

# **CODE OF CONDUCT**

**2022/2023 SCHOOL YEAR**



**XENIA**  
COMMUNITY SCHOOLS

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**XENIA COMMUNITY SCHOOLS COMPLIANCE OFFICERS****Dianna Alliod**

Director, Special Education & Pupil Personnel  
(937) 562-9050  
dalliod@xeniaschools.org

**Mike Earley**

Director, Personnel  
(937) 562-9001  
mearley@xeniaschools.org

*Contents of this Document are subject to revisions throughout the school year and shall reflect the current Xenia Board of Education School Board approved Board Policy and Ohio Revised Code.*

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*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.*

*Violation of the Code of Conduct may result in verbal or written warning of reprimand, referral to school counselor, parental contact or conference, detention, in-school intervention, Thursday School, Saturday Morning School, emergency removal, referral to law enforcement agencies, suspension, or expulsion.*

## **GENERAL INFORMATION**

### **CAFETERIA ... BREAKFAST & LUNCH PROCEDURE**

The Xenia Community School District maintains a "Closed Lunch" system requiring all students to eat and remain in the cafeteria during their assigned lunch period. Food and drink purchased from restaurants is discouraged.

While in the cafeteria:

- Cutting into the lunch/breakfast line is prohibited.
- Noise level should be kept to a minimum.
- Students are expected to remain seated unless given permission to leave the table.
- Students are expected to discard all trash & place their chair back under the table when finished.

### **DAILY ANNOUNCEMENTS/ DISSEMINATED INFORMATION (BOE 5722)**

ALL Announcements must be approved by Advisors, Coaches, and or Staff, with final approval of the Principal or Assistant Principal. Any non-curricular material distributed to students, staff, and parents/guardians, included in PA announcements or posted in the school must be approved by the Principal/Designee.

### **FREEDOM OF EXPRESSION**

Within the school program students should be granted the opportunity for free expression of ideas. Responsible criticism and reasonable dissent/debate are basic to the educational process. No idea should be suppressed simply because it is unpopular.

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## **PUBLIC DISPLAY OF AFFECTION**

Pursuant to School Policy 5500-Public Display of Affection, the following acts shall be considered inappropriate and are prohibited.

- Petting/Amorous embracing/Amorous Hugging/Caressing/Kissing.
- Purposeful inappropriate body contact.

## **DRESS AND GROOMING (BOE 5511)**

Students are required to wear appropriate, comfortable and safe clothing that is neat and clean.

Students must **not** wear:

- revealing or sexually explicit clothing
- clothing or logos which suggest or promote violence, weapons, drugs, profanity, sex, alcohol, tobacco, gang affiliation/activity, or hate groups
- hats, scarves, sweat bands, caps, or hoods (hoodies may be worn with the hood down)
- masks or make-up to hide face.
- extreme styles of suggestive jewelry or items that may be used as weapons (wallet/watch chains)
- "sagging" pants
- shorts, skirts, skorts above mid-thigh
- clothing that is ripped, torn, or has holes above mid-thigh
- tops that expose the midriff, or are low cut and expose cleavage
- sleep wear, blankets, or bath wear

Undergarments should never be exposed under clothing.

Hats, coats, gloves, purses, book bags, backpacks, lunches, etc. should be stored in the students' locker.

Shoes must be worn at all times during the scheduled school day. Slippers are prohibited.

Only the Principal has the authority to approve the wearing of Activity Clothing for observances such as a Holiday or School-Wide Activity.

## **BUILDING TELEPHONE USE AND MESSAGES**

Students are not permitted to use classroom phones without the specific approval of the Principal/Designee. A phone is available in the Main Office for students to use during school hours. School personnel will do their best to deliver messages to students in a timely manner.

## **LOCKS & LOCKERS**

All school & class issued locks & lockers are the property of the Xenia Board of Education and are subject to search at any time by school officials provided proper notice has been posted in the locker areas of each building.

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- Locker must be kept closed and locked at all times.
  - Do not share lock combinations with other students.
  - Locker is to be cleaned periodically and kept as organized as possible.
  - Lunch food and drink must be properly sealed.

Keep personal items and expensive items that are unnecessary for school, at home. Temporary tape only is to be used to place posters, pictures, decals, etc. on lockers.

## **VALUABLES & PERSONAL PROPERTY**

It is highly recommended that money or valuables be kept in the student's secured locker until needed. Student drivers should secure valuables out of sight and/or in their vehicle trunk or lock box. Xenia Community Schools shall not be held responsible for lost or stolen items.

## **HALL PASSES**

- Students out of class, lunch or scheduled activities during class time must have an official classroom hall pass, or office admit slip.
- The Hall Pass must be displayed and presented upon staff request.
- Students must complete the Hall Pass Registration Form when using a Hall Pass.

## **DAMAGE**

Damage shall be defined as breaking, altering, disfiguring, or losing property (including technology).

- A student found responsible for damage of an article may be held responsible for repair of or equal value replacement of the damaged article.

## **STUDENT RECORDS**

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive educational and personal information. This information shall be treated as confidential but will be available to appropriate school personnel, parents/guardians, and the student. Requested copies of records will be available within a reasonable period of time with appropriate identification.

# **ATTENDANCE (BOE 5200)**

## **LEGAL REQUIREMENT**

All children between ages six (6) and eighteen (18) are of compulsory school age and must attend school.

**IT IS THE PARENT'S RESPONSIBILITY TO CAUSE THE CHILD TO ATTEND SCHOOL.** (ORC 3321.03)

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## REPORTING AND MONITORING STUDENT ABSENCES

It is the obligation of the Parent/Custodian to report the child's **Absence or Tardy** each day.

- **The parent should phone their child's school within one (1) hour from the start of school on the day of the absence. Parent may leave a voice mail at any time.**
- Upon the child's return to school the parent shall provide written documentation, either a parent note or Medical Excuse, stating the specific day(s) absent, reason for such absence, appropriate signature, and contact number.
- Upon returning to school following an absence, if written documentation is not received within 5 school days, the absence will be **"Unexcused."**
- The Attendance Officer, may excuse an absence upon communication with the Parent or building administrator.
- **The parent (not the school) maintains responsibility to make certain the absence note is submitted to the proper school attendance office in a timely fashion.**

Each building will attempt to notify parents/guardians of a student who is absent from school via phone (OneCall Now) within 2 hours of the start of the school day.

## EXCUSED ABSENCES

- Personal illness or injury.
- Illness in family and a child 14 or over must be kept home to help.
- Medical or Dental Appointments
- Serious medical matter or death (including funeral services) of a relative
- Absence of parents/guardian/caregiver from the home (emergency only) for those 14 and up.
- Religious holidays
- Emergencies and other reasons deemed sufficient by the Principal.

## XENIA COMMUNITY SCHOOLS DOES NOT RECOGNIZE "SENIOR SKIP" OR "SKIP DAY"

## DOCUMENTATION OF ABSENCE/TARDY

Generally, 65 hours of absence from school per school year for the reasons identified as "Excused Absences" may be documented by a parent note.

Medical notes shall be required for every absence after the 65 hours of absence regardless whether those 65 hours are excused, unexcused, or a combination of both.

## SCHOOL OFFICIALS MAINTAIN THE RIGHT TO INQUIRE AND/OR VERIFY THE AUTHENTICITY OF ABSENCE DOCUMENTATION.

## MEDICAL EXCUSES

Medical excuses may only excuse absences or tardies to school for the specific date(s) the student was under direct medical care. Excessive medical excuses may result in the school requesting medical documentation. If the parent refuses to provide medical documentation signed by a doctor or medical provider the absence will be unexcused.

Students with a Chronic Illness/Medical Condition will be treated on a case-by-case basis.

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A plan for attendance may be developed through communication and cooperation between the parent/guardian, school nurse, school attendance officer, guidance counselor, and healthcare provider. The plan shall include a system for documenting absences.

### **LOSS OF DRIVING PRIVILEGES (BOE 5200) OHIO REVISED CODE, SECTION 3321.13 (B) (2):**

Whenever any student under the age of 18 has sixty (60) consecutive hours in a single month or a total of ninety (90) hours of unexcused absence from school during the school year, the board authorizes the Superintendent to inform the student and his/her parents of the attendance record and the District's intent and obligation to notify the Registrar of Motor Vehicles on Form 2239 and the Judge of Juvenile Court in writing of the student's excessive absenteeism.

### **STUDENTS 18 YEARS AND OLDER**

Students must seek special permission from the Principal before they can write their own notes. Administration reserves the right to verify all phone calls and notes.

### **MAKE-UP WORK**

Excused absences and tardies allow students to make-up all missed class work, tests, and assignments. The general rule is the length of make-up opportunity is equivalent to the length of the absence. Students may not make-up class work, tests, and assignments missed due to unexcused absences or tardies.

### **EARLY RELEASE (IF THE RELEASE REQUEST HAS NOT BEEN PRE-APPROVED)**

The Parent/Guardian/Custodian wishing to "Sign Out" a student will be **required to present a photo I.D.** and must be listed on the student's Emergency Medical Card. If the person attempting to "sign out" a student does not appear on the student's Emergency Medical Card, the student **WILL NOT** be released.

### **VACATION REQUEST**

Parent/Guardian/Custodian must request and receive pre-approval from the Principal for vacation requests. If granted, a student may only receive up to 32.5 Administration Approved Vacation Hours per school year.

**VACATION REQUESTS SHALL NOT BE GRANTED TO STUDENTS WHO REQUIRE A MEDICAL EXCUSE BECAUSE OF THE ACCUMULATION OF 65 OR MORE HOURS OF ABSENCE.**

### **TRUANCY DEFINED**

Habitual Truancy is defined as follows and includes "Excessive Absences":

- 30 or more consecutive hours without a legitimate excuse
- 42 or more hours in one calendar month without a legitimate excuse
- 72 or more hours in one school year without a legitimate excuse

Excessive Absences:

- 38 or more hours in one calendar month with or without legitimate excuse
- 65 or more hours in one school year with or without legitimate excuse



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# SAFETY

## SAFETY DRILL

The Xenia Community School District has numerous safety procedures in place for a variety of emergency situations.

**Students** must take each **drill** or event **seriously**, remain **attentive**, and provide their **full cooperation** throughout the event. All students are advised to remain familiar with the drill procedures in each of their scheduled classes and the lunch period. Horseplay or failure to follow ALL DIRECTIVES during drill/emergencies may result in disciplinary action.

## LOCK DOWN POLICY FOR ALL STUDENTS

**IN ORDER TO REDUCE THE POSSIBILITY OF PANIC, RECEIVING OR RELEASING INACCURATE INFORMATION, OR EXPOSING OTHERS TO HARM, STUDENTS SHALL NOT ACTIVATE OR USE CELL PHONES OR OTHER ELECTRONIC DEVICES DURING DRILLS OR ACTUAL EMERGENCY SITUATIONS UNLESS PERMITTED BY STAFF.**

## VISITORS (BOE 9150)

The Board of Education welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. Only those with authorized school business are permitted on school grounds. Students are prohibited from bringing guests without prior approval from an administrator.

**ALL VISITORS MUST IMMEDIATELY REPORT TO THE MAIN OFFICE UPON ENTERING THE BUILDING.**

## SEARCH AND SEIZURE (BOE 5771)

The Board of Education recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner.

Students are protected from unreasonable search and seizure by federal and state officials, including school officials. The school official's duty to act in such a manner is defined within the bounds of the following paragraphs:

### A. REASONABLE GROUNDS

When there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or school rules.

### B. ILLEGAL ITEMS

Where the student is believed to have an illegal item (dangerous weapon, dangerous item, drugs, alcoholic beverages, or stolen property) and school authorities believe immediate action is necessary. Where it is impractical to contact parents, and where the student refuses to acknowledge or discuss the presence of such items in his/her possession, school officials should notify proper authorities (police) who, in turn, may take custody.

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### C. SEARCH

Search of any container used by a student for the purpose of carrying personal items or storage of such, shall be subject to restrictions outlined in the above sections.

## REFERRALS TO LAW ENFORCEMENT

The Superintendent and administrators have the authority to seek the assistance of law enforcement when there is a substantial threat to the safety of the schools, students or staff. The Superintendent/administration may also inform law enforcement when they have reason to suspect that a student or staff member may have violated a local, state or federal statute. If law enforcement becomes involved with a student, parents will be contacted as soon as practical. All serious offenses, as determined by the Superintendent, must be reported to law enforcement.

## PHYSICAL RESTRAINT

Section 3319.41 of the Ohio Revised Code specifies: a person employed or engaged as a staff member, teacher, Principal, or Administrator in a school...may within the scope of their employment, use and apply such amount of force and restraint as is reasonable and necessary to quell a disturbance threatening physical injury to others, to obtain possession of dangerous weapon/object...for the purpose of self-defense or for the protection of other persons or property.

## STUDENT ACTIVITIES & EXTRA CURRICULARS

### STUDENT GROUPS POLICY (BOE 5840)

It is the policy of the Board of Education that student groups be recognized as authorized school organizations only if they are approved by the school administration, sponsored by school-approved personnel, composed of members of the current student body, hold the majority of their meetings at school, and have established aims which are educational in nature.

### DANCES, DISTRICT SPONSORED SOCIALS, & PROM (Dress / Behavior Expectations)

**ALL** school rules & expectations, including Dress Code, shall be enforced during school dances/Prom. Violations occurring during school dances/Prom may result in the removal of the Student(s) from the activity and/or disciplinary action. Cell phones are permitted at Dances/Proms.

#### **School/Staff shall not be responsible for lost, stolen, or damaged Personal Communication Devices.**

- Students wishing to bring guests not enrolled in their home school must have their intended guest pre-approved by Administration and/or the sponsoring organization advisor at least (5) school days prior to the event. **(Dance/Prom Guest Option at the Discretion of the Principal)**
- Only High school students shall attend Xenia High School Dances/Prom.
- Only Middle school students shall attend Middle School Dances.
- No guest 21 years of age or older will be permitted to attend Dances/Proms.

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- Music/Activities for dances and proms must be pre-approved by both the Advisor and Principal.
  - