.
 - g. Users shall not use the Network for any commercial activities, such as buying, advertising or selling goods or services, unless doing so is pre-approved by the District. The District shall not be liable for any transactions, costs, damages or fees incurred by a user through the Network, or for any illegal actions, including copyright violations, that a user performs through the Network.
- E. **Web Sites** - Web sites created for school community organizations through the Network or linked to District's web site must relate specifically to officially sanctioned organization activities and programs. The District reserves the right to require that material and/or links to other sites found to be objectionable be altered or removed. All web pages under this Agreement, other than the official Dublin City School District web page, must prominently display the following disclaimer: The views and opinions expressed on this website are not necessarily those of the Dublin City School District.
- F. **Service Disclaimer** - District does not warrant that the functions of the Network will meet any specific requirements the user may have, or that the Network will be error free or uninterrupted; nor shall the District be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use or operate the system.
 - G. **Reservation Of Rights** - The District administrators and/or Network managers may perform the following actions for any legitimate reason, including but not limited to for the purposes of maintaining system integrity and insuring that users are using the Network consistently with this Agreement: monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the Network and any and all materials, files, information, software, communications, and other content transmitted, received or stored in connection with this usage. The District reserves all rights to any material stored in files which are generally accessible to others and will remove any materials which the District, at its sole discretion, believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable. The Network and all information, content, and files contained therein are the property of the District, and users should not have an expectation of privacy regarding those materials.
 - H. **File Transfers** - A user may not transfer files, shareware, or software from information services and electronic bulletin boards without prior authorization from the District staff. The user may be liable to pay the cost or fee of any unauthorized file,

Rules and Policies

shareware, or software transferred, whether intentionally or accidentally. For each file received through a file transfer, the user must check the file with a virus-detection program before opening the file for use.

- I. **Vandalism** - Vandalism is prohibited. For the purpose of this Agreement, vandalism is any malicious attempt to harm or destroy software, hardware, data of another user, other Network resources, or the use of the Network to harm or destroy anything on the Internet or outside networks. Vandalism includes but is not limited to the uploading, downloading, creating or transmitting of computer viruses, worms, Trojan horses, or other destructive programs or applications. Should the user cause the Network to become infected with a virus or other destructive program or application and the infection causes damage to the Network, the user may be liable for any and all repair costs to restore the Network to full operational status in addition to other potential disciplinary measures as determined by the District.
- J. **Security** - If a user identifies a security problem with the Network, the user must notify a Network administrator, teacher, or building principal immediately. Users must report all activities that are illegal or in violation of District Policies to a teacher or building principal. All users agree to cooperate with the District in the event of an investigation into any alleged misuse or security breaches of the Network.
- K. **Violations Of This Policy** - Any violations of this Policy may result in disciplinary action, including but not limited to restriction or termination of access to the Network, other discipline in accordance with the Student Code of Conduct, referral to legal authorities, and/or other legal action.

Web Site Agent:

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Harassment Regulations/ Students

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

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

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

The Superintendent shall establish administrative guidelines which address the

Rules and Policies

conduct prohibited by this policy and describe a reporting procedure. The Superintendent shall ensure that explanations of the prohibited conduct and reporting procedures are available to all students and are posted in appropriate places throughout the district.

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

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

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

The purpose of this provision is to:

- A. protect the confidentiality of the student who files a complaint;
- B. encourage the reporting of any incidents of

- sexual or other forms of harassment;
- C. protect the reputation of any party wrongfully charged with harassment.

Tobacco Free Schools Policy

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

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

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, and because the Board cannot, even by indirection, condone the use of tobacco, the Board prohibits the use of tobacco in school buildings at all times. Such prohibition also applies on school grounds, on school buses, or at any school-related event.

Sign/Publication Posting Policy

1. All signs/publications must be approved and authorized by the administration before they are posted.
2. Only Dublin Coffman High School organizations or groups with special permission may post signs/publication only in designated areas.
3. Signs/publications and posters should be made from construction paper or poster board and should be moderate in size, no larger than 24" X 30". They must be appropriate and in good taste.
4. Announcements may not be posted in the hallways. Such announcements may be posted only on classroom bulletin boards with the approval of the classroom teachers involved.

Rules and Policies

5. Signs/publications must be attached with masking tape, not cellophane tape, and should never be suspended from or attached to light fixtures.
6. Organizations posting signs/publications are responsible for their prompt removal.
7. Defacing or destroying signs/publications is prohibited and the student will be subject to disciplinary action.

Driving Policy

The Board of Education provides transportation for all school district students who reside more than one mile from the school to which they have been assigned. While transportation is offered to all eligible students, some students may choose to provide their own transportation. Regulations are established regarding student parking and driving.

Parking of Vehicles Driven by Students

1. A student shall not park a motor vehicle without a proper parking permit, including any motorized conveyance, in any visitor or faculty parking area, on any school property (including Central Office) other than in a designated student parking lot between the hours of 7:00 AM and 3:30 PM on all school days.
2. A vehicle driven by a student shall be parked immediately upon arrival on the school premises.
3. To facilitate identification, vehicles shall be parked with the front end headed into the designated parking space.
4. The Dublin School District is not responsible for any theft or damage to a vehicle parked on school property.

Registration of Vehicles Driven by Students

1. The privilege to park at Dublin Coffman High School is granted to acknowledged seniors first and to juniors by lottery. Freshman and sophomore students are not permitted to park in the student parking lot.
2. A student who desires to drive to and park a motor vehicle on school premises shall make application for and, if approved, purchase a registration decal from the treasurer for a fee of \$60.00 a year. If parking spaces are available, and a student wishes to drive a vehicle only during the second semester, he/she may purchase a decal for a fee of \$30.00 for the second semester.
3. A lost or stolen decal must be reported immediately to the parking lot attendant and treasurer. Because of possible theft, it is highly recommended that car doors be locked. Replacement decals cost \$5.00.
4. A student shall not sell, give, share or otherwise transfer a registration decal to another student or person.
5. The student registration decal shall be displayed on the bottom left corner of the back windshield (driver's side). Decal must be visible. If the window is heavily tinted, the decal should be placed on the front windshield for visibility.
6. Only licensed drivers may purchase a permit with car registration.
7. The permit must be visible and properly displayed.

General Regulations for Student Driving & Parking

1. A student shall not violate any law or ordinance regarding the operation of a motor vehicle or any regulation set forth herein while on school premises, under school authority or at any school-sponsored activity, function or event.
2. A student shall operate a motor vehicle on school premises safely and at a speed

Rules and Policies

consistent with existing conditions, but in no case at a speed greater than ten (10) miles an hour.

3. A student operating a motor vehicle on school premises shall yield the right-of-way to pedestrians, school buses and the directions of the traffic attendant.
4. A student who operates a motor vehicle on school premises shall have a valid operator's license and the motor vehicle shall be insured against liability for personal injury and property damage caused by the student driver. The Dublin Board of Education shall not be liable for the student driver, for the vehicle or for the contents of the vehicle.
5. A motor vehicle parked on school property (including Central Office) in violation of parking and driving regulations shall be subject to being towed away at the owner's expense.
6. A student shall not drive or park a motor vehicle on school premises when his or her privilege to do so has been suspended or revoked.
7. All students, pedestrians and drivers shall follow the directions of the traffic attendant and abide by school regulations.
8. Your possession of these rules constitutes a first warning.

Disciplinary Action for Violation of Driving and Parking Regulations

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

subject to alteration.

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

Limitations

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

Student Insurance

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

Announcement and Bulletins

Organizations, clubs or activities must follow the guidelines for announcements over the PA system.

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

Changing Classes

1. At the beginning of the period students are to be in their rooms when the signal sounds. At the end of the period, students are to remain in their seats until dismissed by the teacher.

Rules and Policies

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

Hall Passes

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

Lockers

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

1. Student lockers are the property of the Board of Education, which are provided solely as a convenience for students to use.
2. Student lockers are to be used only for the purpose of storing textbooks, school supplies, clothing and daily lunches.
3. Students should not consider the locker to which they have been assigned a private place.
4. Student lockers are subject to search by school officials. (See Search and Seizure)
5. The school cannot be responsible for stolen and/or damaged books, materials and personal property from lockers. Valuable items should not be stored in student lockers.

6. Writing on the outside and/or inside of a locker is prohibited and any damage occurred through carelessness, kicking, slamming, etc., will be considered as vandalism. (See Conduct Code)
7. Students are permitted to add personal locks to their lockers for added security when authorized by the building administrator. In emergency situations, locks will be cut off at no replacement from the school.
8. Presetting of locks is prohibited.

Telephone Use

Pay telephones are provided for student use in various locations of the school. Students are encouraged to use these phones before or after school, or at lunch with permission. ***Students are not permitted to use the pay phones during assigned classes or study halls, unless they have a signed pass from a teacher for the purpose of using the telephone.*** Calls must be limited to three (3) minutes so others may use the phone. Classroom/office phones are not for student use.

Assemblies

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

At all times student conduct should be appropriate. An indication of the cultural level of a school is the conduct of its student body at an assembly. Whether guests are present or not, each student is held personally responsible for the impression made by the school as a whole.

Rules and Policies

Unacceptable conduct would include, but not be limited to, whistling, uncalled-for clapping, inappropriate language, boisterousness and talking during a program. Students will be notified of where and when they are to report to an assembly. It is recommended that purses be taken with the students to the assembly. Seating may sometimes be assigned. Students who misbehave will be subject to disciplinary action.

Lost and Found

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

Visitors

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

School Closing

If the school is closed because of poor weather conditions or an emergency, the closing will be announced over the local radio stations: WBNS, WCOL, WMNI, WTVN. If possible, the announcement will be made on the 11:00 PM news the night before and 6:30 AM on the day of school. Do not call school employees, the high school or the central office to inquire about

school closings. Listen to the radio stations. As soon as possible, a recorded message will be on the School Information message via the telephone system.

Errands by Students

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

Eye Protection

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

Gambling

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

Electronic Devices

Students are strongly discouraged from bringing radios, MP3 players, tape players, walkmans, disc players, electronic games or television sets to school. If these items are brought to school, it is expected that they be placed in the student's locker prior to the start of the school day and should remain there until the end of the day. After the beginning of the school day, these items will be confiscated and returned to the student at the end of the school day.

Rules and Policies

A student shall not possess or be in easy access to any type of communication device such as “beepers,” walkie-talkies, cellular telephones or other such related devices while on school property. Items will be confiscated and returned to the student’s parent.

Repeated violations of either of these two areas will result in the student being subject to disciplinary actions. **Laser pointers are not to be brought to school.**

Personal Property at School

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

Food/Drinks in the Building

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

Loitering

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

disciplined according to the consequences given for the rule being violated.

Trespassing

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

Unauthorized Entry

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

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

Emergency Procedures — Fire/Tornado Drills

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

Rules and Policies

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

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

Lockdown Drills

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

Notification of Rights Under FERPA for Secondary Schools

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

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

Parents or eligible students should submit to the School principal (or appropriate school official) 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.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. 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.

3. The right to consent to disclosures of personally identifiable information contained 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 contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee,

Student Rules of Conduct

such as disciplinary or grievance committee, or assisting another school official in performing his or her task.

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. (FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

4. 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 is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Student Rights and Responsibilities

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

of their basic right and violates the school rules and local ordinances established herein.

Student Rules of Conduct First Warning

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

School Decorum

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

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

Dress Code

Dublin students have considerable choice in their style of dress and appearance. Student appearance reflects an attitude of pride in self, school and community. No article of clothing

Student Rules of Conduct

shall be worn that distracts from the educational process. Clothing should be constructed and worn in such a manner that is not unduly revealing. When students are in violation of the dress code, parents will be notified and students will be required to change inappropriate clothing. Violations of the dress code will result in disciplinary action.

1. Low-cut tops, see-through blouses, sleeveless shirts/blouses, midriff tops that expose the stomach area, tank tops, spaghetti straps, very short mini-skirts or shorts, are examples of styles which are considered unacceptable for students.
2. Unacceptable accessories including chains and/or studded accessories are not permitted.
3. Clothing with writing and/or symbols which advertise or promote activities against school regulations are not permitted.
4. Clothing with writing and/or symbols that are obscene or suggestive of obscenities, violence, and/or drug related are not permitted.
5. Hats, headbands that cover the forehead, or other head coverings are not permitted to be worn in the building.
6. Sunglasses are not permitted unless approved by a physician and the school nurse.
7. Pants or shorts with holes in them and cutoff shorts are not permitted.
8. Pants will be worn at the waist.
9. Oversized clothing which is excessive or compromises the safety of students is not permitted.
10. Appropriate footwear will be worn at all times.
11. Coats are to be worn to and from school only and must be placed in student lockers upon arrival. Coats may be worn while in transit to and from modular and athletic complex classrooms.
12. Pajamas and/or slippers are not to be worn to school.
13. Shirts, blouses, tops, sweaters, etc. must

either be tucked into the pants or long enough that they could be tucked into the pants.

Conduct Code Dublin City Schools

Required by State Statute/Approved by Board of Education.

Application of the Student Rules of Conduct

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

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

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

In addition, this Code of Conduct includes:

Student Rules of Conduct

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

RULE 1. Narcotics, alcoholic beverages, drugs, drug paraphernalia, counterfeit controlled substances or mood altering chemicals.:

A student shall not buy, sell, attempt to sell, supply, apply, possess, use, transmit, conceal, be under the influence of the aforementioned items, assist and/or facilitate in the sale of the aforementioned items, or otherwise violate regulations “counterfeit controlled substances” or “Substance Abuse Policy.” (See also “Search and Seizure.”)

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

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

“Mood altering chemical” includes, without limitation: narcotics, depressants, stimulants, hallucinogens, counterfeit controlled substances, marijuana, alcohol, and prescription drugs, nonprescription medications which are taken for unauthorized or abusive purposes or in doses above the recommended dosage on the packaging, unless authorized by a medical prescription from a licensed physician and kept in the original container, which shall state the student’s name and the directions for proper use. “Instruments or paraphernalia” shall include, but not be limited to, equipment or apparatus

designed or used for the purpose of measuring, packaging, distributing, or facilitating the use of drugs, pipes, roach clips, syringes and hypodermic needles, cocaine spoons, rolling papers, and drug kits”

The principal may arrange for a test for blood-alcohol to be conducted on a student whenever she/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

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

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

CONSEQUENCES:

Possession or use of alcohol or drugs:

1st offense

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

2nd offense

- 10 days OSS
- Recommendation for expulsion
- Referral to Bureau of Motor Vehicles
- Referral to police

Distribution or sale of drugs, alcohol, or counterfeit drugs

- 10 day OSS
- Recommendation for expulsion
- Referral to Bureau of Motor Vehicles
- Referral to police

Student Rules of Conduct

RULE 2. Disruption to School: A student shall not by use of violence, force, coercion, threat, noise, passive resistance, false alarm (including fire and bomb threats), or other disorderly conduct cause or attempt to cause material disruption or obstruction to the normal school operations. A regular, scheduled school day that is reduced in length due to a bomb threat will be made up in one-half-hour increments added to other school days.

CONSEQUENCES:

- 3-10 days out-of-school suspension
- Possible recommendation for expulsion
- Possible prosecution

RULE 3. Damage to School Property: A student shall not willfully or maliciously damage or attempt to damage any school property. This will include buildings, equipment, lockers, signs posted in a building and vehicles. Parents, guardians or custodians will be held financially responsible for any property damage by their child under *Ohio Revised Code* 3109.09 and 2307.70.

CONSEQUENCES:

- 3-10 days out-of-school suspension
- Possible recommendation for expulsion
- Restitution
- Possible prosecution

RULE 4. Damage to Private Property: A student shall not damage or attempt to damage private property of another. Parents, guardians or custodians will be held financially responsible for any property damage by their child under *Ohio Revised Code* 3109.09 and 2307.70.

CONSEQUENCES:

- 3-10 days out-of-school suspension
- Possible recommendation for expulsion
- Restitution
- Possible prosecution

RULE 5. Assault or Fighting: A student shall not knowingly act or behave in such a way as could cause, attempt or threaten physical injury to other students, any school employee or other persons.

CONSEQUENCES:

Against a student

- 3 to 10 days out-of-school suspension
- Possible recommendation for expulsion
- Possible prosecution

Against an employee

- 10 days out-of-school suspension
- Recommend expulsion
- Possible prosecution

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

CONSEQUENCES:

Against a student

- Placement on the progressive discipline ladder

Against an employee

- 5-10 days out-of-school suspension
- Possible recommendation for expulsion

RULE 7. Dangerous Weapons & Instruments: A student shall not possess, handle, transmit or conceal any weapon, dangerous instrument, explosive device, counterfeit weapon, chemical/pepper irritant, or object which a reasonable person might consider, under the circumstances, capable of harming a person or property. (See also “Search and Seizure” and “Weapons in the Schools.”)

CONSEQUENCES:

- 10 days out-of-school suspension
- Recommend expulsion
- Police referral

Student Rules of Conduct

RULE 8. Theft or Possessing Stolen

Property: Students shall respect the personal ownership rights of others. The principals may exercise their prerogative of reporting thefts, attempted thefts or possession of stolen property without making an attempt to return same to local police.

CONSEQUENCES:

- Administrative discretion
- Restitution
- Possible prosecution

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

CONSEQUENCES:

- Administrative discretion

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

CONSEQUENCES:

- Administrative discretion

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

CONSEQUENCES:

- Administrative discretion

RULE 12: Felony, Misdemeanor and

Violation of Ordinances: A student shall not commit any act not listed herein as a violation of the student code of conduct that constitutes a felony, misdemeanor or violation of an ordinance.

CONSEQUENCES:

- Administrative discretion

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

CONSEQUENCES:

- Administrative discretion

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

CONSEQUENCES:

- Administrative discretion

RULE 15. Use of Obscene Language

Gestures and Inappropriate Material: A student shall not use obscene or vulgar language, gestures, or possess inappropriate material. .

CONSEQUENCES:

- Administrative discretion

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

CONSEQUENCES:

- Placement on the progressive discipline ladder
- Possible referral to juvenile courts and/or BMV

RULE 17. Tardiness: Students shall arrive at school for each of their assigned classes at the properly scheduled time and shall not violate the attendance regulations, attendance policy, class

Student Rules of Conduct

truancy, class tardiness or tardiness to school.

CONSEQUENCES:

Tardiness to school (per semester)

- 1st Offense - Warning -
(attendance office)
- 2nd Offense - Warning
- 3rd Offense - Warning
- 4th Offense - 60-Minute Detention
- 5th-7th Offense - Saturday School
Assignment and
Parent Notification
- 8th offense -3 Day ALC
assignment
- 9th offense - 5 Day ALC
assignment
- 10th offense -3 Day Out of School
Suspension
- 11th offense -5 Day Out of School
Suspension
- 12th offense -10 Day Out of
School Suspension

Tardiness to class (per semester)

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

RULE 18. Tobacco and Similar Substances:

Students shall not possess, buy, sell, distribute, smoke, burn or otherwise use any substance containing tobacco or a cigarette or cigar containing clove or any other substance.

CONSEQUENCES:

- 1st Offense - 3 day out of school
Suspension (can be reduced
upon successful completion
of Tobacco Education

Program).

- Police referral
- 2nd offense - 5 day out of school
suspension
- Police referral
- 3rd offense - 10 day out of school
suspension
- Recommendation for
expulsion
- Police referral

RULE 19: Forgery and Falsification:

A student shall not falsely represent or attempt to falsely represent any information given to school officials or pertinent to school activities or use the name or identity of another person.

CONSEQUENCES:

- Placement on the progressive
discipline ladder

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

CONSEQUENCES:

- Administrative discretion
- Possible 3-10 day bus suspension

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

CONSEQUENCES:

- Administrative discretion

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

CONSEQUENCES:

- Administrative discretion

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

CONSEQUENCES:

- Placement on the progressive
discipline ladder

RULE 24: Insubordination: A student shall

Student Rules of Conduct

not be insubordinate or fail to comply with the reasonable directions of members of the school staff.

CONSEQUENCES:

- Placement on the progressive discipline ladder

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

CONSEQUENCES:

- Administrative discretion

RULE 26: General Misconduct: The Conduct Code shall apply to conduct not specifically set forth herein which substantially and materially disrupts or interferes with the good order, discipline, operation, academic or educational process taking place in the school.

CONSEQUENCES:

- Administrative discretion

RULE 27. Violation of Network and Internet Access Agreement Policy :

A student shall not violate the "Network and Internet Access Agreement Policy".

CONSEQUENCES:

- Administrative discretion
- Denial of access to computer network

RULE 28. Unauthorized Use of Fire/ Possession of Fire Starting Device:

A student shall not be in possession of matches, lighters, etc. while on school grounds.

CONSEQUENCES:

- Administrative discretion

RULE 29. Loitering, Trespassing, or Unauthorized Entry:

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

CONSEQUENCES:

- Administrative discretion

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

CONSEQUENCE:

- Administrative discretion

Student Rules of Conduct

Administration of the Conduct Code

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

Progressive Discipline Ladder

- Step 1. Saturday School
- Step 2. 3 days Alternative Learning Center
- Step 3. 5 days Alternative Learning Center
- Step 4. 3 days out -of-school suspension
- Step 5. 5 days out-of-school suspension
- Step 6. 10 days out-of-school suspension
- Step 7. 10 days out-of-school suspension
- Step 8. Recommended expulsion

Detentions

Administrative Detentions

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

Teacher Detentions

Students may be assigned detention(s) by a teacher. Each teacher is responsible for supervising his/her own detentions. The length of teacher detentions will be 15 or 30 minutes or determined by the teacher, but not to exceed 60 minutes. Teachers may assign one-hour

detentions for failure to serve a teacher-assigned detention or for tardiness to class. **Students will be notified in writing and be given at least twenty-four (24) hours notice to arrange for their transportation.** Parents will be notified by teachers of assigned detentions either by phone or by use of the school detention form. In the event of an excused absence, the student and the teacher need to arrange a makeup date for that detention.

Saturday School

Students may be assigned to Saturday School for various violations of the student conduct code. Saturday School is a silent study session from 8:15 to 11:45 A.M. supervised by staff members.

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

General

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

Attendance

1. Students shall attend school from 8:15 to 11:45 AM.
2. Students arriving between 8:15 and 8:20 AM shall be marked as tardy. They shall remain in Saturday School an additional 15 minutes, receive credit, and be dismissed at 12 noon.

Student Rules of Conduct

3. Students arriving after 8:20 AM shall be marked as absent. They shall be sent home and not permitted to attend Saturday School.
4. There should be a supervised 10-minute break from 10 to 10:10 AM. Students may not leave the immediate area of the Saturday School room.
5. All school rules are to be observed while students are on school grounds.
6. Students not reporting to Saturday School or not fulfilling the requirements of Saturday School will be subject to further disciplinary actions.

Academic

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

Alternative Learning Center (A.L.C.)

1. A certified teacher will supervise the A.L.C.
2. Students are to report to the A.L.C. as assigned.
3. When a student is absent from the A.L.C., a parent must call the high school by 8:00 AM. The attendance number is 764-5961.
4. Students will be transported by bus to Scioto High School at 7:25 AM. If a student is late to school and misses the bus, they will attend their regular classes for that day and an additional day of A.L.C. will be added to their assignment. An excused absence will result in a makeup day assignment. Truancy from the A.L.C. will result in an out-of-school suspension.

5. Students are responsible for bringing all needed textbooks and classroom materials to the A.L.C. Students will not be excused to leave the A.L.C. for any reason except an emergency.
- 6. Students are required to bring lunches to school and eat in the A.L.C.**
7. Students receive credit for assigned work and attendance. All the student's teachers will submit the student's assignments to the supervising teacher prior to the first day of the student's removal from regular classes.
8. Two rest room breaks will be provided for students assigned to the A.L.C. and will be supervised.
9. In addition to the rules of the A.L.C., all school district rules and policies will apply to students in the A.L.C.
10. Students who are disruptive in the A.L.C. or who do not follow the prescribed rules will be suspended out of school and must complete all remaining days of the original A.L.C. assignment upon their return to school.
11. A.L.C. is not appealable.

Out-of-School Suspension, Expulsion and Emergency Removal

Out-of-School Suspension

1. The Superintendent, Principal or Assistant Principal may suspend a student for not more than ten (10) school days. The Superintendent, Principal or Assistant Principal shall give the student written notice of the intent to suspend and the reasons for the intended suspension.
2. The student shall have an opportunity to appear in an informal hearing before the Principal, Assistant Principal or Superintendent or designee and shall have

Student Rules of Conduct

the right to challenge the reasons for the intended suspension or otherwise explain his/her actions. This hearing may take place immediately.

3. Within one (1) school day of the suspension, the parent, guardian or custodian (hereafter referred to as "Parent") of the student and the Treasurer of the Board will be notified in writing of the suspension by the Superintendent or Principal. The notice shall include the reasons for the suspension, the right of the parent or student to appeal the suspension to the Board of Education or its designee and the right to be represented by legal counsel at the appeal. A parent conference may be arranged to discuss the action being taken by the school.
4. Responsibility for School Work
Students who are suspended are eligible to earn seventy-five percent (75%) of the credit for daily work missed as a result of an out-of school suspension. The work must be completed on the day the student returns to school or on the assigned date determined by the classroom teacher.
Students who are suspended are eligible to make up nine week tests, semester tests, and final exams and receive seventy-five percent (75%) of his/her earned grade on the test.
All students who are suspended have access to class assignments during their out-of-school-suspension.

Appeal of Out-of-School Suspension

1. Suspensions may be appealed to the Board or Board's designee within ten (10) calendar days of the parent/guardian's receipt of the written suspension notice. The written appeal must state the reasons why the suspension is being appealed.

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

Expulsion

1. Only the Superintendent may expel a student. Expulsion is the removal of a student for more than ten (10) days duration, but not to exceed eighty (80) school days except for a firearm, weapon, knife, or destructive device which may result in a one-year expulsion or permanent exclusion.
2. The Superintendent will give the student and parent written notice of the intended expulsion, including reasons for the intended expulsion. The notice shall also state that

Student Rules of Conduct

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

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

Appeal of Expulsion

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

action modifying the expulsion is taken on appeal.

5. The Board's designee may affirm the order of expulsion or may reinstate such pupil or otherwise reverse, vacate or modify the order of expulsion.
6. The decision of the Board of Education's designee may be appealed to the Court of Common Pleas in accord with Chapter 2506, *Ohio Revised Code*.

Emergency Removal of Students

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

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

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

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

Student Rules of Conduct

shall be held within seventy-two (72) hours after the removal is ordered.

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

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

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

Out-of-School Suspension, Expulsions and Emergency Removals because of violations of the student code of conduct are in accordance with Board Policy 5611 and are considered unexcused absences. Students may get assignments and are encouraged to do all work to maintain academic progress. Suspended students cannot participate in or attend any school-related activities during the period of suspension.

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

1. A student in school may not be interrogated by law enforcement officials or any person not affiliated with the school without the knowledge of school officials and an attempt to notify parent(s) or guardians.
2. Any interrogation must be conducted in

private with an official school representative present.

3. A student may not be released to the custody of persons other than his/her parent(s) or custodian(s), unless placed under arrest by a legal authority.
4. When a student is questioned by school officials or staff members as part of a police investigation, whether relative to his/her conduct or in an attempt to gather information, the student shall have the right to be accompanied by a teacher, administrator, counselor or parent/custodian during the questioning.

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

1. The physical safety of a person is endangered;
2. Property is being vandalized or stolen;
3. A student is creating a seriously disruptive situation that violates the rights of others; or
4. An individual refuses a reasonable request to prove identification. In such situations, reasonably available alternatives should be employed before physical restraint is used. Some alternatives that should be considered include:
 3. Directing the individual to go to the principal's office;
 4. An individual refuses a reasonable request to prove identification. In such situations, reasonably available alternatives should be employed before physical restraint is used. Some alternatives that should be considered include:
 - a. Requesting identification of the

Student Rules of Conduct

- individual if his/her identity is not known or cannot be readily determined;
- b. Requesting that improper actions cease immediately;
 - c. Directing the individual to go to the principal's office;
 - d. Advising the student that he/she will be subject to disciplinary action for failure to comply with a reasonable request to report to the Principal's office; or
 - e. Sending another student to the Principal's office or to another staff member seeking help when there is sufficient time to do so. It is recognized that normal activities within the school often include appropriate minimal physical contact with students to facilitate approved educational purposes and to provide for the safety of students.

Permanent Exclusion

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

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

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

Dublin Coffman High School makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. **If a disciplinary action does not result in removal from school, it is not appealable.** Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the Superintendent.

Discipline of Students with Disabilities

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

Suspension Alternative Program Options

The following is a description of two options for a suspension alternative program. The options are designed to provide students with alternatives to out-of-school suspension, to allow them to earn credit for class work, and to enable them to continue extracurricular activities.

Participation in the Suspension Alternative Program is at the discretion of the Dublin Coffman High School administration.

Work Option

This option will provide students the opportunity to work at an elementary or middle school within the Dublin School System under the supervision of a custodian or with the City of Dublin during the day(s) of their suspension. The work site(s) will be determined by the administration. The students will be able to

Student Rules of Conduct

complete and earn credit for their class work.

The following guidelines will be followed when placing a student on the Work Option:

1. Student receives a discipline referral and is recommended for out-of-school suspension.
2. Parent is contacted and presented with the Work Option.
3. Student is given medical and liability release forms which must be returned to the high school administrator before the student begins his/her work at the designated school or city work site.
4. Dublin City Schools maintenance supervisor/City of Dublin is contacted to assign an appropriate custodian/supervisor for the student to work with during his/her period of suspension.
5. Student collects work for missed days.

The following guidelines will be followed during the days of service:

1. Student must be dropped off and picked up at the designated school or city work site; student may not drive his/ her own vehicle.
2. Student will report to the building, principal/city supervisor at the beginning of the school day; the custodian/supervisor and student will develop a schedule and determine jobs for the alternative day(s).
3. Student must provide his/her own lunch and beverage.
4. Student will work on his/her school work in a supervised area the last hour of the day.

If a problem arises while a student is participating in the Work Option, the following guidelines will be followed:

1. High School administrator is contacted immediately.
2. High School administrator contacts the parent.

3. Student is dismissed from the work site.
4. Student finishes his/her suspension out of school and receives credit for completed school work in accordance with Board Policy 5605.

Parent/Guardian Supervision Option

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

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

1. Student receives a discipline referral and is recommended for out-of-school suspension.
2. Parent is contacted and presented with the Parent/Guardian Supervision Option.
3. Administrator schedules dates for the parent/guardian to accompany the student. If a problem arises with the student and/or parent/guardian while participating the Parent/Guardian Supervision Option, the following guidelines will be followed:
 1. Student and parent/guardian are asked to leave the class.
 2. Student and parent/guardian meet with the administrator.
 3. Student and parent/guardian are dismissed from school.
 4. Student finishes his/her suspension out of school.

Search and Seizure

As “persons” under the Constitution of the United States, students are protected from unreasonable search and seizure by state, federal

Student Rules of Conduct

or school officials. At the same time, however, school officials have the duty to maintain a safe environment in which education is possible.

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

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

Lockers, desks and other school property

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

Automobile searches on school property

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

Student person and student personal property

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

Student Rules of Conduct

himself/herself.

Counterfeit Controlled Substances

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

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

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

substance;

4. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size and color or its markings, labeling, packaging, distribution or the price for which it is sold or offered for sale.

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

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

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

1. No person shall knowingly possess any counterfeit controlled substance.
2. No person shall knowingly make, sell, offer to sell or deliver any substance that he knows is a counterfeit controlled substance.
3. No person shall make, possess, sell, offer to sell or deliver any punch, die, plate, stone or other device knowing or having reason to know that it will be used to print or reproduce a trademark, trade names or other identifying mark upon a counterfeit controlled substance.
4. No person shall sell, attempt to sell, give or

Student Rules of Conduct

- deliver any counterfeit controlled substance to a person under the age of eighteen.
5. No person shall directly or indirectly represent a counterfeit controlled substance as a controlled substance by describing its effects as the physical or psychological effects associated with use of a controlled substance.
 6. No person shall directly or indirectly falsely represent or advertise a counterfeit controlled substance as a controlled substance. As used in this section, "advertise" means engaging in "advertising" as that term is defined in division (A)(12) of Section 3715.01 of the *Ohio Revised Code*.

Violation of the above paragraphs could result in fines and/or a term of imprisonment.

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

Substance Abuse Policy Statement of Position on Chemical Use and Abuse

Statement of Concern

Alcoholism and drug abuse are two of today's major health problems, resulting in increased human tragedy and economic loss. The Dublin School District recognizes chemical dependency, including alcoholism, as a treatable

disease that can be permanently arrested and which is often preceded by the misuse and abuse of mood altering substances. The Dublin School District believes the problem is much broader than use in the schools and that it reflects the attitude and beliefs of the peer group and the adult society. The social stigma often associated with the disease increases the suffering of the chemically dependent person and his/her family. Because the misuse of chemicals often causes inappropriate and/or disruptive behavior not normal for a particular student, it is the policy of the school system that affirmative action will include appropriate disciplinary procedures plus rehabilitative services including education, counseling, parental/guardian involvement and appropriate referral.

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

Education

1. The *Health Education Graded Course of Study* includes instructional objectives related to substance abuse. The course of study receives ongoing evaluations as to how effectively it is being carried out at each grade level.
2. Each building administrator, on an annual basis, shall be responsible for establishing an in-service program to educate his/her staff in recognizing, reporting and dealing with chemical abuse. Additional training and information will be made available to

Student Rules of Conduct

the staff as is necessary to assure their understanding and ability to deal with possible substance abuse problems.

3. Information and material on chemical use and abuse will be distributed to parents/guardians through the school on an annual basis.

School Intervention Procedures

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

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

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

Disciplinary Procedures and Action for Chemical Abuse in Dublin Schools

Policy Statement - It is the responsibility of the building administrator to inform students, staff and parents concerning the substance abuse

policy of the Dublin School District. The Dublin School District believes that chemical dependency is a treatable disease. The Dublin School District further believes that disciplinary action is part of a multifaceted plan to help eliminate chemical dependency problems of Dublin students.

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

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

Staff Responsibilities

All staff members shall bring to the attention of the building administrator any student they believe is in violation of the school substance abuse policy. School personnel will not attempt

Student Rules of Conduct

to make a medical diagnosis. All staff members will be made aware of their responsibilities for reporting any suspected misuse and/or selling of drugs.

Administrator Responsibilities

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

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

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

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

Disciplinary Action

The actions set forth below will be considered routine disciplinary measures for each category and occurrence of offense and shall be administered in accordance with the policies and regulations of the Dublin School District. By "routine disciplinary measures" it is intended that the penalties delineated below shall be

considered the standard penalty to be imposed for the offense described. In incidents where extreme violations occur, the specified actions may be waived by the school administrator in favor of stronger measures. Whenever the penalties described herein are increased or lessened, the administrator shall include in his/her written report to the Superintendent of schools the reason for the adjustment. In order to protect the health and safety of its students and employees, the Dublin School District reserves the right to file complaints in Franklin County Juvenile Court regarding violation of these regulations.

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

First Offense (Possession)

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

OR

2. The student will be suspended from school for five (5) days with the agreement to have the student and a family member complete the twelve hour Saturday Family Workshop

Student Rules of Conduct

pertaining to alcohol and other drugs. If the student and family does not complete the Saturday Family Workshop, the student will be assigned the remaining five (5) day suspension and the Registrar of Motor Vehicles and juvenile court judge will be notified (in writing) for the purpose of suspending the temporary instruction permit or operator's license or denying the opportunity to obtain such a permit or license until the student becomes age 18, earns a high school diploma or GED or the privileges are otherwise reinstated.

Second Offense (Possession)

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

OR

2. The student will be suspended from school for five (5) days and complete Saturday Family Workshop. The student will have an immediate assessment/evaluation by a certified counselor to evaluate the abuse of alcohol or other drugs as agreed to by the school officials, student and parent(s). The student must comply with all recommendations of the assessment/evaluation. The Registrar of Motor Vehicles and juvenile court judge will be notified (in writing) for the purpose of suspending the temporary instruction permit or operator's license or denying the opportunity to obtain

such a permit or license until the student becomes age 18, earns a high school diploma or GED or the privileges are otherwise reinstated.

Third Offense (Possession)

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

Reentry and Support Services

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

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

Weapons in the Schools

The Board of Education prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and

Student Rules of Conduct

supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.

The term “weapon” means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunitions and explosives.

Policy exceptions include:

- A. weapons under the control of law enforcement personnel;
- B. items pre-approved by the building principal as part of a class or individual presentation under adult supervision, if used for the purpose and in the manner approved (working firearms and any ammunition will never be approved as part of a presentation);
- C. theatrical props used in appropriate settings;
- D. and starter pistols used in appropriate sporting events.

Students shall report any information concerning weapons and/or threats of violence by students, staff members, or visitors to the building principal. Failure to report such information may subject the student to disciplinary action. **This policy shall be implemented through the Code of Conduct/ Student Discipline Code, Policy 5610, and Policy 5610.01, and through administrative guidelines.**

The Superintendent will refer any student who violates this policy to the student’s parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be

subject to disciplinary action, up to and including expulsion.

Visitors’ Weapons Policy

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

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

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

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

Anti-Hazing Policy

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

Hazing is defined as doing any act or coercing

Student Rules of Conduct

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

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

Cheating (See Academic Integrity)

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

Students found in violation of this policy will receive a zero for the work in question.

Further disciplinary action may also be imposed.

Book Bags

Any bag or purse that is large enough to carry a

school book or notebook will be considered to be a book bag and should be stored in the student's locker. Athletic equipment needs to be secured in assigned athletic lockers prior to the school day.

Public Display of Affection

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

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

Bus Conduct and Regulations

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

Safety Guidelines for Riding Dublin City Schools Buses

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

Student Rules of Conduct

students.

Students riding Dublin City Schools buses shall:

1. Always obey and cooperate with the bus driver promptly and respectfully.
2. Observe the Dublin City Schools Student Code of Conduct on the bus.
3. Turn in to the bus driver a medical emergency card within a reasonable time. Proper steps will be taken to collect, store and use emergency medical information cards for each student on the bus.
4. Arrive at the bus stop 5 to 10 minutes before the bus is scheduled to arrive. Buses are on a time schedule and will not return for late students before or after school.
5. Not behave at the bus stop in a manner which may threaten life, limb or property of any individual. When getting on or off the bus, students must cross the street or highway only when the driver has signaled that the way is clear. Students must remain visible to the driver at all times.
6. Wait for the bus to come to a complete stop before attempting to get on the bus or before getting up from a seat to get off the bus.
7. Go directly to an available or assigned seat — do not stand. Students may not change seats without the driver's permission.
8. Remain seated, keeping aisles and exits clear at all times.
9. Not put any part of the body out of a bus window. Please do not open or close the windows on the bus without the driver's permission.
10. Talk quietly at all times. At railroad crossings there is to be **no** talking.
11. Not use profane language.
12. Not eat, drink, spit, or litter on the bus.
13. Not throw or pass objects on, from or into the bus.
14. Carry on the bus only objects that can be held in their laps.
15. Not bring animals, dangerous materials, or objects onto the bus.
16. Not damage the bus in any way. If you damage the bus, you will be responsible to pay to have the bus repaired. Report to the driver any damage you find.
17. Ride their regularly assigned bus and leave or board the bus at locations which they have been assigned unless each student has parental and administrative authorization to do otherwise.
18. Observe rules regarding radios, tape players, CD players and other electronic equipment. The above can only be used with head phones, and the volume is turned low enough as not to distract the bus driver and the other riders.

Conduct at School Extracurricular Activities

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

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

1. Students will not throw any materials onto the field of play.
2. Obscene cheers or language are not permitted.
3. Cheers will not be allowed that treat our opponents in a negative manner.
4. Demonstrating racial, religious or national origin bigotry or otherwise harassing others will not be tolerated.
5. Students will not be allowed to wear clothing or have materials in their possession that reflect in a negative way on

Student Rules of Conduct

our opponents.

6. Other degrading or disgraceful acts or behaviors that represent the Dublin School District in a negative manner will not be allowed.
7. In addition to being subject to the above, the student code and extracurricular activities code, students who are participating in extracurricular activities will be advised by their respective advisor or coach of additional regulations for participation in the activity.

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

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

Extracurricular Activities Participant Code

Participation in extracurricular activities offered by the Dublin Schools is both an honor and a privilege. Students who choose to belong to any club or organization make themselves subject to additional responsibilities, not only to themselves, but to their organization and to their schools.

In order to participate in any extracurricular activity, a student must understand and abide by the Student Code of Conduct as well as all rules and regulations in the Extracurricular Code as defined herein. A student's intent to abide by this code will be evidenced in an agreement that shall be signed by the student and her or his parent(s)/guardian(s) at the completion of the mandatory educational program.

The Extracurricular Code of Conduct is based upon participation in an extracurricular activity in a middle or high school in the Dublin City School District. Once initiated, the Code remains in effect year-round or until a student graduates or completes her or his extracurricular involvement. The effective date of the Code enforcement, as far as disciplinary procedures are concerned, is based on the date of the decision rendered by the Extracurricular Activities Participant Code Committee regarding a violation.

Rules for extracurricular participation

Students may not:

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

Notwithstanding the other provisions of the Code:

Students may:

- B. Observe bona fide religious practices.

Student Rules of Conduct

C. Use, purchase, or possess a build-altering chemical that is medically prescribed for a purpose other than the enhancement of athletic ability if there exists medical or psychological documentation.

Voluntary Referral Opportunity

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

If a student uses the voluntary referral opportunity to seek assistance with dealing with alcohol or other drug use and if the student agrees to participate in the Safe and Drug-Free Schools education program, there shall be no denial of participation from extracurricular activities.

Voluntary referral cannot be used by student participants as a method of avoiding the consequences of the Student Code of Conduct or the Extracurricular Activities Participant Code. All voluntary referrals must occur before any verification of a violation of the Student Code of Conduct or the Extracurricular Activities Participant Code by a school

employee, coach or police. Involvement by law enforcement officials or verification by school personnel negates the option of voluntary referral.

If the option of voluntary referral has been used and a student participant violates the Extracurricular Activities Participant Code again (while at the same level), the second violation will be viewed as a “second offense,” as stipulated in this Extracurricular Activities Participant Code.

Part I: Sell

Note: The penalties delineated below are more severe because the student violating this aspect of the Code has negatively influenced others and aided others in violating the Code. Also, consequences for selling, supplying, transmitting, or distributing as listed below are cumulative from middle school to high school. Any violation of Part I (Sell) will be treated as having been a violation of Part II and Part III, respectively, for purposes of determining the number of an offense occurring there after under said Part II or Part III.

Students may not:

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

Student Rules of Conduct

spoons, rolling papers, and drug kits.

A student that violates the Extracurricular Activities Participant Code will serve the consequences as a club/organization member under said Code. A student that violates the Extracurricular Activities Participant Code while participating concurrently as an athlete and club/organization participant will serve the consequences concurrently as a club/organization member under said Code and as both an athlete under the Interscholastic Athletic Activity Participant Code.

Consequences:

Part I: Sell

First Offense

Student will be subject to all of the following disciplinary measures:

1. Loss of privilege of participating in all extracurricular activities for one calendar year from the date of the decision rendered by the Extracurricular Activities Participant Code Committee.
2. Any violation of this occurrence while a participant is in a school activity will be reported to legal authorities as permitted by law.
3. The participant will not be eligible for any awards or recognition.
4. Required attendance at a Safe and Drug - Free Schools Saturday Family Workshop with their parent(s)/guardian(s), within 60 calendar days of the date a decision is rendered by the committee regarding the violation. If the student and parent(s)/guardian(s) refuse to attend the Safe and Drug - Free Schools Saturday Family Workshop, the student cannot participate in any extracurricular activities for the balance of their career in Dublin City Schools. Further intervention may be required by the Safe Schools Drug - Free Schools Program Counselor, or administrator when deemed

necessary.

5. The student will receive a mandatory assessment.

6. Permanent loss of any leadership position in extracurricular activities.

Part I: Sell

Second Offense

Student will be subject to the following disciplinary measures:

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

Disciplinary Action

Part II: Use

Student may not use, purchase, possess, or conceal any alcoholic beverage, build-altering chemical, mood-altering drug, look-alike drug or other intoxicant, narcotic, or hallucinogenic drug, amphetamine, barbiturate, marijuana, inhalant, tobacco, counterfeit drug, other substance whose possession is prohibited by law, or instrument or paraphernalia normally or actually used for packaging of alcohol, build-altering chemicals, mind-altering chemicals, and/or tobacco products.

A student who violates the Extracurricular Activities Participant Code will serve the consequences as a club/organization member under said Code. Students who violate the Extracurricular Activities Participant Code while participating concurrently as an athlete and club/organization participant will serve the consequences concurrently as a club/organization member under said Code and as an athlete under the Interscholastic Athletic Activity Participant Code.

Student Rules of Conduct

Consequences:

Part II: Use

First Offense

Student will be subject to all of the following disciplinary measures:

1. Loss of extracurricular participation for two grading periods or, at the discretion of the student, serve forty (40) hours of community service as assigned by the community service coordinator. The community service program component must be completed in its entirety within 90 calendar days from the date of the decision rendered by the committee regarding the violation. Failure to complete the community service component within the approved time will result in the student not being allowed to participate in any extracurricular activities for the next grading period.
2. Loss of any leadership position in extracurricular activities for one calendar year from the date of the decision rendered by the committee regarding the violation.
3. Required to attend with their parent(s)/guardian(s), within 60 calendar days of the date the decision is rendered by the committee regarding the violation the district-approved Safe and Drug Free Schools educational program in its entirety if the student is violating the Extracurricular Activities Participant Code for the first time. If the student and parent(s)/guardian(s) refuse to attend these Safe and Drug-Free Schools educational programs, the student cannot participate in any club/organization activities for one calendar year from the date of the violation. Further intervention may be required by the Safe and Drug - Free Schools Program counselor or administrator when deemed necessary.
4. All awards will be held until all components of community service and the Safe and Drug - Free Schools Education Program are

complete.

Part II: Use

Second Offense

Student will be subject to all of the following disciplinary measures:

1. Loss of extracurricular participation for two grading periods or, at the discretion of the student, serve forty (40) hours of community service as assigned by the community service coordinator. The community service component must be completed in its entirety within 90 calendar days from the date of the decision rendered by the committee regarding the violation. Failure to complete the community service component within the approved time will result in the student not being allowed to participate in any extracurricular activities for two grading periods thereafter.
2. Permanent loss of any leadership position in extracurricular activities.
3. Required to attend with their parent(s)/guardian(s), within 60 calendar days the district approved Safe and Drug - Free Schools Saturday Family Workshop in its entirety. If the student and parent(s)/guardian(s) refuse to attend the Safe and Drug - Free Schools Educational Program, the student will lose the right to participate in any extracurricular activities for one calendar year from the date of the decision.
4. The student will receive a mandatory assessment.
5. All awards will be held until all components of the community service and Safe and Drug-Free Schools Saturday Family Workshop are complete.

Part II: Use

Third Offense

Student will be subject to all of the following disciplinary measures:

Student Rules of Conduct

1. The student will not be permitted to participate in any extracurricular activities.
2. The student will be advised to attend further assessment by an outside chemical dependency professional.

Part III: Citizenship

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

Students violating the citizenship portion of the Extracurricular Activities Participant Code will be subject to punishment under Part III.

Students with previous violations of any part of the Extracurricular Activities Participant Code who then violate the citizenship portion, will be progressed to the next disciplinary level (offense) of Part III.

Students that violate the Extracurricular Activities Participant Code while participating concurrently as a club/organization participant will serve the consequences concurrently as a club/organization participant member under said Code and as an athlete under the Interscholastic Athletic Activities Participant Code.

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

Part III: Citizenship

First Offense

Student will be subject to all of the following disciplinary measures:

1. Loss of extracurricular participation for two grading periods or, at the discretion of the student, serve forty (40) hours of community service as assigned by the community service coordinator. The community service program component must be completed in its entirety within 90 calendar days from the date of the decision rendered by the committee regarding the violation. All awards will be held until all components of community service are complete. Failure to complete the community service component within the approved time will result in the student not being allowed to participate in any extracurricular activities for next grading period.
2. Loss of any leadership position in extracurricular activities for one calendar year from the date of the decision rendered by the committee regarding the violation.

Part III: Citizenship

Second Offense

Student will be subject to all of the following disciplinary measures:

1. Loss of extracurricular participation for two grading periods or, at the discretion of the student, serve forty (40) hours of community service as assigned by the community service coordinator. The community service component must be completed in its entirety within 90 calendar days from the date of the decision rendered by the committee regarding the violation. Failure to complete the community service component within the approved time will result in the student not being allowed to participate in any extracurricular activities for two grading periods thereafter. All awards will be held until all the components of the community service are complete.
2. Permanent loss of any leadership position in extracurricular activities.

Student Rules of Conduct

Part III: Citizenship

Third Offense

Student will be subject to the following disciplinary measure:

1. The student will not be permitted to participate in any Extracurricular Activities.

Verifications of Violations

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

Process for Violations

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

authority for a violation hereof shall be reviewed, before the enforcement of any disciplinary action, by the applicable committee as described in item C hereinafter. For the purpose of this review, a student who has completed the eighth grade shall be deemed to be attending high school even if high school classes for that student have not commenced as of the time of the review.

- C. There will be one Extracurricular Activity Participant Code Committee for each building. The committee will be comprised of the principal, assistant principal, district drug education counselor, and the student’s then current advisors if any. The principal will chair the committee. Parents will be offered the opportunity to meet with the committee.
- D. Subject to Item A above, within two school days after the Extracurricular Committee Participant Code Committee has completed its review of any disciplinary action to be taken on any violation hereof, a letter of notification of its decision must be sent by the principal or her or his designee to the parent or guardian specifying the reason(s) for any disciplinary action, the period of time in which any such action is to occur or be in effect, and options, if any, concerning any such action.
- E. Review by the applicable Extracurricular Activity Participant Code Committee shall be quasi-judicial, and its decision shall be final.

Education/Code Orientation

In order for a middle school student to participate in an extracurricular club/organization a parent/guardian must attend the required educational program. Parent education meetings will be held each quarter at the four middle school sites by trained personnel. Any new student(s) to the district in grades 6-12

Student Rules of Conduct

must have their parent/guardian attend one of these educational programs.

Documentation of program completion is the responsibility of the Principal or designee.

Attendance at the educational program is required one time during the student's middle or high school career. All advisors are required to review the expectations of the extracurricular activities participant code with their clubs/organizations and communicate these expectations to the respective parent(s)/guardian(s) in written format. A student's intent to abide by this code will be evidenced in an agreement that shall be signed by the student and her or his parent(s)/guardian(s) at the completion of this educational program.

Applying the Consequences

A student may not participate in an extracurricular activity after the officially designated starting date in order to serve any part of a consequence as determined by the Extracurricular Activities Participant Code. The starting date for any particular extracurricular clubs/organizations is determined at the discretion of the advisor of that activity.

If the school year ends while the participant is serving the denial of participation, the remainder of the denial will roll over to the next school year. In all events the principal or designee shall have the final authority to what activities the consequence shall apply and how that application is to occur.

Any violation of Part I(Sell) will be treated as having been a violation of Part II and Part III, respectively, for purposes of determining the number of an offense occurring thereafter under said Part II or Part III. A violation of Part I (Sell) will carry over from middle school and will be cumulative with violations in high school.

Definitions

1. Alcohol - Any liquor, wine, beer, and/or other beverages containing alcohol.
2. Assessment - An outside chemical dependency professional, approved by the Dublin City School District, will provide an estimate or judgment as to the physical or psychological condition of the student.
3. Build - Altering Chemical - Includes, without limitation, anabolic steroids, growth hormones, testosterone or its analogs, human chronic gonadotropin (HCG), and other hormones.
4. Extracurricular activity - clubs/organizations of out-of-class pursuits, supervised and/or financed by the Dublin Schools. Extracurricular activities are not a part of the regular school curriculum and are not graded. They do not include co curricular activities (activities that are connected to a course offered to students with a board of education approved graded course of study, such as band, drama, choir, etc.).
5. Middle school level shall be defined, for this purpose, as beginning after the last day of the fifth grade or upon enrollment in a Dublin middle school, and is effective up to and through the last day of the middle school schedule, at which time the high school level will begin. Notwithstanding any provision otherwise to the contrary in the foregoing, any violation of Part I(Sell) will be treated as having been a violation of Part II and Part III, respectively, for purposes of determining the number of an offense occurring there after under said Part II or Part III. A violation of Part I (Sell) will carry over from middle school and will be cumulative with violations in high school.
6. Mood - Altering Drug - Includes without limitation, narcotics, depressants, stimulants, hallucinogens, counterfeit controlled substances, marijuana, alcohol, and

Student Rules of Conduct

prescription drugs, unless authorized by a medical prescription from a licensed physician. This medical prescription must be kept in the original container, which shall state the student's name and the directions for proper use of the prescription.

7. Tobacco - Any product with tobacco as an ingredient that is smoked, chewed, inhaled, or placed against the gums.

Interscholastic Athletic Activities Participants Code

Participation in interscholastic activities offered by the Dublin Schools is both an honor and a privilege. Students who choose to belong to any team make themselves subject to additional responsibilities, not only to themselves, but to their team and to their schools.

In order to participate in any interscholastic athletic activity, a student must understand and abide by the Student Code of Conduct as well as all rules and regulations in the Interscholastic Athletic Activities Participant Code as defined herein. A student's intent to abide by this code will be evidenced in an agreement that shall be signed by the student and her or his parent(s)/guardian(s) at the completion of the mandatory educational program.

The Interscholastic Athletic Activities Participant Code is in effect 24 hours a day, 7 days a week based upon the onset of participation on an athletic team in middle or high school and the student will be considered an athlete until graduation or withdrawal from Dublin City Schools. The effective date of the Code enforcement, as far as disciplinary procedures are concerned, is based on the date of the decision rendered by the Interscholastic Athletic Activities Participant Code Committee regarding a violation.

Rules for interscholastic athletic participation

Students may not:

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

Notwithstanding the other provisions of the Code:

Students may:

- B. Observe bona fide religious practices.
- C. Use, purchase, or possess a build-altering chemical that is medically prescribed for a purpose other than the enhancement of athletic ability if there exists medical or psychological documentation.

Voluntary Referral Opportunity

Students may use a voluntary referral procedure to seek information, guidance, counseling and/or assessment in regard to use or possession of tobacco, alcohol, and other controlled or non-controlled substances, instruments or paraphernalia. Voluntary referral may be made

Student Rules of Conduct

by the student, by her/his immediate family, or by a fellow student. Such referrals can be made to a coach, teacher, guidance counselor, a Safe and Drug Free Schools Counselor, or athletic trainer who in turn, must immediately notify an appropriate administrator. A student may use the option of voluntary referral once at the middle school level and once at the high school level as long as there have been no previous violations of any portion of the Interscholastic Athletic Activities Participant Code of Conduct.

If a student uses the voluntary referral opportunity to seek assistance with dealing with alcohol or other drug use, and if the student agrees to participate in the Safe and Drug-Free Schools education program, there shall be no denial of participation from extracurricular activities.

Voluntary referral cannot be used by student participants as a method of avoiding the consequences of the Student Code of Conduct or the Interscholastic Athletic Activities Participant Code. All voluntary referrals must occur before any verification of a violation of the Student Code of Conduct or the Interscholastic Athletic Activities Participant Code by a school employee, coach or police. Involvement by law enforcement officials or verification by school personnel negates the option of voluntary referral.

If the option of voluntary referral has been used and a student participant violates the Interscholastic Athletic Activities Participant Code again (while at the same level), the second violation will be viewed as a “second offense,” as stipulated in this Interscholastic Athletic Activities Participant Code.

Part I: Sell

Note: The penalties delineated below are more

severe because the student violating this aspect of the Code has negatively influenced others and aided others in violating the Code. Also, consequences for selling, supplying, transmitting, or distributing as listed below are cumulative from middle school to high school. Any violation of Part I(Sell) will be treated as having been a violation of Part II and Part III, respectively, for purposes of determining the number of an offense occurring there after under said Part II or Part III.

Students may not:

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

In order for any consequence to count toward completion of a disciplinary action, the participant must be an active member of the team for an entire season.

A student that violates the Interscholastic Athletic Activity Participant Code while participating concurrently as an athlete and club/organization participant will serve the consequences concurrently as a club member under the Extracurricular Activities Participants Code and as an athlete under the Interscholastic Athletic Activity Participant Code.

Student Rules of Conduct

Consequences:

Part I: Sell

First Offense

Student will be subject to all of the following disciplinary measures:

1. Loss of privilege of participating in all interscholastic athletics for one calendar year from the date of the decision rendered by the Interscholastic Athletics Participant Code Committee.
2. Any violation of this occurrence while a participant is in a school activity will be reported to legal authorities as permitted by law.
3. The participant will not be eligible for any awards or recognition.
4. Required attendance at a Safe and Drug - Free Schools Saturday Family Workshop with their parent(s)/guardian(s), within 60 calendar days of the date a decision is rendered by the committee regarding the violation. If the student and parent(s)/guardian(s) refuse to attend the Safe and Drug - Free Schools Saturday Family Workshop, the student cannot participate in any interscholastic athletic activities for balance of their career in Dublin City Schools. Further intervention may be required by the Safe Schools Drug - Free Schools Program Counselor, or administrator when deemed necessary.
5. The student will receive a mandatory assessment.
6. Permanent loss of any leadership position in Interscholastic Athletic Activities.

Part I: Sell

Second Offense

Student will be subject to all of the following disciplinary measures:

1. The student will not be permitted to participate in any interscholastic athletic

activity for the remainder of her/his middle school and high school career in the Dublin Schools.

Disciplinary Action

Part II: Use

Student may not:

Use, purchase, possess, or conceal any alcoholic beverage, build-altering chemical, mood-altering drug, look-alike drug or other intoxicant, narcotic, or hallucinogenic drug, amphetamine, barbiturate, marijuana, inhalant, tobacco, counterfeit drug, other substance whose possession is prohibited by law, or instrument or paraphernalia normally or actually used for packaging of alcohol, build-altering chemicals, mind-altering chemicals, and/or tobacco products.

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

Consequences:

Part II: Use

First Offense

Student will be subject to all of the following disciplinary measures:

1. Loss of 20% of competition in the athletic season or, at the discretion of the student,

Student Rules of Conduct

serve forty (40) hours of community service as assigned by the community service coordinator. The community service program component must be completed in its entirety within 90 calendar days from the date of the decision rendered by the committee regarding the violation. Failure to complete the community service component within the approved time will result in the student not being allowed to participate in any athletic activities for an additional 20% of competition in athletics. Practice is still required for athletes.

2. Loss of any leadership position in athletic activities for one calendar year from the date of the decision rendered by the committee regarding the violation.
3. Required to attend with their parent(s)/guardian(s), within 60 calendar days of the date a decision rendered by the committee regarding the violation the district-approved Safe and Drug Free Schools educational program in its entirety if the student is violating the Interscholastic Athletic Activities Participant Code for the first time. If the student and parent(s)/guardian(s) refuse to attend the Safe and Drug-Free Schools educational programs, the student cannot participate in any athletic activities for one calendar year from the date of the decision rendered by the committee; and will be denied her or his team letter. Further intervention may be required by the Safe and Drug - Free Schools Program counselor or administrator when deemed necessary.
4. All awards will be held until all components of community service and the Safe and Drug-Free Schools educational program are complete.

Part II: Use Second Offense

Student will be subject to all of the following disciplinary measures:

1. Loss of 50% of competition in the athletic season or, at the discretion of the student, serve forty (40) hours of community service as assigned by the community service coordinator to reduce the loss of competition to 20%. The community service program component must be completed in its entirety within 90 calendar days from the date of the decision rendered by the committee regarding the violation. Failure to complete the community service component within the approved time will result in the student not being allowed to compete in any athletic activities for an additional 50% of competition from interscholastic athletics. Practice is still required for athletes.
2. Permanent loss of any leadership position in interscholastic athletics.
3. Required to attend with their parent(s)/guardian(s), within 60 calendar days of the date a decision is rendered by the committee regarding the violation the district approved Safe and Drug - Free Schools Saturday Family Workshop in its entirety. If the student and parent(s)/guardian(s) refuse to attend the Safe and Drug -Free Schools Educational Program, the student cannot participate in any athletics activities for one calendar year from the date of the decision rendered by the committee regarding the violation.
4. The student will receive a mandatory assessment.
5. All awards will be withheld until all components of community service and the Safe and Drug-Free Schools Saturday Family Workshop are complete.

Part II: Use Third Offense

Student will be subject to all of the following disciplinary measures:

1. The student will not be permitted to participate in any interscholastic athletic

Student Rules of Conduct

activities for the balance of their middle or high school career, which ever is appropriate.

2. The student will be advised to attend further assessment by an outside chemical dependency professional.

Part III: Citizenship

Student athletes shall conduct themselves in a manner that reflects good citizenship. Any behavior that results in dishonor to the participant, her or his team, or her or his school will not be tolerated. Acts of unacceptable conduct, both on and off school premises, include but are not limited to theft, vandalism, manifest disrespect, violation of the law, or any violations of the Serious Misconduct Section of the Student Code of Conduct. Students violating the citizenship portion of the Interscholastic Athletic Activities Participant Code will be subject to punishment under Part III. Students with previous violations of any part of the Extracurricular Activities Participant Code who then violate the citizenship portion, will be progressed to the next disciplinary level (offense) of Part III.

Students that violate the Interscholastic Athletic Activities Participant Code while participating concurrently as a club/organization participant will serve the consequences concurrently as a club/organization participant member under the Extracurricular Activities Participation Code and as an athlete under the Interscholastic Athletic Activities Participant Code.

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

Part III: Citizenship First Offense

Student will be subject to all of the following disciplinary measures:

1. Loss of 20% of competition in the athletic season or, at the discretion of the student, serve forty (40) hours of community service as assigned by the community service coordinator. The community service program component must be completed in its entirety within 90 calendar days from the date of the decision rendered by the committee regarding the violation. All awards will be held until all components of the community service component are complete. Failure to complete the community service component within the approved time will result in the student not being allowed to participate in any interscholastic athletics for an additional 20% of competition in athletics. Practice is still required for athletes.
2. All awards will be held until the community service portion is completed.
3. Loss of any leadership position in interscholastic athletics for one calendar year from the date of the decision rendered by the committee regarding the violation.

Part III: Citizenship Second Offense

Student will be subject to all of the following disciplinary measures:

1. Loss of 50% of competition in the athletic season or, at the discretion of the student, serve forty (40) hours of community service as assigned by the community service coordinator to reduce the loss of competition to 20%. The community service component must be completed in its entirety within 90 calendar days from the date of the decision rendered by the committee regarding the violation. Failure to complete the community service component within the approved time will result in the student not

Student Rules of Conduct

being allowed to participate in any interscholastic athletics for an additional 50% of competition. All awards will be held until all of the community service component is complete. Practice is still required for athletes.

2. All awards will be held until the community service portion is completed.
3. Permanent loss of any leadership position in interscholastic athletics.

Part III: Citizenship

Third Offense

Student will be subject to the following disciplinary measure:

1. The student will not be permitted to participate in any Interscholastic Athletic Activities.

Verifications of Violations

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

Process for Violation

- A. Interscholastic athletic disciplinary actions for such violations are not subject to the procedures established for curricular suspensions or expulsions nor are interscholastic athletic disciplinary actions otherwise subject to due process. Pursuant to Ohio Revised Code 3313.664, a principal, assistant principal, or other administrator (hereinafter called "the appropriate authority") shall have sole discretion to

determine what, if any, notice and hearing rights are to be afforded to the student and the student's parent/guardian in the event of any prohibition of interscholastic athletic participation or other interscholastic athletic disciplinary action for violation hereof.

Accordingly while it is anticipated that in most instances notice will be given in advance of any disciplinary action, notice is not a requirement.

- B. All interscholastic athletic disciplinary determinations made by the appropriate authority for a violation hereof shall be reviewed, prior to the enforcement of any disciplinary action, by the applicable committee as described in item C hereinafter. For the purpose of this review, a student who has completed the eighth grade shall be deemed to be attending high school even if high school classes for that student have not commenced as of the time of the review.
- C. There will be one Interscholastic Athletic Activities Participant Code Committee for each building. The committee will be comprised of the principal, assistant principal, athletic director, district drug education counselor, and the student's then current coach if any. The principal will chair the committee. Parents will be offered the opportunity to meet with the committee.
- D. Subject to Item A above, within two school days after the Interscholastic Athletic Activities Participant Code Committee has completed its review of any disciplinary action to be taken on any violation hereof, a letter of notification of its decision must be sent by the principal or designee to the parent or guardian specifying the reason(s) for any disciplinary action, the period of time in which any such action is to occur or be in effect, and options, if any, concerning any such action.
- E. Review by the applicable Interscholastic Athletic Activities Participant Code

Student Rules of Conduct

Committee shall be quasi-judicial, and its decision will be final.

Education/Code Orientation

In order for a middle school student to participate on an athletic team, a parent/guardian must attend the required educational program. Parent education meetings will be held each quarter. Any new student(s) to the district in grades 7-12 must have their parent/guardian attend one of the educational programs.

This educational program will be offered at the four middle school sites by trained personnel. Documentation of program completion is the responsibility of the coach and middle school Athletic Director or the Safe and Drug Free Schools Coordinator. Attendance at the educational program is required one time during the student's middle or high school career.

All coaches are required to review the expectations of the Interscholastic Athletic Activities Participant Code with their teams and parent(s)/guardian(s) during a preseason meeting and communicate these expectations of the respective parent(s)/guardian(s) in written format. A student's intent to abide by this code will be evidenced in an agreement that shall be signed by the student and her or his parent(s)/guardian(s) at the completion of this educational program.

Applying the Consequences

Determining the Number of Violation

An athlete may not become a member of a school sponsored sport either as a participant, manager, or trainer after the officially designated starting date in order to serve any part of a consequence as determined by the Interscholastic Athletic Activities Participant

Code. The official starting date for athletes is designated by the Ohio High School Athletic Association as the date on which a sport may begin required attendance. In order for any consequence to count toward completion of a disciplinary action, the participant must be an active member of the team for an entire season.

If the school year ends while the athlete is serving the denial of participation, the remainder of the denial will roll over to the next school year. In all events the principal or designee shall have the final authority to what sport the consequence shall apply and how that application is to occur.

Any violation of Part I(Sell) will be treated as having been a violation of Part II and Part III, respectively, for purposes of determining the number of an offense occurring thereafter under said Part II or Part III. A violation of Part I (Sell) will carry over from middle school and will be accumulative with violations in high school.

Definitions

1. Alcohol - Any liquor, wine, beer, and/or other beverages containing alcohol.
2. Assessed - An outside chemical dependency professional, approved by the Dublin City School District, will provide an estimate or judgment as to the physical or psychological condition of the student.
3. Build - Altering Chemical - Includes, without limitation, anabolic steroids, growth hormones, testosterone or its analogs, human chronic gonadotropin(HCG), and other hormones.
4. Extracurricular activity - clubs/organizations of out-of-class pursuits, supervised and financed by the Dublin Schools. Extracurricular activities are not a part of the regular school curriculum and are not graded. They do not include co curricular

Student Rules of Conduct

activities (activities that are connected to a course offered to students with a board of education approved graded course of study, such as band, drama, choir, etc.).

5. Middle school level shall be defined, for this purpose, as beginning after the last day of the fifth grade or upon enrollment in a Dublin middle school, and is effective up to and through the last day of the middle school schedule, at which time the high school level will begin. Notwithstanding any provision otherwise to the contrary in the foregoing, any violation of Part I (Sell) will be treated as having been a violation of Part II and Part III, respectively, for purposes of determining the number of an offense occurring there after under said Part II or Part III. A violation of Part I (Sell) will carry over from middle school and will be cumulative with violations in high school.
6. Mood - Altering Drug - Includes without limitation, narcotics, depressants, stimulants, hallucinogens, counterfeit controlled substances, marijuana, alcohol, and prescription drugs, unless authorized by a medical prescription from a licensed physician. this medical prescription must be kept in the original container, which shall state the student's name and the directions for proper use of the prescription.
7. Tobacco – Any product with tobacco as an ingredient that is smoked, chewed, inhaled, or placed against the gums.

Guidelines for Student Academic Eligibility in Athletics and Extracurricular Activities

The Dublin City Schools has established excellence as a standard and strives to maintain an appropriate balance among academics, athletics, and all extracurricular activities. It is important that students meet the following

academic requirements in order to participate in athletics, extracurricular, and co curricular activities in Grades 7 to 12. It is the student's responsibility, to see that requirements for graduation, athletic eligibility, and the NCAA Clearinghouse are met. Dublin Coffman High School will make every effort to keep up to date records and to keep students and parents informed about the status progress toward compiling the necessary coursework for graduation, eligibility, and the NCAA Clearinghouse. However, it is the student responsibility to be acquainted with necessary requirements to meet the goal.

Following are guidelines for the implementation of Board Policy 2431.

1. A student must earn at least a 2.0 grade point average (GPA) in order to be eligible for participation in athletics and extracurricular activities. The GPA will be applied separately for Grades 7-8 and Grades 9-12 and calculated each grading period. Each student's eligibility will be determined according to her or his GPA for each nine week grading period. Semester and final exams are not to be calculated in the nine week GPA assessment because of their comprehensive nature. A student's eligibility will be determined by examining each nine week's GPA independent of prior grading periods. The individual nine week's GPA value will be used in itself to determine a student's eligibility. Eligibility can be maintained, gained, or lost each grading period.
2. In addition to the above Dublin City School requirements, a student athlete must qualify under all rules established by the Ohio High School Athletic Association (OHSAA). Specifically, the academic requirements of the OHSAA stipulate that a student in Grades 9 to 12 must pass a minimum of 5 credits in the previous grading period.

Student Rules of Conduct

Middle school students in Grades 7 to 8 must pass 75% of their course work.

3. Students who fall below the 2.0 grade point average as detailed above (1.5 to 1.9) are entitled to submit a request for a waiver for participation to the Eligibility board (see #5 below). A student is eligible for three (3) such waivers throughout her/his middle school and high school years: one waiver may be used for middle school students; one waiver may be issued during the freshman or sophomore year; one waiver may be issued during the junior or senior year. Waivers are not cumulative. To be eligible for the next grading period, the student must attain a minimum GPA of 2.0. Any student who is issued a waiver is considered on probation and must attend personalized study sessions provided by her/his school.
4. A student may also make an appeal for additional waivers to the Eligibility Board (see #5 below). Student athletes must, however, also continue to qualify under all rules established by the OHSAA.
5. Two Eligibility Boards will be established: one to review high school requests; one to review middle school requests. The High School Eligibility Board will be comprised of the building principals, the athletic directors, and three teachers (appointed by the principal) from each high school. The Middle School Eligibility Board will be comprised of the building principals, the athletic directors, and one teacher from each of the four middle schools (appointed by the building principals). Teachers appointed to both Eligibility Boards will serve for one year and will be appointed in the Spring of each year to begin service during the 4th Quarter. Teachers will be awarded a stipend for their participation. Each Eligibility Board will meet within three school days after grade cards are distributed. The building principal will post in advance the dates for each meeting so that the students

will be aware. The Eligibility Boards will review all requests for waivers, additional waivers (as outlined in #3 and #4 above), and all appeals including those made by students whose GPA falls below a 1.5. Any student who requests a waiver, additional waiver of participation, or appeals a 1.5 GPA or below, will receive the Eligibility Board's decision in writing within five school days. The Eligibility Board's decision is final.

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

Extracurricular Activities

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

Interim Grading Calendar

Week of September 29 , 2003
Week of December 8 , 2003
Week of February 16 , 2004
Week of April 26 , 2004

Dublin City Schools Sportsmanship Guidelines

Philosophy

The Dublin City Schools believe that

Student Rules of Conduct

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

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

1. Respect should be demonstrated for an athletic opponent and for their school at all times. Host schools should treat visiting teams and their supporters as guests and accord them the consideration all human beings deserve. When traveling, all participants should respect the property and dignity of their host school and its athletic teams.
2. Respect should be demonstrated for the officials at all times. Officials must be assumed to be and accepted as impartial arbitrators who are trained to do their job and can be expected to do the job to the best of their ability.
3. Knowledge of and a proper respect for the current rules of the contest should guide the behavior of all participants. Rules are essential for a fair contest, and good sportsmanship suggests the importance of conforming to the spirit as well as the

“letter” of the rules for that sport.

4. All participants should strive to maintain self control at all times. The desire to win should not be accepted as a reason for abandoning rational behavior. A proper perspective must be maintained by all if the potential educational values of athletic competition are to be realized.
5. All participants should learn to recognize and appreciate skill in performance regardless of affiliation. Recognition of the good performance of an opponent is a demonstration of generosity and good will that is encouraged in all Dublin schools. In order for good sportsmanship to prevail, it is essential that all participants and spectators understand their individual responsibilities and expected modes of behavior before, during, and after contests.

Players, Staff, Other Team Personnel

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

If the ejection occurs in the last contest of the season, the student shall be ineligible for the same period of time stated above in the next sport in which the student participates. For the staff member, they shall be ineligible for the same period of time as stated above in the same sport during the following season in the next

Student Rules of Conduct

school year. A student or staff member under suspension may not sit on the team bench, enter the locker room, or be affiliated with the team in any way traveling to, during, or traveling after the contest(s).

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

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

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

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

1. Know and demonstrate the fundamentals of good sportsmanship.
2. Respect, cooperate, and respond enthusiastically to the cheerleaders, coaches, and athletes of all teams.
3. Censure fellow spectators whose behavior is unsportsmanlike.

4. Be positive toward players and coaches regardless of the outcome of the contest.
5. Respect the judgment and the professionalism of the officials and coaches.

Examples of spectator inappropriate behavior:

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

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

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

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

Athletics

Athletics

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

Athletic Code

See Extracurricular Code.

Athletic League Rules

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

1. No signs, poster, flag or other hand-held item (the intent of which is to incite the players or spectators) shall be allowed at any conference contest. Hoops or other run-through items held by the home team cheerleaders are permissible. Pictures and/or writing on these run-through items will be restricted to school name, nickname and/or symbol. Cheerleaders and drill teams may use pom-poms at basketball games if they are approved plastic non-shedding type.
2. Tunnels are not to be formed by spectators in the area considered to be part of the admissions area (that place that requires a ticket or like identification for entry) or any other area that prohibits free and safe access

to the admission area. Tunnels in any other area associated with the athletic contest are not permitted.

3. No confetti or noise makers are to be used at athletic contests.
4. No rhythm cheers, which would lead to stamping on bleachers, are to be used.
5. No cheers are to be directed against a visiting player or team.

Guidance Center Services

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

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

Health Care

Students who are too ill to attend class should go first to their classroom, obtain a pass from their teacher and report directly to the clinic. Students may not leave the building due to illness without being released by the school nurse first.

Proof of immunization must be on file in the

Student Services

nurse's office within two weeks of the beginning of school or that student may be excluded from school until appropriate records are obtained.

Accidents and Illness — If a child has an accident or becomes ill at school, the parents will be notified to come and get the child after school personnel have determined if it is serious enough to warrant a phone call. Students are not permitted to call home on their own to report illness. They should go through the clinic. At the beginning of each school year, parents are required by law to complete emergency medical cards designating a local person, doctor, dentist, and hospital to be contacted in case of emergency and parents cannot be reached. These cards also are necessary for any activity off school grounds, including field trips, spectator trips, and trips for athletic or other extracurricular activities. No student will be allowed to pick up his/her schedule without first returning the cards.

Any student who has a fever of 100 or greater, vomiting, diarrhea, or signs and symptoms of a possible communicable disease will be sent home. Please keep students with possible or known communicable diseases home until they are symptom-free or have had 24 hours of treatment. Students who appear to need stitches, x-rays, casts, or crutches from a school injury, or seem to need extended observation for injury or illness will be sent home for possible medical evaluation. Only the names of parents/guardians or friends/family listed on the emergency card will be permitted to pick up or release a child from school because of illness or injury. A student will not be removed from a class to drive another student home. If a child appears to have a life-threatening or serious illness/injury, the emergency squad will be called. Every effort will be made to notify parents/guardians of this necessity, so all phone numbers and health care information on the

emergency card need to be kept current. Parents are responsible for informing the school each year of their child's specific health problems, especially life-threatening bee sting or food allergies. If a child requires an epipen or benadryl for allergies, the parents are responsible for providing the school with the medication and a signed doctor's statement directing how and when the medication is to be administered.

Important Notice to Parents Concerning Student Injuries

Even with the greatest precautions and the closest supervision, accidents can and do happen at school. They are a fact of life and a part of the growing-up process our children go through.

Parents need to be aware of this and be prepared for possible medical expenses that may arise should their child be injured at school.

The school district does not provide medical insurance to automatically pay for medical expenses when students are injured at school. This is the responsibility of the parents or legal guardians. The District only carries liability insurance that is designed to respond to acts of negligence on the part of the school.

The District does make student medical insurance available to families for their individual purchase. Brochures outlining the coverage and premiums are handed out at the beginning of the school year, and are available at the school office.

Parents, please be prepared to pay for your child's possible medical expenses.

Clinic Procedures

Student Services

Students who are ill must get a pass from the classroom teacher to come to the clinic located in the main office. Students must be signed in and out with the clinic staff when entering and exiting the clinic. The school clinics are manned daily by clinic aides in consultation with the school nurse. Health care concerns should be brought to the attention of the nurse. Students are encouraged to consult the school nurse on health-related topics. When the nurse or aide is not in the building, the school secretary will assist students in the clinic.

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

Regulation for Administration of Prescription Medications

Prescription Medications Only

1. Written request must be obtained from the physician and the parent/guardian each year before any prescription medication may be administered by school personnel. The request must include instructions as to name of medication, dosage, time and procedure for administration, and possible side effects.
2. All prescription medication must be received in the original container in which it was dispensed by the doctor or pharmacist. Pharmacists can make a duplicate bottle for the school.
3. New request forms must be submitted each school year and whenever there is any change in the medication order, such as an increase or decrease in medication, or a new medication.
4. Whenever possible, the medication and the signed permission form should be brought to the school by the parent/guardian. Forms can be faxed from home or the doctor's office to the school.
5. Accurate records of the administration of daily medications will be kept in the student's health file for five years.
6. A student cannot self-carry nor administer her or his own prescription medication, unless she or he does so under supervision by appropriate school personnel. (See # 7.) Prescription medication will be stored by school personnel in a locked area unless it requires refrigeration, in which case it may be kept in a refrigerator in a place not commonly used by students.
7. Notwithstanding the foregoing, a student may self-carry and administer his or her own medication via inhaler if a request for the student to do so is completed by a physician and a parent/guardian in advance and is on file at the school.
8. The School Board designates the following personnel to administer daily prescription medication: school nurses, clinic aides, building secretaries/clerks, building administrators, and on field trips, the student's teacher. Any of the foregoing personnel administering medication may do so only after reviewing the applicable request form, including physician's instructions and signature.
9. Parents are responsible for picking up unused prescription medications at the end of each school year. They will not be sent home with students.
10. New medication forms for prescription medications and self-carrying of inhalers may be picked up at the end of each school year so that your student may begin carrying their medication on the first day of the new school year with a properly completed medication form on file.

Student Services

Immunizations

Clinics are manned daily by clinic aides in conjunction with the school nurses. Please call the school nurse with health concerns. In compliance with the Ohio Compulsory Immunization Law, no pupil shall be admitted to school unless she/he presents written evidence that he or she has received the required immunization by such means as may be approved by the Department of Health, pursuant to the powers granted by 3313.671 of the *Ohio Revised Code* or unless such pupil presents a written statement of his parents or guardian objecting to such immunization because of medical or religious grounds.

The following are the minimal state-required immunizations for the 2003-2004 school year for high school only:

- 4 DPT's (Diphtheria, Pertussis, Tetanus)
- 3 Polio's
- 2 MMR (Measles, Mumps, Rubella)

All students entering from foreign countries must also take a TB test.

Screenings

Each year all Freshmen and students new to the district are screened for vision and hearing. If a problem is detected, a written referral will be mailed home. At anytime throughout the year, if a parent is concerned a student is having difficulty hearing or seeing, they may contact the clinic. We will notify them of their child's test results.

Blood-borne Pathogens

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

Consequently, the Board directs adherence to universally recognized precautions. Universally recognized precautions require that staff and students approach infection control as if all direct contact with human blood and body fluids is known to be infectious for HIV, HVB, and/or other blood-borne pathogens*.

In order to reduce the risk to staff/students by minimizing or eliminating staff exposure incidents to blood-borne pathogens*, the Board directs the Superintendent to develop and implement an Exposure Control Plan.

**Blood-borne pathogens — pathogenic microorganisms that are present in human blood and can cause disease in humans. These include, but are not limited to, Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV).*

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

Control of Casual Contact Communicable Diseases and Pests

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority

Student Services

to exclude or isolate a student who is ill, appears to be ill or has been exposed to a communicable disease or highly transient pest, such as lice.

Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be only for the contagious period as specified in the school's administrative guidelines.

Control of Non-Casual Contact Communicable Diseases

In the case of non-casual-contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to insure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health.

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

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

Parents may authorize the school to administer a non-prescribed (over-the-counter) medication using a form which is available at the school office and in this handbook. A physician does not have to authorize such medication.

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

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

1. All over-the-counter medication must be kept in the original container.
2. Parent-requested dosages shall not exceed the maximum recommended dose of the manufacturer.
3. No Aspirin is to be self-administered to students except by physician's request because of its association with Reye's Syndrome.
4. If a student has obvious signs of injury or illness, such as fever, rash, vomiting,

Student Services

diarrhea, or other signs of communicable disease or possible serious injury, the medication may be given, but the student will need to go home to recover.

Library Media Center Services

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

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

Student use of the Library Media Center

1. Students need a valid Coffman High School

ID card to come to the Library Media Center and to check out materials.

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

Student computer access

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

Loan of materials

Books, videotapes and audiotapes are

Student Services

circulating materials. Students must present a valid ID card to check out materials. Reference

books and software do not circulate. Overdue materials and any resulting fines must be taken care of promptly.

Student copier

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

Cafeteria/Food Service

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

Special Social Events

Football Homecoming

In the fall of every year, the senior class sponsors the football homecoming activities. The entire student body votes for the queen and king. The queen, king, court and their escorts are honored before the game on Friday night. The dance is semiformal.

Sweetheart Dance

Each year on a Saturday in February, a semiformal dance is held in the commons area. The sophomore class is responsible for the dance.

Prom

One of the final social events of the year is the Prom, sponsored by the junior class in honor of the graduating senior class. The dance is a formal affair, usually held away from the building.

Spring Informal Dance

This year the freshman class will sponsor a dance in March.

A student may not be on more than one court (Homecoming, Sweetheart, or Prom court) in any one school year.

Music and Dramatic Events

Concerts

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

Musical

During the year, the Dublin Coffman High School Performing Arts Department presents its annual musical production. Such favorite musicals as *Oklahoma*, *Sound of Music*, *Bye, Bye, Birdie*, and *The Man of La Mancha* have been presented in recent years.

Fall Play

In the fall of the year the Performing Arts

Student Activities

Department presents its annual production. Tryouts are open to the student body and any Dublin Coffman High School student is eligible for membership in the cast or crew.

Clubs and Organizations

Student Senate

The purpose of the Dublin Coffman High School Student Senate shall be: to provide a forum for student interests and opinions; to establish lines of communication among students, faculty, administrators and the Dublin community; to encourage school spirit and pride; and to provide an outlet for leadership, scholarship and community service.

Membership is based upon representatives from other clubs and organizations and from at-large candidates who petition for and are voted upon by their peers in the fall of the school year.

Freshman Cabinet

The Freshman Cabinet is composed of the ninth grade students who petition for selection to the cabinet. Cabinet members are selected in the spring of their eighth grade year with equal representation from each of the middle schools attending Coffman. The cabinet helps plan various class, school and community related activities. These activities include a spring dance and fund raisers.

Sophomore Cabinet

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

Junior Cabinet

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

Senior Cabinet

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

A Cappella Chamber Choir

Students should be able to read and understand musical notation and sing parts independently. Placement will be determined by vocal balance. Attendance at all performances is required.

Art Club

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

African American Student Enrichment Organization

The purpose of the African-American Students Enrichment Organization is to develop an emotional and educational network of support

Student Activities

by providing opportunities to participate in activities for social, educational, political and cultural awareness. In addition, members will be exposed to different college experiences and provided academic information that will enable them to excel. Members will also acquire leadership skills, maintain a positive self-concept, work to resolve educational difficulties, assist other students with personal and family problems that effect educational success, understand and deal with racial issues and conflicts effectively, and to have fun and enjoy the challenges of high school.

Chorale

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

Communications Club

The purpose of the Communications Club is to provide students with various exciting opportunities to use their communication skills. Members are students who have a desire to learn and practice effective communications techniques. These fun after-school activities and evening social events build leadership and confidence in students who are considering communication related careers.

Concert Bands

Membership is based on the individual's ability to play an instrument. The bands meet every day as a scheduled elective course. The bands perform at basketball games, contests, and

special events. Practices occur after school hours depending on the time of year.

Drama Club

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

Environmental Club

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

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

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

Flag Corps

The D.C.H.S. flag corps is open to any girl Grades 9-12. Auditions take place in the spring. Flag Corps (853) is scheduled as a 1/2 credit class and the students do receive a grade. Members participate in all scheduled marching band activities. Flag corps also has a one-week

Student Activities

camp in the summer. At the conclusion of marching band, members of the corps who do not play a band instrument will then have study hall until other performances occur.

French Club

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

Future Teachers of America

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

German Club

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

Industrial Tech Club

The purpose of the Intec Club is to promote interest at all grade levels in the ever changing world of Industrial Technology. We will also explore possible career choices and perform

service projects for the school. Students will make major projects as a part of their fund raising activities.

Jazz Band

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

Key Club

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

Latin Club

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

L.I.N.K.

The L.I.N.K. program brings together veteran students with students new to the district. L.I.N.K. students help orient new students during the August orientation sessions and then serve in a like capacity throughout the school year. Leadership, communication and organizational skills are derivatives of participation in this activity.

Student Activities

Marching Band

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

Math Team

The Math Club involves all grade levels in testing, contests and competition within the school, local contests and state testing. The students learn about different programs to enhance their math awareness and knowledge.

Multicultural Alliance

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

National Honor Society

The National Honor Society is composed of those juniors and seniors who have demonstrated academic skills, personal integrity and have participated in extracurricular activities in their school careers. Membership in the National Honor Society is awarded to juniors and seniors by the faculty. Students with a minimum 3.5 G.P.A. are eligible to enter the selection process. Selection is based on four criteria: scholarship, leadership, character, and service. A formal induction ceremony is held in the fall.

Orchestra

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

O.W.E. Club

The Occupational Work Experience Club is open to all students enrolled in the O.W.E. program. The purpose of the club is to introduce students to outside aspects of community and school service. It further promotes building of a positive self-image through various O.W.E. activities.

Perspective

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

Physics Club

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

Quiz Team

The Quiz Team is a scholastic team that participates in local league play with fast-paced toss-up questions. Beyond the league the team competes in W.O.S.U.'s In-The-Know and in a

Student Activities

nationwide computer game, the Knowledge Maker Open. The activities will appeal to those students who enjoy *Jeopardy* or *Trivial Pursuit* or simply have an excellent recall of information from a few or many disciplines.

Ski Club

The Ski Club is a social club open to all students at Dublin Coffman High School. The main purpose of the club is to provide students with a lifelong recreational activity of a popular outdoor sport. Ski trips are planned for two times a week during January through mid March.

Social Studies Club

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

Spanish Club

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

SSA Chorus

Women's Chorus is a vocal performing group that explores the disciplines of the performing ensemble. It is suggested for those students interested in participating in Chorale and A Cappella Chamber Choir. Attendance at all performances is required.

Symphonic Choir

Symphonic Choir is a vocal performing groups that explores the disciplines of the performing ensemble. It is suggested for those students interested in participation on Chorale and A Cappella Chamber Choir. Attendance at all performances is required.

TBB Chorus

Men's Chorus is a vocal performing group that explores the disciplines of the performing ensemble. It is suggested for those students interested in participating in Chorale and A Cappella Chamber Choir. Attendance at all performances is required.

Teen Institute

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

Yearbook

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

Student Activities

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

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

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

Yearbook

Students of the senior class at Coffman are requested to submit their own **professional, studio-taken picture** to the yearbook, which would replace their standard Lifetouch picture. Because of the importance of seniors to the yearbook, the staff will print every senior's picture in full color in its own section of the

book. Student wishing to submit their picture need to write their name on the back of it and either mail it or give it to the yearbook advisor no later than **December 2, 2003, by 2:30 PM**. If the picture is not received by that time, the student's Lifetouch picture will be used in the book. There will be no exceptions made for any student or photography studio. The yearbook staff reserves any right to reject any picture which it believes will not reproduce well, is of poor taste, or does not conform to the standards of a normal head-and-shoulders portrait. Digitally or chemically altered photos, or photos containing more than one person, pets, or excessive props will not be accepted. All pictures submitted become property of the DCHS Yearbook Staff and will not be returned.

Dublin City Schools Pay-to-Participate Fee Schedule

High School — 2003-04

\$75 per sport per student

Boys' Baseball
Girls' Softball
Boys' and Girls' Basketball
Girls' Gymnastics
Boys' and Girls' Golf
Wrestling
Football
Boys' and Girls' Tennis
Boys' and Girls' Volleyball
Boys' Ice Hockey

\$50 per sport per student

Boys' and Girls' Swimming & Diving
Field Hockey
Boys' and Girls' Lacrosse
Boys' and Girls' Soccer
Boys' and Girls' Cross Country
Boys' and Girls' Track
Basketball Cheerleading

Student Activities

Football Cheerleading

\$40

Marching Band

Middle School — 2003-04

\$30 (per participant per activity)

Family Cap

Family Cap (High School) — \$300

Family Cap (Middle School) — \$100

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



Request for Administration of Prescription Medication by School Personnel

5330 F1
Rev. 7/26/00

- Have the student's physician complete and sign this form.
- Parent or guardian must complete and sign their portion of this form.
- This form must be on file in the student's health record at school before prescription medication will be administered by school personnel. A separate form is required for each medication.
- Note: No narcotics or IMSQ shots (except for physician-prescribed epipens) will be administered by the schools.

Physician's section

Physician's name: _____ Physician's phone number: _____

This is to certify that _____ (student's name) is under my care and should receive the following prescription medication at the following times:

Medication	
Times	
Special instructions	
Possible side effects	
Special storage instructions	
Starting date for medication	
Expiration date of this request	

Physician's signature

Date

Parent's section

I hereby request and give my permission to the Board-approved personnel to administer the above-stated medication to my child. I further acknowledge by signing this form that the school district or its personnel are under no obligation to render assistance in administering medication and do hereby release all Board-designated school employees and the Board of Education from liability for damages or injury resulting from either performing or not performing the assistance requested. I have read and understand the policy for administration of medication.

Name of Child : _____

Home Address: _____

School: _____

Date: _____

Class: _____

Parent's Signature

Parent Daytime Phone Number:

Medication record (Date/Time/Initials)



Request for Student to Carry and Administer Own Prescription Medication by Inhaler

5330 F3
Rev. 7/19/00

- Have the student's physician complete and sign this form.
- Parent or guardian must complete and sign their portion of this form.
- This form must be on file in the student's health record at school before student may self-administer medication by inhaler. A separate form is required for each medication.
- A copy of this form must be carried with student who will be using the inhaler.

Physician's section

Physician's name: _____ Physician's phone number: _____

This is to certify that _____ (student's name) is under my care and should be allowed to carry and administer his/her own personal medication by inhaler. I hereby stipulate that the immediate administration of medication during bronchial spasm is medically necessary and that even a five-minute delay in administering that medication could lead to serious medical complications. I hereby represent that the immediate administration of medication during bronchial spasm(s) is medically indicated and that a delay in such administration could have significantly adverse medical consequences. I further stipulate that the above-named student has been instructed and demonstrates knowledge of the proper circumstances in which this medication should be administered as well as the proper care, storage and administration of the below-indicated medication.

Medication	
Special instructions	
Possible side effects	
Starting date for medication	
Expiration date of this request	

Physician's signature

Date

Parent's section

I hereby make request and give my permission for my child to carry an inhaler and to administer his or her own medication therefrom in keeping with the Physician's Section above. Further, I hereby release from liability, and in addition agree to indemnify, all school employees and the Board of Education for damages or injury resulting from the use, misuse, or nonuse of such medication except as such Board or its employees are grossly negligent or engage in wanton or reckless misconduct.

I further agree to submit a revised statement signed by the physician who has prescribed the medication described in the Physician's Section above in the event that I become aware that any of the information set forth in that Section has changed.

I have read and understand the policy of the Dublin City Schools for the administration of medication and affirm that this request entails special circumstances justifying an exception from the usual administration of medication at school by school personnel.

Name of Child : _____
School: _____
Date: _____

Home Address: _____

Class: _____

Parent's Signature

Parent Daytime Phone Number:



Parent Request for Student to Self-Administer Nonprescription Medication Without Supervision — High School

5330 F4
Rev. 9/7/00

- Parent or guardian must complete and sign this form.
- This form must be on file in the student’s health record at school before student may self-administer non-prescription medication. A separate form is required for each medication.
- No student may provide nonprescription medication to another student. Students violating this will be disciplined according to the drug use provision of the student code of conduct.

Parent’s form

I am the parent/legal guardian of _____, and I hereby request and give my permission to the Board-approved personnel to supervise my child in self-administering the following over-the-counter medication. I further acknowledge by signing this form that the school district or its personnel are under no obligation to render assistance in administering medication and do hereby release all Board-designated school employees and the Board of Education from liability for damages, illness or injury resulting from either performing or not performing the assistance requested.

Student’s name	
Medication	
Dosage	
Times to be given	
Specific instructions for administration (list symptoms)	
Starting date for request	
Ending date for request	

I have read and understand the policy for the administration of over-the-counter medication and request that the above-listed medication be allowed to be self-administered by my child with supervision at school.

Parent’s signature

Date

Home address

Daytime phone number

School

In addition, please sign if your child may keep the medicine in her or his possession and self-administer.

Parent’s signature

Date

Parent/Student Acknowledgement of:
Student Handbook,
Athletic Handbook,
Interscholastic Athletic Activities Participant Code,
Extracurricular Activity Participant Code,
Network and Internet Access Agreement Policy, and
Bus Safety Guidelines

We, _____ and , _____

have received and read the Student Handbook and Appendix (Including the Athletic Handbook, for all athletes, the Drug Abuse Policy for all athletes and participants in extracurricular activities, and the Safety Guidelines for Riding Dublin City School Buses). We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures and policies of the Dublin School District. We also understand that this handbook supersedes all prior handbooks and other written material on the same subjects.

Parent/Guardian Signature

Student Signature

Date

(Network and Internet Access Agreement Signature Page on Back)

