

Performing Arts Manual



For Parents, Students, & Teachers

2022-2023 School Year

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MESSAGE FROM THE HCSD PERFORMING ARTS COORDINATOR

This handbook is being presented to you because your son/daughter/ward desires to participate in the performing arts program in the Hilliard City School District. You have also expressed your willingness to permit him/her to participate. Your family's interest in this phase of our school program is gratifying. We believe that participation in performing arts provides a wealth of opportunities and experiences that assist students in personal growth and development.

The Hilliard City School District is interested in the development of young people through the performing arts. We feel that a properly controlled, well-organized performing arts program meets students' needs for self-expression, mental alertness and artistic growth. It is our hope to maintain a program that is sound in purpose and will further each students' educational maturity.

Likewise, we believe that you have committed yourselves to certain responsibilities and obligations as a parent/guardian/custodian of a performer. We would like to take this opportunity to acquaint you with specific policies that are necessary for a well-organized performing arts program.

It is the role of the performing arts department to make rules governing participation in HCSD performing arts activities. These rules need broad-based community support to be fully effective. This is particularly challenging in a school performing arts setting, because there are curricular, co-curricular, and extra-curricular offerings that interact and overlap on a daily basis. Also, there are performing arts activities going on year-round, not just during the school year. This handbook is only a tool to help our entire performing arts community optimize the experience for everyone. Ultimately, this is achieved only through communication between the performing arts department and the parents/guardians/custodians of our performing arts students. It is our hope to use this handbook to help accomplish this objective for students, parents and teachers.

Dr. Mark E. Sholl

Performing Arts Coordinator – Hilliard City Schools

STATEMENT OF HCSD PERFORMING ARTS PHILOSOPHY

The Hilliard City Schools believes that every family has the right to expect high quality educational opportunities in the performing arts for their children. The performing arts is a vital part of every child's academic experience. The performing arts staff will work constantly to provide a rich and high quality experience in the performing arts for every student.

Education in the performing arts provides avenues to crucial modes of thinking and learning. It helps students develop creativity and appreciation of other areas of their academic and social lives. Performing Arts are however, not just a supplement to other academic areas. They have an importance independent of other academic areas. The performing arts can uniquely develop important life skills for students and must remain a vital part of the education environment of our students.

PERFORMING ARTS GOALS AND OBJECTIVES

Goal – The performing arts student shall become a more effective global citizen in the rapidly changing 21st century.

Specific Objectives

- Developing **Critical Thinking** and Problem Solving
- Developing **Communication** Skills to effectively analyze and process the overwhelming amount of communication in their lives today
- Developing **Collaboration** skills that are essential in our classrooms because of the inherent in nature of how work is accomplished in our civic and workforce lives.
- Developing **Creativity** and innovation are crucial 21st century skills and key drivers in the global economy.

RESPONSIBILITIES OF A HILLIARD PERFORMING ARTS STUDENT

Being a member of a Hilliard City School District Performing Arts Troupe or Ensemble is something for which many students prepare for many years. The attainment of this goal carries with it certain traditions and responsibilities that must be maintained. The performing arts in the Hilliard City Schools are recognized as one of the finest both state wide and nationally. This recognition develops over decades, with hard work in practice rooms, stages, and at home with each member being responsible for their part of the process, and of working with others. Regardless of whether you are a 4 time All State member or someone just beginning their participation, you have a responsibility to yourself and others in your group.

Responsibilities to Yourself

The most important of these responsibilities is to broaden yourself and develop strength of character. You owe it to yourself to get the greatest possible good from your school experiences. Your studies, your participation in co-curricular and extracurricular activities prepare you for life as an adult.

Responsibilities to Your School

Another responsibility you assume as a member of a performing arts group, is to your school. Hilliard City School District cannot maintain its position as having outstanding programs unless you do your best in whatever activity you wish to engage. By participating in performing arts to the maximum of your ability, you are contributing to the reputation of your school.

You assume a leadership role when you are in your school's performing arts program. Whether you are on the stage with the spotlight on you, or working behind the scenes you have a responsibility to uphold. The student body, the community and other communities judge our school by your conduct and attitudes. Because of this leadership role, you can contribute greatly to school spirit and community pride. Make Hilliard Schools' proud of you and the community proud of your school by your faithful exemplification of these ideals.

Responsibilities to Others

As a participant in the performing arts you should practice to the best of your ability every day. If you have prepared and performed to the best of your ability, you can maintain your self-respect and your family can be justly proud of you.

ADJUDICATED EVENTS PHILOSOPHY AND GUIDELINES

The Hilliard City School District Performing Arts Department believes that adjudicated and competitive events can be part of a healthy performing arts program. Though outside adjudication and competition is not necessarily a requirement for a healthy performing arts program, it can be a valuable part of the learning experience. This document has been prepared to insure that all participants have a common understanding of those basic principles. The following section of this handbook reflects the philosophy of the Ohio Music Education Association, one of the organizations with which Hilliard City School District is affiliated. It accurately reflects the philosophy regarding participation in adjudicated events for the performing arts program of the Hilliard City School District.

Music programs exist in our schools so students may better react to, participate in and enjoy music for the rest of their lives. The Ohio Music Education Association (OMEA) exists to further the cause and implementation of music education in the schools of Ohio. Furthermore, OMEA provides adjudicated events to assist music educators who are members of the organization in the evaluation of the musicianship of their students, the effectiveness of their own teaching methods and the well-being of their overall music program. These events are designed to provide a sound educational environment, which serves as a source of intrinsic motivation for students to continue musical endeavors. "Increased proficiency increases enjoyment, and competence begets respect for competence." 1 Highly qualified adjudicators are appointed by the Adjudicated Events Committee from the membership of OMEA based on their own experience and success as a music educator. These adjudicators provide assessment, suggestions for improvement, and evaluation based on a standard of performance proficiency and achievement that is consistent with professional expectations of quality musicianship. The decision to participate in adjudicated events is not one to be taken lightly. Teachers must decide which events will be of value to their students. They must carefully set priorities to emphasize student learning and achievement and communicate these priorities to students and parents. Finally, teachers must be prepared to accept the results of the event, and use them positively to reinforce the goals of quality musicianship and student achievement.

The Hilliard City Schools Performing Arts Department also supports participation in theatrical events through Educational Theatre Association such as the National Individual Events that offers Thespians the opportunity to receive constructive feedback on prepared theatrical material and technical designs. Educational Theatre Association has a similar philosophy on participation in competitive events—noting that ultimately what is best for the program and individual student should drive the decision making process in participating.

PARENT EXPECTATIONS

Getting involved in your child's performing arts program will give you the opportunity to share with your child an important part of their education. Your child might say they rather not have you around, but most parents actually learn that in reality they appreciate your involvement and will thank you in the future.

Hilliard City Schools is fortunate to have dedicated staff members, and strong booster support organizations for all of our performing arts programs. The reality is, all of our programs need parents to be able to function; it is for this reason that we urge you to get involved. Join one of the many committees; we need your help. Grandparents, siblings, or any member of your family can get involved and make a difference, it is a great way to meet the parents and the kids with whom your child will develop lifelong relationships. Please note though, it is important that all volunteers go through the mandatory HCSD volunteer registration process. That information can be found at: <https://www.hilliardschools.org/schools/volunteer/>

Regardless of the level you are able to be involved as parents in your child's performing arts programs there are a few simple things you can do to make things better for everyone involved:

1. Bring student to ALL scheduled rehearsals and performance events in a timely fashion.
2. Ensure student instrument and equipment is kept in working condition with all necessary repairs.
3. Support student achievement by observing and enforcing home practice.
4. Ensure that all student forms are completed as required on time.
5. Support student achievement through attendance at concerts and performances.
6. Communicate with the teachers to relay pertinent information regarding student concerns.
7. If you are chaperoning at an event, realize you represent the school district and act accordingly.

REQUIREMENTS FOR PARTICIPATION

Like any courses offered by the Hilliard City School District, performing arts classes are subject to the board policy governing attendance and behavior. Of particular note are board policies governing the following areas.

STUDENT CONDUCT: ZERO TOLERANCE FOR CLASS ACTIVITIES IN AND OUT OF SCHOOL

This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs. In addition, this Code of Conduct includes:

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

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the District must conform to school regulations and accept directions from authorized school personnel. The Board has “zero tolerance” of violent, disruptive or inappropriate behavior by its students.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. The Superintendent or designee develops regulations, which establish strategies ranging from prevention to intervention to address student misbehavior.

Students and parents annually receive, at the beginning of the school year or upon entering during the year, information on rules and regulations to which they are subject while in school or participating in any school related activity or event. The information includes the types of conduct which are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the student code of conduct and the fact that any violations of the student code of conduct are punishable. The school administration has the right to talk to a student without parent/custodian knowledge and/or consent.

A student may be expelled for up to one year if he/she commits or threatens an act that inflicts serious physical harm to persons or property if it was committed at school, on other school property or at a school activity, event or program.

If a student violates this policy or the code of conduct, school personnel, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and Local ordinances.

Lockers are the property of the Board of Education. Lockers and the content of all lockers are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or a school rule. This includes all storage areas and lockers for all performing arts classes.

