WINTON WOODS CITY SCHOOLS
STUDENT CODE OF CONDUCT

THE WARRIOR WAY

The Winton Woods City School District is committed to helping our students achieve their highest potential! That begins with making sure that we maintain a safe and orderly environment.

TRUST

Students are expected to abide by all guidelines to ensure that a safe environment is maintained.

RESPECT

Students are expected to treat all others (i.e. peers, staff members, community members) with respect and dignity at all times.

RESPONSIBILITY

Students are expected to abide by all guidelines to ensure that a safe environment is maintained. Students are expected to be responsible for their actions at all times.

Our schools will work diligently to make sure that:

- students are well aware of behavior expectations
- expectations are routinely retaught to all students
- expected behaviors are clearly defined
- meaningful relationships are built to nurture a supportive environment
- high academic and behavioral expectations are in place for all students.

To ensure that ALL students meet our expectations, we implement Positive Behavioral Interventions and Supports (PBIS), a district-wide framework that promotes positive student behavior and academic success. PBIS emphasizes proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments.

Supports that can be implemented to help our students succeed include (but are not limited to):

- Parent conferences
- Behavior interventions
- Referral to site-based therapist/agencies
- Behavior plans
- Schedule modifications
- Social Skills training
- Positive reinforcement
- Rewards & Incentives
- Restorative Conversations

We encourage parents to be highly involved early in the process to help to maximize the success of their child. A strong partnership between school and home is a critical component to student success.

Steps Following Student Misbehavior

When the Principal finds that a student has committed an offense, the Principal or another school administrator will:

1. Investigate the incident, including meeting with the student and any others involved to allow them to explain the situation
2. Notify the family, especially if a corrective strategy is used
3. Send a notice to the family if the corrective strategy is an assignment to an alternative program or location outside of the child's normal classroom assignment
4. Engage the student in a restorative conversation with the victim/affected person(s).

PREFACE

The items in this Code are applicable to all students when properly under the authority of school personnel during a school activity, function or event whether on property owned, rented or otherwise used or maintained by the Winton Woods City School District Board of Education or property owned, rented or maintained by another party. Additionally, the provisions of this Code shall apply to students if the prohibited act(s) takes place:

- while on properties immediately adjacent to school property
- while in the line of sight of school property
- on school transportation and at bus stops
- on the student's way to or from school
- if the act otherwise affects the operation of the schools.

This Student Code of Conduct also applies to misconduct occurring off of property owned or controlled by the Winton Woods City School District Board of Education but is connected to activities or incidents that have occurred on property owned or controlled by the Winton Woods City School District Board of Education and misconduct by a student, regardless of location, directed at a district official or employee, or property of a district official or employee.

Behavior infractions have been broken into categories based on the severity of the offense.

Category I offenses are considered minor. These offenses are handled at the school personnel level.

Category II offenses are more severe. Staff personnel may choose corrective strategies for offenses that are considered in Category II based upon severity.

Category III offenses are severe offenses that are considered major level. All Category III offenses must be handled at the administrative level.

Definition of Terms for Category 1 Offenses*

In most instances, Category I infractions will be corrected by the teacher or supervising adult in the setting where the misbehavior occurs. If a pattern of these offenses persists, consultation to set up a corrective plan may be necessary, and students may be referred to an administrator. When there is a high incidence of Category I offenses in a specific setting, administrators will provide, or arrange for, consultation and support to teachers, students or parents/caregivers to assist with creating positive behavior in that setting.

Cell Phones and other Personal Communication Devices (PCD's)

Students must not use personal communication devices or PCD's (including but not limited to phones, headphones, earbuds, tablets, gaming devices or smartwatches) during the school day. Devices must be powered off, put away out of sight and stored in lockers, purses or bookbags **during the instructional day**. Students may use their PCD's before school, after school, on the school bus and during outside school events. Any school district issued personal communication device (*e.g.,* Chromebooks or tablets) would be an exception to this restriction. School district-issued devices are permitted during school hours (except as otherwise directed by a staff member).

Cheating / Plagiarism

Students are expected to do their own work. Students must not use, submit or attempt to obtain data or answers dishonestly, by deceit or by means other than those authorized by the teacher. Examples of acts of cheating/plagiarism include any appropriation, literary theft, falsification, counterfeiting, piracy, fraud or unsupervised possession of any federal-, state- or district-mandated tests. Plagiarism includes, but is not limited to, copying word for word from references such as books, magazines, research materials or the Internet. This includes any violation of the Winton Woods City Schools' Student Testing Code of Conduct, which may result in disciplinary action and an invalidation of test scores.

Disobedience/Disrespect

Students are expected to do what school adults tell them to do. School adults include administrators, teachers, Instructional Assistants (IAs), secretaries, security personnel, custodians, bus drivers, lunchroom workers, and school volunteers, etc. Students must not argue with adults. If students do not obey the reasonable instructions and/or directions a school adult gives them, the behavior will be considered disobedient or disrespectful. i.e., disobedience is essentially a failure to follow the reasonable directions or requests of a duly-authorized school adult. Disrespect is defined as a lack of respect, esteem or courtesy. It involves speech or behavior that shows a disregard for someone's feelings, boundaries or authority. It is closely associated with rudeness, impoliteness and/or contempt.

Disruptive Behavior

Students are expected to follow school-wide behavioral expectations and abide by classroom rules, routines and procedures. Students must not interrupt the learning of others or behave in a manner that causes disruption to the school environment. If a teacher or other school adult is prevented from starting an activity or lesson, or has to stop what he or she is doing to try to stop the student's behavior, the

behavior is considered disruptive. For example, if a student causes a disruption in the classroom by talking, making noises, throwing objects, play fighting, horseplay, or otherwise distracting one or more classmates, the student is engaging in disruptive behavior.

Fraud/False Identification

Students are expected to be honest. Students must not trick, or cause someone to be tricked, by not telling the truth. Students must not sign or give a name other than their own. Students should be able to show identification or verify their identity when requested.

Gambling

Students must not play games of cards, chance or dice for money or other items, except if such games are played at a school-sponsored activity for educational purposes.

Inappropriate Communication

Students are expected to speak respectfully to others. Examples of inappropriate communication include put-downs, or making fun of or negatively talking about a person or their family.

Tobacco/Smoking

Students are expected to protect their own health and safety, and the health and safety of others. Students must not possess, smoke or use any kind of tobacco product or associated paraphernalia.

a. On school grounds and area immediately adjacent to school grounds, during and immediately before or after school hours
b. On school ground at any other time when the school is being used by a group
c. Off school grounds at a school activity, function or event
d. On a school bus or at a bus stop

Truancy, Tardiness or Class Cutting

a. Truancy - Students are expected to comply with the provision of the Ohio Revised Code regarding school attendance. Truancy is absence from school for reasons other than those provided by law. The following are the only legal excuses for absence from school:

(1) Personal illness
(2) Illness in the family
(3) Quarantine in the home
(4) Death of a relative
(5) Observance of a religious holiday
(6) Any other reason which has been approved by the school prior to the absence.

Absences without legitimate excuse for more than ten (10) consecutive days or at least fifteen (15) total school days in any one quarter or semester may result in the suspension or denial of temporary driving permit or driver license by the Registrar of Motor Vehicles.

b. Tardiness

Tardiness is defined as arriving late to school or to class without acceptable reason.

c. Class Cutting

Class cutting is defined as absence from an assigned class without an acceptable reason.

In the state of Ohio, children between the ages of 6-18 are of compulsory school age and are required to attend school. In addition, children who begin kindergarten at age 5 become subject to the compulsory education laws of the State. There are consequences for students and their parent/legal guardian if children do not attend school regularly.

Vaping

Students must not possess, use, or distribute electronic smoking devices, e-cigarettes, vape pens, or any associated paraphernalia. This includes any substance consumed through vaping. This applies:

- On school grounds
- On transportation provided by the school
- At school-sponsored activities
- Within line of sight of school property
- If the behavior impacts school operations or student safety.

Violation of School Uniform Policy

The uniform requirements pertain to all schools and can be reviewed in the student hand books, which are distributed to students at the beginning of each school year or at the time of enrollment.
Administrative action may be required if an individual's apparel violates the district uniform requirements or his or her appearance causes considerable distraction among students and staff to the extent that their presence adversely compromises the integrity and/or safety of the learning environment.

A Category I Offense could be upgraded to a Category II or Category III Offense, depending on the nature of the offense or chronic Category I offenses.

Definition of Terms for Category II Offenses*

Teachers or supervising adults may choose corrective strategies for Category II infractions including, but not limited to, referral to school administrators. Students who commit, attempt to commit, aid or abet the commission of, conspire to commit, or participate in any manner even if not completed in the commission of any of the offenses designated in this section will be required to participate in activities designed to prevent repetition of the offenses.

Counterfeit Materials

Students may use only real United States currency (money). Students cannot use school property or equipment to create, or attempt to create, counterfeit currency to any other type of counterfeit materials. Students must not knowingly possess counterfeit materials.

Damaging/Destruction of Property

Students must be respectful and take care of school property. Students should not cause or attempt to cause damage, destroy or misuse school property or anything that belongs to someone else. Examples of this behavior include (*but not be limited to*) writing in school textbooks or library books, ruining bulletin boards, damaging desks or computer equipment including laptops, tablets and e-readers, intentionally clogging the plumbing system, breaking light bulbs or fixtures, or spray-painting surfaces.

Depictions of Prohibited Conduct

Students must not make, reproduce or distribute videos, images, sound recordings or other mediums that show behavior prohibited by the Code of Conduct on school property or at school events, including using school-owned or personal electronic devices (i.e., laptops, iPads, tablets, e-readers, cell phones, or video or still cameras). Depictions of such conduct on social networking sites such as Facebook, YouTube or any other similar Web sites are prohibited. Any representations of prohibited behavior must be immediately turned over to the principal or the principal's designee. Reproduction and distribution of these items will result in disciplinary action.

Fighting

Conflicts must be resolved peacefully. Students must not physically fight with another person. Retaliation is not a defense to fighting. Students should attempt to retreat from any act of aggression from another and to seek help from school personnel.

Fireworks

Students must obey the law regarding fireworks. Students must not bring to school or possess, handle, transmit, conceal or use any fireworks (poppers, firecrackers, rockets, sparklers, smoke bombs or other types) while at school.

Gang Activity

Students should associate with peers and adults who engage in safe, respectful and responsible behavior. Students must not participate in gang activity. Gangs are defined as groups of two or more students and/or adults who organize for the purpose of engaging in activities that threaten the safety of the general public, compromise the general community order, and/or interfere with the school district's educational mission.

Gang activities include:

A. Wearing or displaying any clothing, jewelry, colors or insignia that intentionally identifies the student as a member of a gang or otherwise symbolizes support of a gang.

B. Using any word, phrase, written symbol or gesture that intentionally identifies a student as a member of a gang or otherwise symbolizes support of a gang. A student may not display gang affiliation on his or her school notebooks, textbooks or personal items.

C. Engaging in activity or discussion promoting gangs by two or more persons.

D. Recruiting students for gangs or anti-social behavior.

Harassment/Intimidation/Bullying/Stalking

All communication in the school is to be conducted with respect. Students must not use words (written, verbal, electronic), gestures, photographic images, drawings or any form of communication to intimidate, harass, bully or threaten harm to another person based on race, gender, religious beliefs, nationality, disability or sexual orientation. Appropriate discussions of these issues, in the classroom or other school settings, are encouraged.

Harassment, intimidation, bullying or stalking means any repeated written, verbal, graphic or physical act that a student or group of students exhibit toward another particular student or students, including within a dating relationship, or toward school personnel and the behavior both

A. Causes mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of personal property, and

B. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student/school personnel.

Inappropriate Touching / Horseplay

Any behavior that presents a risk of physical harm to others or to the property of others and serves no reasonable or educational purpose. This includes inappropriate touching, hands on behaviors, horseplay, or physical contact.

Obstruction of Administrator/Teacher from Duties

A student shall not prevent, obstruct or delay a teacher, administrator or other school official from performing his/her assigned duties and carrying out corrective action.

Profanity or Obscenity

Students are expected to use appropriate language. Students must not verbally, electronically or by written words, photographs or drawings direct profanity to anyone in the school environment. Students must not insult anyone by obscene gestures.

Repeated Acts of Misconduct

A student shall not repeatedly engage in any acts of misconduct specified in the foregoing Rules of Conduct.

Sale or Distribution of Unauthorized Materials

A student shall not possess, distribute, use or sell unauthorized materials or products on school property.

Sexual Harassment

Sexual harassment is any unwanted, unsolicited sexual advance or sexually oriented behavior made by a person who knows or should reasonably know that such attention is unwanted and objectionable. This includes:

- Inappropriate touching or petting
- Suggestive remarks
- Leering
- Demands for sexual favors
- Creation of a hostile or offensive environment through sexual or inappropriate behavior.

Sexual Misconduct

Sexual misconduct includes actions involving inappropriate sexual behavior or touching, with or without consent. This includes:

- Inappropriate touching of private body parts
- Exposure or indecent behavior
- Sexualized comments or actions made in person, in writing, or electronically.

Stealing or Possession of Stolen Property

Students must use only their own belongings unless explicit permission from the owner is given to borrow an item. Students must not take anything that does not belong to them. Students must not have anything

that they know, or have reason to know, has been stolen. Students must not use school-owned or personal equipment to conduct illegal activity.

Trespassing / Leaving School Property

Students must stay in designated areas of the school to which they have been assigned. Leaving School Property or assigned area prior to dismissal time without official permission (e.g., leaving the building or class without permission) is prohibited. Students must have permission from a building administrator, or be escorted by a parent/caregiver or emergency contact person, to enter a building other than their own or to leave their assigned building.

Students must not return to any school while assigned to the alternative placement, or under expulsion or removal, except with permission from a building administrator and under escort by a parent/caregiver or emergency contact person.

Vaping (Drugs) Use or Possession of Vaping Devices Containing THC, Nicotine, or Unknown Substances

Students are prohibited from possessing, using, or being under the influence of any vaping device containing or suspected of containing drugs or controlled substances, including but not limited to THC, or unknown liquids. This includes devices designed to deliver inhalants through vapor (e.g., e-cigarettes, vape pens, dab pens). This is a serious drug-related offense.

Violent Disorderly Conduct

Students must solve problems peacefully. Violence and threats of violence disrupt the learning process. Students must not use violence, or threats of violence, force or bodily harm, against staff, students or property.

A Category II Offense could be upgraded to a Category III Offense, depending on the circumstances or chronic behaviors.

Definition of Terms for Category III Offenses

The principal, finding a student has committed, attempted to commit, aided or abetted the commission of, conspired to commit, or participated in any manner even if not completed in the commission of any of the following offenses will be subject to the consequences including suspension or expulsion.

Alcohol and Drugs

Students must not bring alcohol or illegal drugs to school or school activities. Students must not use, be under the influence of, or buy or sell alcohol or illegal drugs. This section also applies to any substance made to look like, or represented to be, illegal drugs or alcohol and any related paraphernalia.

Parents/Guardians are permitted to bring prescribed or over-the-counter medication; however, secured in nurses' stations and administered by authorized school personnel with the authorization and supervision of their doctor. Prescribed or over-the-counter medication is for the student's use only. A student must not sell or give prescribed or over-the-counter medication to anyone at school.

In grades 9-12, with parent's and administrator's permission, a student may keep over-the-counter medication in a secure location and access that medication, if needed, through an administrator's designee.

Breaking and Entering

Students must stay out of locked or private areas. Students must not force their way into places or onto property where they do not belong. Examples of such property include lockers belonging to other students and staff, science labs and supply cabinets.

Dangerous Weapons

Students must keep dangerous objects out of school. Students must not possess, handle, transmit or use as a dangerous weapon an instrument capable of harming another person. Dangerous weapons include but are not limited to:

A. Knives — Students must not possess, handle, transmit, conceal or use knives. Students violating the prohibition against knives may be assigned to an Alternative to Expulsion program for up to one year. A student may be expelled for up to one calendar year.

NOTE: State law gives the Superintendent the option to expel a student for up to one calendar year for bringing a knife onto school property, into a school vehicle, or to a school-sponsored event.

B. Defensive Weapons — Students must not possess chemical Mace, pepper gas or like substances; or stun guns/tasers.

C. Other Items — Students must not possess items such as razors, box cutters, hammers, baseball bats, chains, tattoo paraphernalia, bullets or any other items that can be considered a weapon or can be used as a weapon. School supplies (i.e., compass, scissors, pens, etc.) must not be used as a weapon.

Extortion

Students must accept "no" for an answer when making a request of another person. Extortion means getting money or a promise by using threat or force. Students must not make a person do anything he or she does not want to do by using threat or force.

False Fire Alarms or Bomb Reports/Tampering with Fire Alarm System

Students must obey laws regarding fire safety. Students must not set off a fire alarm at any time unless there is an emergency. Destroying or damaging a fire alarm is prohibited. Students must not make bomb threats, either written or verbal, against any school building. Tampering with the fire alarm means setting off the squeal alarm or the actual alarm when there is not an emergency.

Firearm Look-Alikes

Students must not possess, transmit or conceal any item that resembles a firearm. Firearm look-alikes can propel an object or substance with force by spring load or air pressure (i.e., toy guns, cap guns, BB guns, pellet guns).

Firearms

Students must not possess, handle or transmit, conceal or use a firearm. Students violating the firearms prohibition must be expelled in accordance with State and Federal law (e.g., educated in a placement other than the school of attendance) for one calendar year. Firearms are any weapon (including starter guns) that will, or are designed to or may readily be converted to, expel a projectile by explosion (gunpowder, magazine clip) including the frame or receiver of any weapon and any firearm mufflers or silencers or any destructive devices (as defined in 18 USCA Section 921), which include any explosives, incendiary or poisonous gas bombs, grenades, rockets having a propellant charge of more than four ounces, missiles having an explosive or incendiary charge of more than four ounces, missiles having an explosive or incendiary charge of more than one quarter ounce, mines or devices similar to any of the devices described above.

NOTE: Federal law requires the Superintendent to expel a student for one (1) calendar year if the student brings a firearm onto school property, into a school vehicle or to a school-sponsored event.

Physical Assault

Students must get help when needed to solve problems nonviolently. Students must not physically attack another person. Hitting, kicking, shoving or otherwise causing physical pain or harm to another person is considered physical assault.

Robbery

Students must not take another person's property. Students must not take or attempt to take from another person any property by force or threat of force.

Serious Bodily Injury

Students must not contribute to or cause bodily injury to themselves or others that involves substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ or bodily capability.

Sexting

Students are prohibited from engaging in sexting, which means sending sexually explicit images through electronic media, such as text messaging.

Sexual Assault

Students must protect their safety, and respect the rights of others. Students must not sexually attack nor

sexually abuse another person.

Starting a Fire

Students must protect the safety of themselves and others. Students must not start, or help to start, a fire that may harm any person or property. Students must not create, set off, attempt to set off, or possess matches / lighters / combustible material or other fire-starting materials on school property.

Vaping Distribution (Trafficking) or Intent to Distribute Vaping Devices or Substances

Students are prohibited from selling, distributing, or possessing with intent to distribute vaping devices or cartridges containing nicotine, THC, or unknown substances. Sharing or supplying others with vaping materials will also be treated as distribution. This is a major drug trafficking offense.

STEPS FOR CORRECTIVE ACTION

Category I

Category I offenses are managed at the school personnel level. The choices below are the possible result for a Category I infraction (These are not intended to be the only choices or sequential).

- Parent Contact
- Apology
- Loss of privileges
- Detention (i.e. before school, after school, during lunch)
- Reteach behavioral expectations
- Lunch detail
- Restitution
- Time out
- Reflective Activity/Restorative Conversation

Category II

Staff personnel may choose corrective strategies for offenses that are considered in Category II. The choices are the possible result for a category II infraction (These are not intended to be the only choices or sequential).

- *Any Category 1 Corrective Strategy*
- Detention (i.e. before school, after school, during lunch/recess)
- Office Referral
- Alternative School Assignment (ASA)
- Suspension
- Suspension with a possible recommendation for expulsion
- Referral to counseling agency
- Establish a behavior plan
- Reflective Activity/Restorative Conversation
- Establish a check in /check out system with a staff member
- File charges with local police department

Category III

Category III offenses are considered major offenses and are managed at the school administration level. The incidents require a mandatory office referral to school administration. The choices are the possible result for a category III infraction (These are not intended to be the only choices or sequential).

- Suspension
- Suspension with a Recommendation for Expulsion, referred to Superintendent's Office
- File charges with local police department
- Reflective Activity/Restorative Conversation prior to return to school/class

Suspension

a. A student shall be given written notification of the intention to suspend him/her and the reason(s) for the intended suspension by the administrator.
b. The pupil shall be provided an opportunity to appear at an informal hearing before the principal or assistant principal to challenge the reasons for the intended suspension or otherwise to explain his/her actions. A student shall be given an opportunity to challenge the charges and give his/her side of the story.
c. The administrator shall make the decision to suspend or not to suspend, and shall notify the student orally of that decision.
d. If the student is suspended, the administrator shall notify the parents, guardian or custodian of the pupil and the Treasurer of the Board of Education in writing within one school day of the suspension.
e. A pupil, parent, guardian, or custodian has the right to appeal a suspension or intent to suspend. A written statement requesting an appeal of a suspension or intent to suspend is to be sent to the Student Services Department, 8 Enfield St., Cincinnati, Ohio 45218. Students have the right to be represented at an appeal hearing.
f. Students shall be permitted to complete classroom assignments missed during either in-school or out of school suspensions.

Expulsion

a. The Superintendent is the only school administrator who may expel a pupil.
b. A principal may recommend to the Superintendent in writing that a given student be expelled. This recommendation shall contain the reason(s) for the recommended expulsion.
c. The Superintendent (or designee) shall notify the pupil and parent, guardian or custodian in writing of the intention to expel the pupil.
d. The Superintendent or designee shall conduct the hearing at the appointed time and place. The purpose of the hearing shall be for both sides to give their side of the story.
e. The Superintendent shall make the decision to expel or not to expel following the hearing and shall notify the parent, guardian or custodian and the Treasurer of the Board of Education of that decision in writing within one school day. A copy of the parental notification shall be sent to the principal.
f. Students who have been expelled from school may appeal in writing within fourteen (14) days to the Board of Education. A written statement requesting an appeal of an expulsion or intent to expel is to be sent to the Winton Woods City Schools Board of Education, 825 Waycross Rd., Suite A, Cincinnati, OH 45240.
A pupil or his/her parent, guardian or custodian may appeal the expulsion to the Board of Education. The Board of Education may hear the appeal itself or it may appoint a designee. The pupil or parent, guardian or custodian may be represented in all such appeal proceedings and shall be granted a hearing before the Board of Education or its designee, which may be in executive session upon the request of the pupil, parent, guardian, custodian or representative.
g. A verbatim record shall be made of the hearing.
h. The Board of Education or its designee may act only after a hearing is held. The Board or its designee may affirm, reverse, vacate or modify the expulsion.
i. The action of the Board or its designee on the expulsion must be made in a public meeting.
j. The Treasurer shall promptly notify the pupil, parent, guardian, custodian or representative in writing of the Board's decision or the designee's decision.

k. The decision of the Board of Education or its designee may be further appealed to the Court of Common Pleas under O.R.C. Chapter 2506.

* **Students in grades PK-3 may be removed only for the remainder of the school day and shall be permitted to return to the curricular and extracurricular activities on the school day following the day in which the student was removed. Students in grades PK-3 may not be expelled or suspended except for bringing a firearm to school or other approved exigent circumstances.**

Alternative Programs (Project Success)

Winton Woods City Schools can provide alternative programming in lieu of out-of-school suspension and out-of-school expulsion. The alternative programs are called Project Success Academy (Grades 4 – 12) and Home Instruction. The assignment of students to the program is the decision of the superintendent or designee.

Alternative Discipline Assignments for Students with Disabilities

All federal and state laws, Board policies and administrative procedures must be followed in recommending assignments to Alternative Discipline for students with disabilities on Individual Education Programs (IEPs) or Section 504 Plans.

Emergency Removal from School

Emergency removal can occur only for the following reasons:

- If the student's presence in school poses a danger to people or property
- If the student is an ongoing threat of disruption

Emergency removal requires communication between school officials and the student's family (parent or guardian or, if necessary, other adult family members). At the time of the removal, the family will be contacted in person or by telephone to explain the reason for the removal and to request a meeting. In addition, a letter with the explanation and meeting request will be sent to the family and a copy will be given to the student.

- Emergency removal **can last no longer than one (1) day for students grades PK-3 and no longer than three (3) days for students grades 4-12.**
- The removal can be for a shorter time. The student **will return to school after a scheduled meeting is completed with the family, the principal and the referring staff member.** A face-to-face meeting is preferred, but a telephone conference is allowed if necessary, but must occur within **one school day** of the removal unless the student is returned to school the following day. When the student is returned the following day, written notice and hearing are not required.
- When exercised, **contact** the office of the superintendent **and** the student services office to confer.

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