



Student Code of Conduct Staff Q&A

8/29/2019

Question 1: Page 61: If a student disrupts the class multiple times, are we expected to update the PLP before removing the student (for a “timeout”)?

Answer 1: Educators are to document their management of Code Violations in the student’s Setting Level Behavior log located in the PLP General Module; based on the incident occurrence (1st, 2nd, 3rd, 4th, or 5th) and the prescribed Resolution Option. In order for an administrator to act upon a referral from an educator regarding a student Code Violation, the educator must follow the prescriptive Behavior Management Plan; as it relates to the incident occurrence and the prescribed resolution option. *Note: See Appendix Behavior Management Plan Disruption Minor/Major.*

Question 2: Same with cell phones. If we re-teach a student three times during class but don’t update the PLP because we are teaching, what is the expectation of us?

Answer 2: Educators are to document their management of Code Violations in the student’s Setting Level Behavior log located in the PLP General Module; based on the incident occurrence (1st, 2nd, 3rd, 4th, or 5th) and the prescribed Resolution Option. In order for an administrator to act upon a referral from an educator regarding a student Code Violation, the educator must follow the prescriptive Behavior Management Plan; as it relates to the incident occurrence and the prescribed resolution option.

Question 3: Does leaving a message or a robo call count as a home/school partnership?

Answer 3: See Behavior Management Options section of the Employee SCOC (Home/School Partnership) definition.



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Question 4: The SCOC says that vacations are marked authorized and unexcused. Currently we mark them Superintendent Approved and they are excused absences. Please clarify.

Answer 4: Beginning Sept. 3, 2019, the new VA (vacation) attendance code went into effect. The chart below is intended to provide clarification regarding the new VA (Vacation) and SA (Superintendent Approved) attendance codes.

New Student Vacation Attendance Code (VA)	Superintendent Approval (SA)
1. What does the VA attendance code stand for? VA Code = Vacation Attendance Code (<i>Unexcused Absence</i>)	1. What does the SA attendance code stand for? SA = Superintendent Approval Code (<i>Excused Absence</i>)
2. When is a vacation absence approved (VA)? The district (Principal as the district designee) will only approve a vacation absence when the student will be in the company of the parent(s)/guardian(s) or other family relatives, unless there are extenuating circumstances deemed appropriate by the Principal . A vacation approved absence from school is counted as an <i>Unexcused Absence</i> .	2. When is an extenuating circumstance absence approved (SA)? The Superintendent will consider granting approval for a student's absence from school, due to extenuating circumstances; on a case-by-case basis. A Superintendent approved absence from school is counted as an <i>Excused Absence</i> .
3. When is the VA Code Used? The VA code is used when an absence from school due to vacation; is approved by the Principal . The days that the student is absent from school will count as an <i>Unexcused Absence</i> .	3. When is the SA Code Used? The SA code is used when an absence from school due to extenuating circumstances; is approved by the Superintendent . The days that the student is absent from school will count as an <i>Excused Absence</i> .
4. What should occur when a parent(s)/guardian(s) proposes a student's absence from school due to vacation? - The parent(s)/guardian(s) must discuss the absences from school with the Principal - The length of the absence from school should be made clear - Those involved should have an opportunity to express views on its potential effect - The Principal will inform the parent(s)/guardian(s) that the absence, will count as an <i>Unexcused Absence</i>.	3. What should occur when a parent(s)/guardian(s) proposes a student's absence from school due to extenuating circumstance? - The parent(s)/guardian(s) must discuss the absences from school with the Principal - The length of the absence from school should be made clear - Those involved should have an opportunity to express views on its potential effect - The Principal will contact the Superintendent and share all information related to the parent(s)/guardian(s) request for a SA (<i>Excused Absence</i>), due to extenuating circumstances. - The Principal will share the Superintendent's decision with the parent(s)/guardian(s) - If the Superintendent grants a SA, the absence will count as an <i>Excused Absence</i> - If the Superintendent does not grant a SA, the days will count as an <i>Unexcused Absence</i>



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10/10/2019

Question 5: Will the details box to describe behavior and response in the setting behavior log be expanded?

Answer 5: No

Question 6: How many occurrences of the same behavior, with multiple different teacher responses, need to happen prior to a referral being written?

Answer 6: The code violation is incident specific and documented in the Setting Level Behavioral Log. Follow the Individual Behavior Management Plan.

Question 7: How do you enter occurrence number? Is it the total? Is it by violation?

Answer 7: See occurrence tab located in the Setting Level Behavioral Log. Directions for the [Setting Level Behavioral Log](#)

Management of Code Violations at the Setting Level by Educators

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NOTE: In order for an administrator to act upon a referral from an educator regarding a student Code Violation, the educator must follow the prescriptive Behavior Management Plan; at it relates to the incident occurrence and the prescribed resolution option.

Setting Level Behavior Log

The Student Code of Conduct set forth behavior management procedures which are required on various levels: Setting Level (i.e. classroom); School Level (School principal); District Level; and Board Level. Setting Level actions for certain infractions must be documented and enforced before being referred to the School Level.

In Infinite Campus Tools Index, search for the offending student then navigate to: Student Information → PLP → General.

Student Information

- General
- + Counseling
- Academic Planning
- + Program Participation
- + Health
- General
- Board Forms
- Medical
- + PLP
 - General
 - Counselor
 - + Board Forms

Select the **Setting Level Behavior Log** tab, then press New Status

Setting Level Behavior Log

Title

Staff Name (Last, First)

Location

Details

Status Date

Occurrence Number

Code Violation

Action

- Status Date and Time:** Enter the date/time of the incident (Default to date and time of log entry)
- Title:** Enter a name for the Incident
- Occurrence Number:** Enter the number of occurrences of the infraction (for example, the student has had two [2] occurrences of Disruption)
- Staff Name (Last, First):** Enter your name (Last name, First name)
- Code Violation:** Select the infraction from the dropdown list
- Location:** Select the location from the dropdown list
- Action:** Select the action implemented from the dropdown list
- Details:** Describe the details of the Incident and Action details.

Click **Save** when complete → Save New Status Delete

Custom Status Data List

Index	Name	Custom Data



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Question 8: Can a referral not be written unless a setting behavior response is entered? What about a fight? What about cursing? These should receive automatic consequences not warnings.

Answer 8: A code violation is entered into Setting Level Behavioral Log and you have to follow the individual Behavior Management Plan reflecting where the code violation is managed “C” setting level, “S” school level, “D” district level, “B” Board Level.

Question 9: Under "occurrence number," should we be putting in the # of times this has happened with us, or the # of times it has been documented, or the # of times it has occurred in the school?

Answer 9: 1 incident = 1 occurrence regardless of where it occurred.

Question 10: Do we need to complete both contact log and setting level behavior page each time there is an infraction? How and when will the new Behavior Setting Tab be discussed and used? We have not been informed of it yet at Oxford and it seems awfully important to go unaddressed

Answer 10: There has been no changes to when the contact log is used. The setting level behavioral log was part of the initial student code of conduct training for staff prior to the first student day.

Directions for the [Setting Level Behavioral Log](#)

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In Infinite Campus Tools Index, search for the offending student then navigate to: Student Information → PLP → General.

Select the **Setting Level Behavior Log** tab, then press **New Status**

Student Information

- General
- Counseling
- Academic Planning
- Program Participation
- Health
- General
- Band/Forms
- Medical
- PLP
- General
- Counselor
- Band/Forms

Setting Level Behavior Log

Status Date and Time: 10:00 AM

Title: [Text Field]

Occurrence Number: [Text Field]

Staff Name (Last, First): [Text Field]

Location: [Dropdown]

Code Violation: [Dropdown]

Action: [Dropdown]

Details: [Text Area]

Click **Save** when complete →

Custom Status Data List

Date	Time	Custom Data



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Question 11: In our contract it states teachers have the right to remove a student. The Student Code of Conduct seems to take that right away. Was this negotiated? I don't remember voting on changing that language.

Answer 11: The Student Code of Conduct was developed in response to an Office of Civil Rights agreement with the contents being determined by the Office of Civil Rights.

Question 12: Some schools are being told things differently than others than others. Could Student Services put out a FAQ?

Answer 12: Yes. Student Services has a Q&A accessible by the Student Services website.

Question 13:

- A. Can we add more than one code violation or do we have to do separate ones for each infraction? i.e. student is tardy, won't put phone away, then starts an argument with a classmate...
- B. Can we add more than one action for an incident? I often take 2 or 3 actions for one event.
- C. Who is the "go-to" person for questions like this in the future?

Answer 13:

- A. 1 behavioral incident = 1 code violation
- B. 1 behavioral incident = 1 Positive Action or Conventional Consequence, you can choose which positive action or conventional consequence to implement from the Behavior Management Plan.
- C. The Building Principal is your go to person

Question 14 is on the next page

Student Code of Conduct Staff Q&A

Question 14: Where do staff or faculty report discipline that does not align with the student code of conduct behavior matrix? For example, a teacher completes all classroom level interventions and documents all interactions as prescribed. The teacher writes a referral to the principal when the prescribed interventions have failed multiple times. The principal does not give the student a consequence that is listed in the behavior matrix. The consequence may be too severe, not what is prescribed, or nothing at all. Is there a person on the commission in which these concerns can be submitted and reviewed for consistency across buildings and grade levels? It has been my experience that principals inconsistently apply behavior consequences. Many times, referrals have been cleared without even calling the student in and severe infractions have been resolved with conferences that may or may not have occurred. I do not believe that our district has the leadership that would be able to handle these concerns internally as an atmosphere of trust and respect does not exist between administration and faculty/staff. Any support from an outside entity with the mission of equity and transparency would be welcomed.

Answer 14: The consistent implementation of the Student Code of Conduct is being monitored by the Office of Civil Rights in conjunction with the Discipline Task Force. The District is required to submit data.

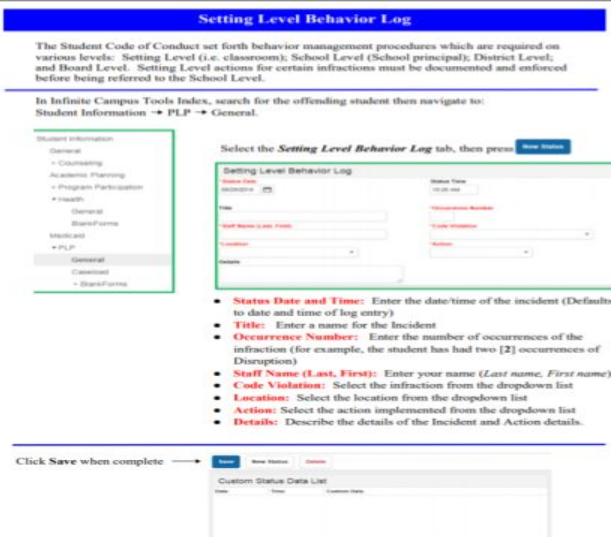
Question 15: How and when will the new Behavior Setting Tab be discussed and used? We have not been informed of it yet at Oxford and it seems awfully important to go unaddressed.

Answer 15: Use of the behavior tab was part of the Student Code Conduct staff orientation before the first student day. See IC instructions below: Directions for the [Setting Level Behavioral Log](#)

Management of Code Violations at the Setting Level by Educators

Educators are to document their management of **Code Violations** in the student's **Setting Level Behavior Log** located in the **PLP General Module**; based on the incident occurrence (1st, 2nd, 3rd, 4th, or 5th) and the prescribed Resolution Option.

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Setting Level Behavior Log

The Student Code of Conduct set forth behavior management procedures which are required on various levels: Setting Level (i.e. classroom); School Level (School principal); District Level; and Board Level. Setting Level actions for certain infractions must be documented and enforced before being referred to the School Level.

In Infinite Campus Tools Index, search for the offending student then navigate to: Student Information → PLP → General.

Select the **Setting Level Behavior Log** tab, then press **Save Status**.

Setting Level Behavior Log

Status Date: [Date Picker] **Status Time:** [Time Picker]

Occurrence: [Dropdown] **Occurrence Number:** [Text]

Title: [Text] **Code Violation:** [Dropdown]

Staff Name (Last, First): [Text] **Location:** [Dropdown]

Details: [Text Area]

- Status Date and Time:** Enter the date/time of the incident (Default to date and time of log entry).
- Title:** Enter a name for the Incident
- Occurrence Number:** Enter the number of occurrences of the infraction (for example, the student has had two [2] occurrences of Disruption)
- Staff Name (Last, First):** Enter your name (Last name, First name)
- Code Violation:** Select the infraction from the dropdown list
- Location:** Select the location from the dropdown list
- Action:** Select the action implemented from the dropdown list
- Details:** Describe the details of the Incident and Action details.

Click **Save** when complete → **Save Status** **Cancel**

Custom Status Data List

ID	Name	Custom Date



Student Code of Conduct Staff Q&A

Question 16: If I assigned a detention after a reteach has been documented, but the student serves the detention how should that be documented?

Answer 16: Document each behavioral incident in the setting level behavioral log and follow the behavior management plan. Remember 1 behavioral incident = 1 action (Positive or Conventional) refer to the Behavior Management Plan

Question 17: If parents do not respond to attempts to call and email, does it still count as a home partnership?

Answer 17: No

Question 18: How should behavior concerns when a substitute is in the room be handled since they can't document in the setting level behavior log or see previous incidents? At what point can a sub refer a student to the office?

Answer 18: Pending on the severity of the incident a substitute may choose to leave a note for the teacher (to respond to the incident upon their return) or seek assistance from a building administrator.

Question 19: Where do you find the information that defines what each infraction is?

Answer 19: The [Student Code of Conduct Employee Guide](#). On pages 17 - 37 you will see definitions and examples of each code violation.

Question 20: Why are we practicing "selective enforcement" of the SCOC at the high school? I thoroughly read the SCOC and learned that cell phones are not permitted to be out at any time of the school day. We continue to battle students roaming the halls during class periods and during lunch periods and they are glued to their cell phones.

We learned last year that Internet speed time was compromised by too many students streaming movies during all hours of the school day--even in class!

It sends a mixed message to all when only some parts of the SCOC are addressed--namely, behavior consequences.



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Answer 20: The Student Code of Conduct is to be implemented as part of the Office of Civil Rights Resolution Agreement.

Question 21: After a student has reached 4 entries in the "behavior setting log", is a referral written for each additional infraction?

Answer 21: Follow the Student Code of Conduct Behavior Management Plan.

Question 22: If a referral/entry falls in certain categories (hostile environment, for example), should teachers be told to assign teacher detentions? Or does it make sense to have the student removed from the classroom, possible for safety reasons?

Answer 22: Review the Behavior Management Plan for the code violation and implement one of the resolution options available given the code violation and incident to support the student (Positive Actions or Conventional Consequences).

Question 23: Are administrators notified when an entry (not referral) is made? It seems like they are and are assigning lesser consequences (lunch detention) but this was never made clear.

Answer 23: The building administrator is not notified when a staff member enters a behavioral incident in the Setting Level Behavior Log. The building administrator is notified once a referral is completed.

Question 24: On any given day, I have, on average, 10 tardies and/or unexcused absences for first period. The expectation that I enter 10 different "setting level behavior logs" each day AND enter an explanation of the parent contact I made for any of them in the PLP, AND write referrals in another tab for any student on their 4th occurrence usually takes at least 30 minutes. Is it more important to plan and write descriptive feedback for students or use my planning period each day for recording what is already documented when we take attendance. What do we do when students are on their 12th tardy when it only goes up to 4 on the sheet?

Answer 24: Enter the incident into the Setting Level Behavioral Log and follow the Behavior Management Plan. Any incidents of tardy beyond the 4th incident is addressed at the "S" school level.



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Question 25: The video did not provide a clear explanation of how to utilize the employee guide in order to complete the setting behavior log accurately to receive support for behaviors. Who is responsible for clearly articulating how to use the setting behavior log? There is a lot of misinformation and miscommunication happening in the building due to this lack of understanding.

Answer 25: See below IC Instructions. Directions for the [Setting Level Behavioral Log](#)

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Student Information

- General
- + Counseling
- + Academic Planning
- + Program Participation
- + Health
- General
- Stand/Forms
- Medical
- + PLP
- General
- General
- Stand/Forms

Select the **Setting Level Behavior Log** tab, then press New Status

Setting Level Behavior Log

Status Date

Incidence ☐

Title

Last Name (Last, First)

Location

Details

Status Time

Occurrence Number

Code Violation

Action

- Status Date and Time:** Enter the date/time of the incident (Default to date and time of log entry)
- Title:** Enter a name for the Incident
- Occurrence Number:** Enter the number of occurrences of the infraction (for example, the student has had two [2] occurrences of Disruption)
- Staff Name (Last, First):** Enter your name (Last name, First name)
- Code Violation:** Select the infraction from the dropdown list
- Location:** Select the location from the dropdown list
- Action:** Select the action implemented from the dropdown list
- Details:** Describe the details of the Incident and Action details.

Click **Save** when complete → Save New Status Delete

Custom Status Data List

Date	Time	Location Data

Question 26: Who is supposed to submit violations in the SCOC? Only teachers have access to Infinite Campus, the paraprofessionals in my classroom do not have access.

Answer 26: The teacher



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Question 27: Where does hate speech fall? (repeatedly calling a student "gay" as an insult in front of the class in spite of teacher reteaching expectations)

Answer 27: Pending on the specifics related to the speech the following code violations could apply: bullying and harassment, hostile environment minor or major, offensive speech, disruption minor.

Question 28: I am confused about Occurrences? I understand the value of knowing if this is a repeated behavior, but I am not sure how accurate you expect responses to be? I am not documenting in multiple different places to look up details and numbers

Answer 28: There is an individual behavior management plan for each code violation reflecting incident occurrences and the level where the incident is addressed and options (Positive Actions and Conventional Consequences). Document an incident occurrence in the Setting Level Behavioral Log.

Question 29: I would like to know how to fill out the form. Also, if you write a student up for something and then they do the same thing in another class with another teacher (e.g. maybe a special or lunch) would that be counted as two times or one time?

Answer 29: 1 incident = 1 code violation. Directions for the [Setting Level Behavioral Log](#)

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In Infinite Campus Tools Index, search for the offending student then navigate to: Student Information → PLP → General.

Select the **Setting Level Behavior Log** tab, then press **Show Status**.

Setting Level Behavior Log

Status Date: Status Time:

Title:

Staff Name (Last, First):

Code Violation:

Action:

Details:

Occurrences Number:

Resolution Option:

- Status Date and Time:** Enter the date/time of the incident (Default to date and time of log entry)
- Title:** Enter a name for the Incident
- Occurrences Number:** Enter the number of occurrences of the infraction (for example, the student has had two [2] occurrences of Disruption)
- Staff Name (Last, First):** Enter your name (Last name, First name)
- Code Violation:** Select the infraction from the dropdown list
- Location:** Select the location from the dropdown list
- Action:** Select the action implemented from the dropdown list
- Details:** Describe the details of the Incident and Action details.

Click Save when complete → **Save** **Show Status** **Details**

Custom Status Data List

Date	Time	Custom Data



Student Code of Conduct Staff Q&A

Question 30: Why are we being required to repeat tardy attendance for class attendance and then also have to place it in the setting log of each individual student? This is totally ridiculous when 1st period we may have anywhere from 3 - 10 students or more that come in late. This is causing way too much time being lost to deal with record keeping for the same thing, which is simply repetitive.

Answer 30: The Student Code of Conduct is part of the Office of Civil Rights Resolution Agreement with the District.

Question 31: Are Principals aware that they have to act on Class 3 violations? We seem to keep on getting the "referrals" sent back regardless of it being things like endangering others, or offensive conduct major. (which fall under Class 3- School)

Answer 31: The principals have been trained in the implementation of the Student Code of Conduct.

Question 32: If a student swears and says derogatory names at another student and you intervene and then at you, does this have to occur two times beforehand as well as be documented in the behavior log and then first a student can be removed by security who then brings the student to the principal?

Answer 32: Code violations are documented in the Setting Level Behavioral Log and follow the Behavior Management Plan

Question 33: From the Ohio Compilation of School Discipline Laws and Regulations, which was Prepared: April 3, 2019 and linked here:

<https://safesupportivelearning.ed.gov/sites/default/files/discipline-compendium/Ohio%20School%20Discipline%20Laws%20and%20Regulations.pdf> states on the top of page 11 of the PDF or page 7 of the document, under Teacher authority to remove students from classrooms LAWS, which is ORC 3313.66 states that

"(1) Subject to division (C)(2) of this section... a teacher may remove a pupil from curricular activities under the teacher's supervision, without the notice and hearing requirements of division (A) or (B) of this section. As soon as practicable after making such a removal, the teacher shall submit in writing to the principal the reasons for such removal."

Based on my current understanding of the current SCOC, this law is not being taken into consideration. The Ohio Revised code clearly states that the teachers can remove students from their classrooms. Why is this not taken into consideration? Will the new SCOC be adjusted to reflect this?



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Answer 33: The District is implementing the Student Code of Conduct as part of the Office of Civil Rights Resolution Agreement. See page 13 of the Student Code of Conduct "Emergency Removal".

Question 34: My concern with the implementation of the new SCOC protocol is that the training is offered after contractual hours and is voluntary and compensated. I believe that this information and training should be seen as necessary and important for staff members. Time and energy was spent on creating videos for staff and students the first week of school, yet as of today no essential training has been provided. Thank you.

Answer 34: Onsite training will be offered at each school beginning in October through December. Information regarding the training date, time, and location will be forthcoming.

Question 35: How do we enter higher than a class 2 occurrence when the pull down menu only offers 1 and 2 - not school or district?

Answer 35: Class 3 & 4 Code Violations require a referral on the first offense for a school or district level response.

Question 36: How many setting behavior log documentations need to be made before a teacher can write a referral?

Answer 36: Follow the individual Behavior Management Plan.

Question 37: Is an administrator allowed to change the violation, or level of violation, after I have submitted it to Infinite Campus?

Answer 37: Yes

Question 38: When administration makes the claim that the SCOC and PBIS are working and they use the reduction of referrals to support their claim, what will be done to address this? What will you do to investigate the reduction of referrals? Are the reduction of referral the results of administration not honoring the referrals and simply returning them to the teachers as "setting level behavior log required"?

Answer 38: Each building has a Building Level Action Plan which contains a Climate goal addressing the unique needs of a particular building. The District Discipline Task Force reviews discipline data.



Student Code of Conduct Staff Q&A

10/24/2019

Question 39: If a teacher gives a student a detention, and follows the protocol properly, but the student does not come to the detention, what is the next step? Would the next step be with in the same behavioral incident?

Answer 39: Insubordination Major then follow the Behavior Management Plan

Question 40: Does the incident number restart at the quarter or the semester or at the start of a new school year?

Answer 40: The Student Code of Conduct is progression-based. With the exception of “Out of Assigned or Designated Area; Tardy School/Class”; which restarts at the beginning of each grading period (quarter), all other code violations do not reset until the start of a new school year.

Question 41: Is the tardy count ongoing from quarter 1 to the end of the semester or from quarter to quarter? New count starts at the beginning of the semester?

Answer 41: The count for “Out of Assigned or Designated Area; Tardy School/Class”, is from grading period to grading period (quarterly). Tardies restart at the beginning of each grading period or quarter.

Question 42: The concern relates to how out of area incidents are addressed. After 3 classroom incidents we receive a referral for the 4 incident for out of area. At this point we have 4 positive action options and 3 conventional consequences options. The next incident we no longer have any options and must select in-school restriction.

Answer 42: See Appendix Behavior Management Plan (Out of Assigned or Designated Area) - Indicates that for the 5th incident pre-k through 12 the conventional consequence option is In School Restriction.



Student Code of Conduct Staff Q&A

10/31/2019

Question 44: What is the amount of time allowed between when the infraction occurs and when the staff member enters something in the Behavior Setting Log? Within that school day? 24 hrs?

Answer 44: Staff members should enter incidents in the setting level behavioral log the day of the incident.

11/8/2019:

Question 45: Can I print out the entries for a student?

Answer 45: The setting level behavior log can be printed through an Ad Hoc Report accessible by the principal. [Printing the setting level behavior log](#)

11/15/2019:

Question 46: Can a teacher input a setting level behavior log note about behavior witnessed by a substitute, based on written feedback from the sub?

Answer 46: Yes

12/5/2019:

Question 47: If the answers are incorrect in the SCOC Q&A document, how do they get reconciled?

Answer 47: Resubmit your question with clarifying questions.



Student Code of Conduct Staff Q&A

Question 48: Is the answer for question 21 wrong?

Answer 48: The answer to question 21 is correct. See below:

Question 21: After a student has reached 4 entries in the "behavior setting log", is a referral written for each additional infraction?

Answer 21: Follow the Student Code of Conduct Behavior Management Plan.

Question 49: If a student does not come to detention, which was given based on the SCOC and everything was done properly, what is the next step?

Answer 49: Failure to report for a Detention or Saturday School, to remain in the assigned area, or to otherwise obey the school rules established for these actions may result in: 1). In School Restriction; or 2). Suspension.