Part Time Enrollment in Performing Arts Classes

Part time students are welcome to participate in Hilliard City School District Performing Arts Classes and Activities. They are however, subject to participation based upon school board policy which includes the following:

Elementary Level, Grades K-5

1. Enrollment on a part-time basis all school year, with a minimum of two subject areas.
2. Home schooled students who are enrolled on a part-time basis may participate in field trips or co-curricular activities related to the courses or subject areas for which they are enrolled.

Secondary Level, Grades 6-12

1. May enroll on a part-time basis all school year, with a minimum of two courses/units and a maximum of 4 courses/units.
2. Home schooled students who are enrolled on a part-time basis may participate in field trips or co-curricular activities related to the courses or subject areas for which they are enrolled.
3. Students enrolling part-time must be residents of the District and follow regular school enrollment requirements, comply with and be held accountable to the District student code of conduct and be in accordance with the District "Home Schooling Regulations" ([IGCF-R](#))

Part Time Enrollment in Extra or Co-Curricular Performing Arts Activities

1. Resident students enrolled in community schools are permitted to participate in the District's extracurricular activities, including performing arts, at the school to which the student would be assigned. Students must be of the appropriate age and grade level as determined by the Superintendent, and must fulfill the same academic, nonacademic and financial requirements as any other participant.
2. Resident students attending STEM and STEAM schools are permitted to participate in the District's extracurricular activities, including performing arts, at the school to which the student would be assigned. Students must be of the appropriate age and grade level as determined by the Superintendent, and must fulfill the same academic, nonacademic and financial requirements as any other participant.
3. Resident students attending a nonpublic school are permitted to participate in the District's extracurricular activities, including performing arts, at the school to which the student would be assigned if the nonpublic school the student is enrolled in does not offer the extracurricular activity. Students must be of the appropriate age and grade level as determined by the Superintendent and must fulfill the same academic, nonacademic and financial requirements as any other participant.
4. Resident students receiving home schooling in accordance with State law are permitted to participate in the District's extracurricular activities, including performing arts, at the school to which the student would be assigned. Students must be of the appropriate age and grade level as determined by the Superintendent and must fulfill the same academic, nonacademic and financial requirements as any other participant.

CODE OF CONDUCT OF PERFORMING ARTS STUDENTS

Rules Concerning Appearance

At the beginning of each school year, or play production, the teacher will determine appearance rules in regards to performances. Uniforms may be assigned, or defined. Students are expected to adhere to those guidelines regarding their performing ensembles uniforms or costumes.

Practice Rules

1. Individual teachers will establish written rules and regulations regarding practice, attendance and conduct at practices and performances in and out of school.

Travel Rules

1. Rules for school bus travel shall be essentially the same as for students being transported to and from school. Exceptions may be permitted by agreement between teacher and driver, provided safety is not compromised.
2. Students must always travel with the performing arts group unless the teacher excuses a member to travel with his/her parent.
3. The use of private vehicles for transportation of students, volunteers, teachers and other employees to and from student activities is discouraged. If the need arises, transportation by private vehicles is permitted only if previously approved by the appropriate administrator.
4. Students may be permitted to drive or ride in private autos for field trips under the following conditions:
 - A. They have parental permission to do so.
 - B. They are legally allowed to drive (e.g., not operating without a valid license).
 - C. They are not in an obvious physical or mental state which suggests they should not.
 - D. They voluntarily wish to drive and indicate they are properly insured.
 - E. No official school transportation is available.
5. If it is necessary to use private vehicles, evidence must be presented upon request to the appropriate administrator that the vehicle and driver are covered for liability, medical payments, physical damage and uninsured motorist liability.

Behavior Rules

It shall be the responsibility of the principal, or teacher to discipline a performing arts student for:

1. Violation of the rules listed above.
2. Violation of Board policies and school rules.
3. Violation of established performing arts group rules.

Students may be removed from the program for the following offenses

1. Use or possession of alcoholic beverages, drugs, or other mind-altering substances.
2. The use of tobacco in any form.
3. Destroying or stealing school equipment.
4. Violation of Board of Education policies.
5. Any conduct which may be deemed by the principal/designee to be both of a serious nature, and a violation of state, local, or federal criminal or juvenile law.

STUDENT DRUG, TOBACCO & ALCOHOL POLICY—EXTRACURRICULAR ACTIVITIES

Certain performing arts activities are not curricular—no grade is given. Participating in these extracurricular activities such as, but not limited to, drama or certain music groups with the Hilliard City School District is not a right but a privilege which may be regulated by the Board of Education. It is required that students participating in performing arts activities become familiar with and understand the rules and regulations required of students participating in performing arts activities within the Hilliard City School District. Students participating in performing arts programs are required to abide by the rules and policies as set forth in the policy at all times regardless of whether or not the student is on school grounds, attending a school function or activity, on private property or at a private party.

Students participating in extracurricular activities must become familiar with and understand the rules and regulations for students participating in performing arts activities. Students are expected to abide by all rules and regulations as well as any and all other training rules or organization rules associated with the extracurricular activities. Violation of these rules and regulations and/or the Hilliard City School District Code of conduct are prohibited and will result in disciplinary action. Such disciplinary action could lead to suspension, expulsion or removal from school and/or the performing arts activity in accordance with these rules and the Ohio Revised Code. The student code of conduct and all extracurricular organization rules shall be posted in a central location in the school building.

It must be understood by all students and their parents/guardians that a condition to participating in the performing arts programs at the Hilliard City School District requires a commitment to follow the rules, regulations, policies and procedures established by the District for the implementation of its performing arts programs. It should also be understood that a student who violates these rules, regulations, policies and procedures shall face disciplinary action. Such disciplinary action may include removal from participation in performing arts activities and possible suspension, expulsion, or removal from school pursuant to the student code of conduct and the Ohio Revised Code [3313.66](#). A student removed from participation in performing arts activities shall be given an informal hearing with a building principal.

All students who have been denied participation in a letter granting activity for a season or longer shall forfeit any awards earned for the activity for that year from the Hilliard City School District or any other association as a result of participation in the activity.

Extracurricular Drug, Tobacco and Alcohol Use

For purposes of these policies and regulations, the following definitions shall apply but not be limited to:

Alcohol: Any liquor, wine, beer or other beverage containing intoxicating substances.

Alternative Nicotine Products—an electronic cigarette or any other product, device, or parts and pieces thereof, that consists of or contains nicotine that can be ingested into the body by any means, including but not limited to chewing, smoking, absorbing, dissolving or inhaling.

Drugs: Any drug, including illegal drugs, narcotics, hallucinogens, cocaine, amphetamines, steroids, barbiturates, marijuana, inhalants, legal prescription and over-the-counter drugs used or possessed or distributed for unauthorized purposes, counterfeit (look-alike) substances and clove cigarettes.

Drug Paraphernalia: Equipment, apparatus, or parts and pieces thereof, designed for or used for the purpose of measuring, packaging, distributing, or facilitating the use of drugs, including, but not limited to, pipes, roach clips, syringes, hypodermic needles and cocaine spoons or kits.

Electronic Cigarette—any electronic product, device, or parts and pieces thereof, that produces a vapor that delivers nicotine or any other substance to the person inhaling from the device to simulate smoking and is likely to be offered to or purchased by consumers as an electronic cigarette, electronic cigar, electronic cigarillo or electronic pipe.

Tobacco: Any product made or derived from tobacco or containing any form of nicotine, if it is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled or ingested by any other means including but not limited to: any lit or unlit cigarette, cigar, pipe, bidi, clove cigarette, alternative nicotine products, electronic smoking devices, or parts and pieces thereof, vapor products, any other smoking product, and spit tobacco, also known as smokeless, dip, chew, and snuff, in any form.

Under the Influence: Manifesting signs of substance abuse, such as staggering, reddened eyes, odor of alcohol or drugs, nervousness, restlessness, falling asleep or dozing, memory loss, abusive language or any other behavior or physical appearance not normal for the particular student (determination by school authorities as to what constitutes "under the influence" is distinct and separate from such determination by the courts).

Distributing: Making available to or passing on to another individual, even if not for profit or trade, any alcohol, drug or tobacco products.

Extracurricular/Cocurricular: Those activities sponsored by, supported by and identified by the Board and are an extension of the "normal" school day. Activities included are: all athletics, instruments and choral groups, student council, drama, cheerleading, all school clubs, school sponsored and Board-approved trips, and National Honor Society. (Because of the rules of the National Honor Society organization, the student's membership can be retained, but his/her participation will cease.) This list is not all-inclusive. Students must agree to adhere to any additional rules established by the advisor/coach of the activity in which the student participates.

One Calendar Year: One calendar year is defined as 365 days from the date of the infraction.

Leadership Position: Any elected or appointed office in a school-recognized sport, club or activity.

The Board believes extracurricular activities are an integral and important part in the development of a student's educational program. Participation in extracurricular activities is encouraged. Students who volunteer to participate in extracurricular activities are expected to accept the responsibility accompanying this privilege of participation by maintaining a higher degree of conduct.

The Board further encourages the development and promotion of sportsmanship, ethics and integrity in all phases of the educational process and in all segments of the community, including administrators, participants, adult supervisors, parents, fans, spirit groups and support/booster groups.

The Board recognizes that the use of alcohol, drugs and tobacco has a negative effect on behavior, learning and performance. In addition, such use affects fellow participants, family members and other significant individuals in one's life. The Board further recognizes that representing Hilliard in any contest is a privilege, not a right, that calls for students to demonstrate the highest qualities of leadership and citizenship throughout the entire year. Therefore, a year-round code of conduct is established for students involved in extracurricular events.

Students shall not possess, use, sell, give, or otherwise transmit or be under the influence of any drug, alcohol or tobacco as a member in any school sponsored extracurricular activities during their school career.

This policy is to be subject to enforcement and/or disciplinary action for twelve (12) months of the year. Violations shall be determined on the basis of significant, relevant evidence. Additionally, offenses in violation of this policy are accumulative. Elementary school accumulation ends at the conclusion of the sixth grade. Middle school accumulation ends at the conclusion of the eighth grade. High school accumulation begins with ninth grade and concludes with high school graduation.

Offenses and Disciplinary Action

Use, sale or possession of tobacco products, alcohol, drugs, controlled substances, inhalants, electronic cigarette, personal vaporizer (e.g., JUUL), electronic nicotine delivery system, look-alikes and/or other illegal substances, including drug paraphernalia, lighters, matches and other flame producing materials, etc., is strictly prohibited throughout the calendar year (365 days). Any extracurricular participant hosting or attending (as confirmed by a law enforcement agency or school district employee) a party where tobacco products, alcohol or other drugs are consumed shall also be prohibited.

A student's second infraction builds on the student's first infraction no matter what type of offense. For example, a student with a disciplinary incident of citizenship/character as a freshman and then an alcohol/drug/tobacco offense as a junior will be dealt with on the second offense level and vice versa.

A. First offense:

- 1) Student will be suspended from participation for 20% of the extra-curricular portion of that activity's maximum allowable regular events.
- 2) May reduce suspension consequence to 10% of the extra-curricular portion of that activity's maximum allowable regular events by completing an Educational Diversion Program.
- 3) Must attend all practices and required activities during the suspension if the teacher allows.

B. Second offense:

- 1) Student will be suspended from participation for 50% of the extra-curricular portion of activity's maximum allowable regular events.
- 2) Completion of an Educational Diversion Program required for reinstatement.
- 3) Must attend all practices and required activities during the suspension if the teacher allows.

C. Third offense:

- 1) Student will be suspended from participation of the extra-curricular portion of the activity for one calendar year.
- 2) Completion of an Educational Diversion Program required for reinstatement.

D. Fourth offense:

- 1) Student will be suspended from participation in extra-curricular activities for the remainder of their school career.

Educational Diversion Program (EDP)

Eligibility for the EDP requires a written letter of application by the student and parent/guardian to the building principal. Such an application may be made only after a student has scheduled a consultation with a district approved smoking cessation or drug/alcohol counselor within a fourteen (14) day period or ten (10) school days, whichever is less, and agrees to carry out the recommendations. A written copy of the assessment must be sent to the principal regarding the fitness of the particular student to return to performing arts activities with Hilliard City Schools.

Upon the student's completion of the assessment, the principal shall refer the student's case to the Performing Arts Coordinator and a council consisting of:

1. assistant principal
2. performing arts coordinator
3. head director
4. student's school counselor
5. Core Team chairperson/student assistance coordinator.

A principal may assign other individuals as members of this committee at the principal's discretion.

Self-Referral Policy

The self-referral option is available to students only on the first infraction (no prior violations on record). If a student seeks assistance in dealing with an alcohol, tobacco-related or other drug problem by self-referral to their director, advisor, school administrator and agrees to participate in an assessment and carry out the recommendations, and attend a minimum of nine (9) hours drug and alcohol education, the student will be removed from all performing arts activities for seven (7) days. The nine (9) hour program of in-service education must be completed at the earliest possible date. The assessment must be scheduled and completed within fourteen (14) days of the self-referral. Refusal or failure to complete the assessment will result in the full penalty as provided in this policy. Self-referrals which result in no prohibition from participation are still considered first violations in the event of a subsequent second violation.

A self-referral cannot be used by a participant as a method to avoid consequences once the policy has been violated and a student has been identified as having violated such policy.

All self-referrals under this policy will be reported to the principal/assistant principal at the high school level and to the school counselors at the middle school.

Follow-Up Services

Upon return from residential or out-patient treatment, the following support services will be provided:

1. Student, parent(s), counselor and administrator (when available) will have a readmission conference to develop educational plans.
2. It will be recommended to parents that they attend parent support group meetings, e.g., AL-ANON, Tough Love.
3. Student will be required to attend eight (8) weekly support group meetings in school unless a treatment facility and/or school administrator recommends otherwise. The student may remain in the student support group after this requirement is satisfied. Where a student support does not exist, the student will have contact with the school counselor or school administrator for a minimum of eight (8) weeks.

Notification Procedures

The student participant and his/her parent or guardian will be provided with a copy of the Extracurricular Drug, Tobacco and Alcohol Policy in the Performing Arts Manual at the beginning of each school year, activity or time of entry into a program. This policy is to be explained to the student by the advisor, director or teacher.

Relationship of These Policies/Regulations to the Code of Student Conduct

These policies and regulations supplement the District's code of student conduct and are administered independently of that code. A violation of these regulations may also independently violate the code of student conduct and result in suspension or expulsion from school or removal from curricular or extracurricular activity under the provisions of that Code in addition to any disciplinary penalty that may be called for under these regulations.

Costs

All costs for any rehabilitation program or counseling for a tobacco, alcohol or drug problem under these regulations shall be the responsibility of the student.

EXCLUSION FROM PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

The student will be afforded the opportunity to appear at an informal hearing to challenge the reason(s) for the intended exclusion. The informal hearing will be held with an administrator. Within 24 hours following exclusion, a letter of notification will be sent to the parent or guardian specifying the reason for the student participant's exclusion from participation, the period of time for the exclusion, and options, if any. The parent or guardian shall be notified by telephone, when possible, of the exclusion from participation.

NON-DISCRIMINATION STATEMENT

No student shall, on the basis of race, ethnicity, national origin, ancestry, citizenship status, religion, gender, sex (sexual orientation and/or gender identity), economic status, age, disability or military status, be denied the opportunity to participate in, or obtain the benefits of any educational program offered by the Hilliard City School District.

A copy of the procedure by which a student (or his/her parent) may formally lodge a complaint of discrimination is available in the school office, the school library, and the office of the Superintendent.

To be certain that all non-discrimination policies and procedures are administered properly, the Board of Education has appointed Executive Director of Human Resources, Roy Walker, to act as the District's compliance officer/civil rights coordinator of such policies and procedures. Concerns or questions may be directed to his office at 2140 Atlas Street, Columbus Ohio, 43228, telephone (614) 921-7000.

504 NON-DISCRIMINATION ON THE BASIS OF DISABILITY

Hilliard City Schools regularly reviews and updates its policies and procedures. In fact the district's 504 (Non-Discrimination on the Basis of Disability) policies and procedures have been updated and are available online at www.hilliardschools.org/departments/student-support-services/section-504-of-the-rehabilitation-act/. Hard copies are available at the district's Central Office, 2140 Atlas Street, Columbus, OH 43228 and/or your child's school.

Grievances concerning any violation of this policy should be submitted in writing to Hilliard City Schools, Attn: Director of Student Well-Being, 2140 Atlas Street, Columbus, OH 43228 or by calling (614) 921-7000.

ETHNIC INTIMIDATION

The Board of Education of the Hilliard City School District recognizes that, in order to create an environment conducive to learning and to best facilitate the learning process, all students, regardless of their race, ethnicity, national origin, ancestry, citizenship status, religion, gender, sex (sexual orientation and/or gender identity), economic status, age, disability or military status, have the right to an education in an atmosphere free of all forms of disparagement and intimidation. The Board further recognizes that certain acts against persons or groups because of a person's or group's race, ethnicity, national origin, ancestry, citizenship status, religion, gender, sex (sexual orientation and/or gender identity), economic status, age, disability or military status, for the purpose of inciting and provoking bodily injury, intimidation, or harassment, poses a threat to the order and safety of our schools and has a negative effect on the learning environment in the schools.

Ethnic intimidation is the harassment or intimidation of a person or group through the use of racial or religious slurs, items of apparel, profanity, denigrating racial or religious remarks, obscene gestures, and other conduct of this type. Other forms of ethnic intimidation might be fighting, vandalism, or threats and would be punishable under one or more sections of the Code of Conduct.

This policy of the Board of Education is subject to enforcement and or disciplinary action:

1. On any property owned, leased by, or under the control of the Board of Education, including vehicles used for the transportation of students.
2. At any school-sponsored or sanctioned activity or event away from or within the district.

Disciplinary Actions

Violations of this policy will be cumulative over the course of the school year and punishment shall, most ordinarily, be administered as follows:

First Offense

- a. Parents will be notified and the student will be removed from school, by the parents, for the remainder of the day.
- b. The student will be assigned an out of school suspension.

Second Offense

- a. Parents will be notified and the student will be removed from school, by the parents, for the remainder of the day.
- b. The student will be assigned a longer period of out of school suspension.

Third Offense

- a. Parents will be notified and the student will be removed from school, by the parents, for the remainder of the day.
- b. The student will be assigned a ten (10) day out-of-school suspension and may be recommended for expulsion.

School administrator has the right to move to third offense discipline when situation dictates.

Unless otherwise noted in the individual section, the above code shall be applicable to any conduct: on school grounds, during and immediately before or after school hours; on school grounds at any other time when the school is being used by a group; off school grounds at a school sponsored activity, function or event; on a school bus or conveyance; or at any other time when the student is subject to the authority of the school.

Any action judged by school officials to involve misconduct and not specifically mentioned in other sections may be dealt with as insubordination.

HARASSMENT

Students are responsible to treat each other with dignity and respect. Any type of disrespectful comments or actions directed toward other students, whether intentionally or unintentionally, which cause interference with the educational process and opportunities of the school will be considered harassment.

The Board does not permit discriminatory practices and views harassment as a form of discrimination. Harassment is defined as intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation; or the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice or to have the effect of insulting or stigmatizing an individual.

The following may be considered examples of sexual harassment. Any of the following conduct could be, but not limited to these behaviors which represent a violation of the student code of conduct:

- a. Unwanted hugs, touches, grabbing or brushing against another student.
- b. Unwanted sexual advances or other sexual comments such as sexually oriented gestures, noises, remarks or comments about a person's sexuality.

Students who feel they are being harassed either sexually or otherwise are responsible for bringing this to the attention of a staff member or administrator. If the harassment continues, stronger disciplinary measures may be taken. Administrators will conduct investigations when a complaint is made.

HAZING AND BULLYING

Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Throughout this policy the term bullying is used in place of harassment, intimidation and bullying.

Bullying, harassment and intimidation is an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes both mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property, on a school bus or at a school-sponsored activity. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended.

Physical Bullying: **Repeatedly** using force toward a person's body or personal belongings. Examples include, but are not limited to, hitting, punching, shoving, kicking, tripping, spitting, elbowing, shoulder checking, pinching, flicking, throwing objects, hair pulling, restraining, inappropriate touching, and damaging physical property.

Verbal Bullying: **Repeatedly** using negative and/or damaging words (including both spoken and written) toward or in regard to another person (with mal-intent). Examples include, but are not limited to, negative comments, name calling, lies, rumors, racial slurs, teasing, cussing, threats, fake compliments and sexual orientation attacks.

Cyberbullying: **Repeatedly** using social media, email or electronic devices in a negative manner toward or in regard to another person. Examples include, but are not limited to, posting negative comments, fake profiles, sexting, making fun of photos, tagging photos, Twitter fights, posting negative videos, texting photos, negative status posts, hate blogs, hate pledges, texting rumors, hacking profiles, nasty emails and sending mean forwards.

Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in this policy.

The District includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7 to 12. This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices, or electronic means, are inconsistent with the educational process and are prohibited at all times. The District educates minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the principal/designee and appropriate discipline is administered.

School administrators shall notify both the parents of a student who commits acts of harassment, intimidation, bullying and/or dating violence and the parents or guardians of students against whom such acts were committed, and shall allow access to any written reports pertaining to the incident, to the extent permitted by law.

The Superintendent/designee will provide the Board President with a summary of all reported incidents and post the summary on the District's website, to the extent permitted by law. Bullying report forms are available on the district website.

The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students. Additional training is provided to employees in violence and substance abuse prevention and positive youth development.

District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law.

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual

SEXTING, TEXTING AND EMAILING

In accordance with [House Bill 1](#) and Ohio Revised Code [2907.323](#), the possessing, taking, disseminating, receiving, keeping or sharing of nude, obscene, pornographic, lewd, or otherwise illegal images of photographs, by electronic data transfers does constitute a crime under state and/or federal law. Any person involved in any of the above can be punished under the code of conduct and may be reported to the appropriate law enforcement agencies. Students and families should be aware of these guidelines as legal charges and/or convictions do constitute some long lasting penalties. For additional clarification, please refer to the state and federal laws mentioned above.

INDIVIDUAL PERFORMING GROUP RULES

Directors and Teachers may establish additional rules and regulations for their respective groups. Penalties will be designated/handled by their respective directors(s). Participants and parents will be informed in writing at the beginning of the school year, or season.

FINANCIAL OBLIGATIONS AND EQUIPMENT

Instruments, Uniforms, Costumes and Equipment

All students are responsible for the proper care and security of equipment issued to them.

1. All equipment issued to a participant is to be worn only at practice or scheduled performances. Exceptions must be approved by the director (e.g., All-State or Region Performances).
2. Each student is responsible for all equipment issued. Keep it clean and in the best possible condition. The Hilliard City School District is not responsible for lost or stolen equipment. Students are required to use a lock on lockers to avoid theft.
3. All performing arts equipment is the property of the Board of Education and the Performing Arts Department, therefore, school equipment may not be taken from the school building for the use of any other organization or for personal use. Any exception must be approved by the group's director.
4. All equipment issued to a participant must be returned at the end of the school year or season. Equipment that is not returned for any reason or is damaged beyond normal wear and tear must be paid for at REPLACEMENT cost. Any instrument assigned to a student should be accompanied by a student filling out The District Musical Instrument Loan Agreement ADM 419.

Lockers

Section [3313.20](#) of the Ohio Revised Code authorizes a Board of Education to adopt a policy which authorizes a principal to search any student's locker and the contents thereof upon reasonable suspicion that the contents contain evidence of a criminal or school rule violation. Lockers remain the property of the Hilliard City School District while on loan to students and are therefore subject to supervision and inspection by school authorities when and where necessary. It is the student's responsibility to use lockers for school purposes only. Lockers are not to be used for articles which may be of such nature as to be harmful, dangerous, in violation of school or legal restrictions, or disruptive to the school process. Such articles are subject to confiscation. Students are not permitted to mark or deface the outside of lockers. In such cases, the student breaking locker rules will be assessed a fine.

Pay-To-Participate Fee Guidelines For Select Co-and Extracurricular Activities

1. Payment is due prior to the start of the school year. Students may not participate until the fee is paid-in-full.
2. Refund Guidelines
 - 100% returned if the student has an illness or injury prior to the start of the activity.
 - 50% returned if an injury occurs before the halfway-point of the activity's duration.
 - No refund if a student quits or is removed from the activity.
3. Hardship Cases are handled on an individual basis.

MISSING PERFORMANCES OR PRACTICES

A student should consult his/her teacher before missing any out of class practices. Missing practice or a performance without good reason will be dealt with severely. Sudden illness or some other emergency would be good reason for missing practice or performances. Students are not supposed to participate in after school activities if they experienced an illness requiring them to miss school that day.

Each performing arts group may have additional attendance requirements beyond those mentioned above.

Ultimately, communication and participation is vital for any performing arts group to thrive.

CONFLICTS IN CO- AND EXTRACURRICULAR ACTIVITIES

An individual student who attempts to participate in too many extracurricular activities will, undoubtedly, be in a position of a conflict of obligations. The performing arts department recognizes that each student should have the opportunity for a broad range of experiences in the area of extracurricular activities; and to this end, will attempt to schedule events in a manner so as to minimize conflicts.

Students have a responsibility to do everything they can to avoid a continuous conflict. This would include being cautious about belonging to too many activities where conflicts are bound to happen. It also means notifying the faculty sponsors involved immediately when a conflict does arise.

When conflicts do arise the sponsors will meet and work out a solution so the student does not feel in the middle. If a solution cannot be found, then the principal will have to make the decision based on the following:

- The relative importance of each event.
- The relative contribution the student can make.
- How long each event has been scheduled.
- Talk with parent(s) or guardian(s).

RISK OF PARTICIPATION

Some areas in the performing arts such as, but not limited to Marching Band or Technical Theatre can have risks associated with participation.

1. Maintain a continuing education program for teachers to learn the most up-to-date techniques and skills to be taught in their area.
2. Instruct all students about the dangers of participation in the particular activity
3. Students and parents need to report injuries to the teachers.

PARENTAL ACKNOWLEDGEMENT OF PERFORMING ARTS POLICIES

Upon entering the Hilliard City School District or at the time a student tries out for or joins a performing arts group, he/she will be presented with this handbook containing all the necessary forms and information for participating in performing arts.

Each parent or guardian shall read all of the enclosed material and certify that they understand the Extra-Curricular Eligibility Rules and Policies of the Hilliard City School District. This signed document will be filed in the Performing Arts Coordinator's office.

TITLE IX INFORMATION

The District does not discriminate on the basis of sex in any education program or activity that it operates, including admission and employment. The District is required by Title IX of the Education Amendments of 1972 and the regulations promulgated through the U.S. Department of Education not to discriminate in such a manner. Inquiries about the application of Title IX to the District may be referred to the District's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

The Board designates Executive Director of Human Resources, 2140 Atlas Street, Columbus, Ohio 43228, (614) 921-7000, <http://www.hilliardschools.org/contact-us/>, to serve as the District's Title IX Coordinator.