

## **I. CODE OF CONDUCT**

Student conduct will be based on respect and consideration for the rights of others.

Control of pupil conduct should be such that procedures used will assist in advancing the purpose of education as approved by the Board of Education. Rules and regulations for this purpose shall be consistent with policies of the Board and applicable state laws. The intent of all disciplinary proceedings should be the development of student growth and responsibility and should be carried out in the spirit that students and staff shall treat one another with dignity.

It shall be the duty of principals and teachers to enforce such rules for school and class control as the school administration may establish and to make efforts with parents and students to change unsatisfactory behavior patterns.

The pupil has a right to know that removal from school, suspension, expulsion, driver's license revocation, permanent exclusion, or legal prosecution may result from the following acts of misconduct and/or violation of these rules in the school, on school grounds, at school functions, or on the way to or from school.

A student shall not encourage, instigate or conspire with others to commit the acts prohibited in items A-O.

### **A. DISRUPTION OF SCHOOL**

A student shall not engage in the use of violence, force, noise, coercion, threat, or other expressions of behavior or dress to cause or potentially cause material disruption or obstruction to normal operation of the classroom or the school day. Examples include but are not limited to:

- 1) dress code policy violations, 2) electronics violations, 3) violations of classroom or school rules 4) setting off firecrackers, smoke bombs, or incendiary devices, 5) making noise or acting in any manner so as to interfere with the teacher's ability to conduct his/her class, 6) falsifying information, 7) tampering with safety devices.

### **B. DAMAGE, DESTRUCTION, SETTING FIRES, OR THEFT OF SCHOOL AND/OR PRIVATE PROPERTY**

A student shall not cause or threaten damage to, or steal, school property or property belonging to others. Students and their parents or guardians will be held responsible for any vandalism, damage, or destruction that the student commits on school property. Remuneration for the complete restoration of the damage to school property will be required.

### **C. ASSAULT**

A student shall not cause physical injury, sexual harm, or behave in such a way which could cause physical injury to other persons.

### **D. HARRASSMENT/THREATS**

A student shall not intimidate, harass, coerce, or threaten other persons so as to cause them emotional, social, or physical distress.

#### **E. PHYSICAL ALTERCATION**

A student shall not engage in fighting, hitting, unauthorized touching, disruptions or attempt to use physical force on another person for the purpose of intimidating, insulting, abusing, menacing, or physically injuring such person. A student shall not act or behave in such a way as to cause another person to believe that the student will inflict physical harm to the person or property of such other person. A student shall not act or behave in reckless disregard for the physical safety and well-being of other persons. A student shall not encourage, instigate or conspire with others to commit any of the aforesaid prohibited acts.

#### **F. VERBAL/WRITTEN ALTERCATION**

While at school functions, whether or not on school premises, a student shall not use profanity or obscenity, either verbal or written, in communication with, or in the presence of another person, nor shall any student use obscene gestures or signs in communication with or in the presence of another person.

#### **G. DANGEROUS WEAPONS OR INSTRUMENTS**

A student shall not possess, handle, transmit, or conceal any weapon or instrument capable of harming another person. This list includes, but is not limited to, guns, knives, ice picks, clubs, brass knuckles, explosives, noxious irritation or poisonous gases, fireworks, and matches and lighters of any kind, or any other device that may be used as a weapon. Any student with direct knowledge of or who witnesses a violation of this rule and who fails to bring it to the attention of a school employee may be held accountable to the same degree as the other student(s) involved.

#### **H. NARCOTICS, DRUG PARAPHERNALIA, ALCOHOLIC BEVERAGES, AND OTHER DRUGS**

A student shall not possess, use, exhibit evidence of use, transmit, or conceal narcotics, drug paraphernalia, alcoholic beverages, counterfeit or look-alike drugs, or any other prescribed or over-the-counter drugs. Any student with direct knowledge of or who witnesses a violation of this rule and who fails to bring it to the attention of a school employee may be held accountable to the same degree as the other student(s) involved.

#### **I. DEFIANCE OF AUTHORITY AND/OR REPEATED VIOLATIONS**

A student shall not defy appropriate authority or repeatedly fail to comply with directions of any authorized school personnel.

#### **J. PROFANITY AND/OR OBSCENE GESTURES**

A student shall not use profanity or obscene gestures in any form.

#### **K. TOBACCO**

The use or possession of tobacco in any form by students in any area under the control of the school district or at any activity supervised by any school within the district is expressly prohibited. Any student with direct knowledge of or who witnesses a violation of this rule and who fails to bring it to the attention of a school employee may be held accountable to the same degree as the other student(s) involved.

#### **L. GANGS/GANG-LIKE ACTIVITY**

No person shall participate or otherwise be involved in gangs or gang-like activity on school property or at school-sponsored activities. Gang and gang-like activities that are prohibited include, but are not limited to, recruiting or initiating members, wearing clothes or symbols that identify a person as a gang member, fighting, assaulting, hazing, defacing property with gang or gang-like graffiti, and establishing "turf."

### **M. ATTENDANCE**

Students must comply with state laws and school regulations regarding attendance. Repeated acts of truancy or tardiness will be considered violations of this section. Leaving campus without permission may be considered a violation of this section.

### **N. UNAUTHORIZED USE OF SCHOOL PROPERTY, PRIVATE PROPERTY OR THE INTERNET**

Student access to the Internet and the district computer network is a privilege, not a right, which may be revoked at any time for improper use as identified in the Internet Acceptable Use Policy adopted by the Board of Education. Students and parents of students under the age of 18 must sign forms or acknowledge online via Infosnap their understanding of the risks and the district's expectations for appropriate use of technology, electronic resources, and the Internet and to indicate their agreement to comply with this policy and its rules and regulations. The forms will be kept on file by the district as binding legal documents.

### **O. BULLYING AND OTHER FORMS OF AGGRESSION**

Bullying, as indicated in Board Policy 5517.01, is defined as behavior that is continued and repeated and includes an imbalance of power. Aggressive behavior toward a student, whether by other students, staff or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, psychological abuse, sexual violence and stalking as well as violence within a dating relationship. The schools will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation.

It is understood that a violation of rules specific to individual schools, which are considered not so serious in nature as the above offenses, will result in less severe disciplinary action.

## **II. DISCIPLINARY PROCEDURES**

The progressive disciplinary procedures listed below may be utilized but are not all inclusive of actions which may be taken.

### **A. PARENT/GUARDIAN CONFERENCE**

Parents or guardians may be requested to attend a conference with school personnel if attendance or discipline problems arise relating to a particular student

### **B. COMMUNITY SERVICE WORK**

Based upon the recommendation of a Principal or Administrator, in lieu of being excluded from school, community/school service may be assigned.

### **C. IN-SCHOOL ASSIGNMENT/REMOVAL**

In lieu of being excluded from school, the offender is scheduled for detention in an isolation study room for a specific length of time. Parents are given prior notification if the detention extends more than 15 minutes beyond the regularly scheduled school day.

### **D. DETENTION**

In lieu of being excluded from school on suspension, the student may be assigned detention outside of regular school days/hours.

#### **E. REMOVAL BY TEACHER**

If a pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, then the teacher may remove the pupil from curricular or extracurricular activities under his/her supervision.

1. Students are not to be removed from the school premises. They are to be sent to the office of the Principal.
2. Removal of students shall be limited to no more than one school day for any single incident. The teacher will attempt to contact the student's parent or guardian within one school day to discuss the reasons for the removal.
3. The specific reasons for removal by the teacher will be submitted to the Principal in writing as soon after the removal as practicable.
4. The Principal will notify the teacher of the disposition.

#### **F. REMOVAL BY ADMINISTRATOR**

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

1. An attempt will be made to notify his/her parent or guardian immediately by telephone of the removal and reasons for it. If it is intended that the pupil be removed from a curricular or extracurricular activity for more than one school day, or from the school premises, a due process hearing must be held within three school days after the removal is ordered. Written notice of the hearing and the reason for the removal and any intended disciplinary action must be given to the pupil as soon as practicable prior to the hearing.
2. When a pupil is removed from a curricular or extracurricular activity for less than one school day, due process requirements do not apply. However, if suspension or expulsion is intended, the due process requirements of the law must be followed.

#### **G. LOSS OF DRIVING PRIVILEGES**

Students under age 18 shall have their driving privileges suspended or denied by the State of Ohio, Bureau of Motor Vehicles for:

1. Excessive Absence - absence without legitimate excuse for more than ten (10) consecutive school days or for fifteen (15) total school days.
2. Unauthorized Withdrawal - whenever a student of compulsory school age has stopped attending school (withdrawn) for a reason other than the change of residence and is not enrolled in and attending a school with an approved program to obtain a diploma.
3. Drug/Alcohol Suspension/Expulsion
4. Firearm/Knife/Weapon Suspension/Expulsion

Whenever the Superintendent of Schools receives information that a student is not attending school as required by law, the Superintendent shall notify the Registrar of Motor Vehicles and the Juvenile Court Judge of Cuyahoga County.

Whenever a student is suspended or expelled for drug/alcohol use/abuse in accordance with Board of Education Policy 5114, the Superintendent of Schools may notify in writing the Registrar of Motor Vehicles and the Juvenile Judge of Cuyahoga County of such suspension or expulsion. The notifications shall be given within two (2) weeks after the suspension or expulsion.

Whenever a student is suspended or expelled for misconduct involving a firearm, knife or other weapon in accordance with Board of Education Policy 5114, the Superintendent of Schools shall notify in writing the Registrar of Motor Vehicles and the Juvenile Judge of Cuyahoga County of such suspension or expulsion. The notifications shall be given within two (2) weeks after the suspension or expulsion.

## **H. SUSPENSION**

Only the Principal and/or the Superintendent may initiate suspension proceedings. Removal from school for suspension shall not exceed ten (10) school days.

1. The pupil is informed in writing of the intended suspension and the reasons for the proposed action.
2. The pupil is provided an opportunity for an informal hearing to discuss the reason for the intended suspension and/or otherwise explain his/her actions.
3. An attempt is made to notify his/her parent, guardian, or custodian immediately of the impending action and the reasons for it.
4. Within one school day, a letter is sent to the parent, guardian, or custodian stating the reasons for the suspension and including notice of their right to appeal such action to the Board of Education or to its designee, to be represented in appeal proceedings, to be granted a hearing before the Board or its designee, to request such hearings be held in executive session, and in some cases that the Superintendent may seek permanent exclusion.
5. Simultaneous written notice of the suspension is sent to: 1) Superintendent of Schools, 2) Treasurer of the Board of Education, and 3) pupil's school record.

## **I. EXPULSION**

A pupil may be expelled by the Superintendent of Schools in accordance with procedures outlined by Ohio statutes.

Prior to the expulsion, the Superintendent will enact the following procedures:

1. Give the pupil and the parent(s), guardian, or custodian written notice of the intention to expel and the reasons for the intended expulsion. That notice will advise the pupil and his/her parent, guardian, custodian, or other representative of their right to appear in person before the Superintendent or designee to challenge the reasons for the expulsion. That notification will carry the place and time of the hearing, which will take place no earlier than three (3) school days and no later than five (5) school days after the notice is sent. The Superintendent may grant an extension of time upon request provided all parties involved are notified.
2. Conduct a hearing when practicable under appropriate guidelines of hearing procedures within the above stated period.

Within one school day of the expulsion, the Superintendent must notify the parent, guardian, or custodian and Treasurer of the Board of the action to expel the pupil. The notice must include the reasons for the expulsion; the right of the parent, guardian, or custodian to appeal to the Board of Education or its designee; the right to be represented at the appeal, to be granted a hearing before the Board or its designee, and to request the hearing to be held in executive session; and in some cases that permanent exclusion may be sought. In addition, the notice will refer students under long-term expulsion (more than twenty days) to information about social service agencies that work toward the improvement of attitudes and behavior.

If any student who is seeking admission to the district has been expelled from another school district, the district may deny admission until the term of his/her expulsion has expired.

#### **J. WEAPONS EXPULSION**

The Superintendent will expel any student who brings a firearm or knife on school property, in a school vehicle, or to any school-sponsored activity for one calendar year. The Superintendent has sole discretion to reduce the period of any such expulsion.

#### **K. VIOLENT CONDUCT EXPULSION**

The Superintendent may expel any student for one calendar year who commits an act at school, on other school property, at an interscholastic competition, extra-curricular event, or any other school program or activity and the act (a) would be a criminal offense if committed by an adult; and (b) results in serious physical harm to person(s) as defined in R.C. 2901.01 (A)(5), or to property as defined in R.C. 2901.01 (A)(6). The Superintendent has sole discretion to reduce the period of any such expulsion.

#### **L. BOMB THREAT EXPULSION**

The Superintendent may expel any student for one calendar year who makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat. The Superintendent has sole discretion to reduce the period of any such expulsion.

#### **M. PERMANENT EXCLUSION**

A pupil who is age sixteen or over and a convicted or adjudicated delinquent may be permanently excluded from school for the following offenses:

- conveying deadly weapons, possessing deadly weapons, or carrying a concealed weapon on school property or at a school function,
- trafficking in drugs on school property or at a school function,
- murder or aggravated murder, voluntary or involuntary manslaughter, or assault or aggravated assault on school property or at a school function,
- rape, gross sexual imposition, or felonious sexual penetration on school property, at a school function, or when the victim is a school employee,
- complicity in any of the above offenses, regardless of location.

Permanent exclusion is implemented by the State Superintendent of Public Instruction upon recommendation of the district Superintendent and local Board of Education.

### **III. STUDENT SEXUAL HARASSMENT POLICY**

It is the policy of the Lakewood City Schools to maintain a learning environment that is free of sexual harassment.

Sexual harassment shall consist of unwelcomed sexual advances, requests for sexual favors, or other inappropriate verbal or physical conduct of a sexual nature by a member of the student body to another person. Sexual harassment may include, but is not limited to, unwanted touching, patting, pinching, verbal or written comments of a sexual nature, pressure for sexual activity, sexual gestures and jokes.

Students who engage in sexual harassment during school or at any school-sponsored event will be subject to appropriate discipline which may include suspension and expulsion.

### **IV. SEARCH AND SEIZURE**

Administrators may, with reasonable cause, search students and student possessions. These searches should not be conducted unless the administrator has reasonable grounds for suspecting that the search will produce evidence that the student has violated or is violating either the law or the rules of the school.

Lockers are the property of the Board of Education. Lockers and the contents of all lockers are subject to search at any time without regard to whether there is reasonable suspicion that any locker or its contents contain evidence of a violation of a criminal statute or a school code. (ORC 3313.20)

**NOTE: The district will follow provisions outlined in the Ohio Revised Code, Federal Statute, the Individuals with Disabilities Education Act (IDEA), and the Ohio Model Policies for Children with Disabilities.**

Student Services

Rev. 5/96

Rev. 9/01

Rev. 9/07

Rev. 9/23/13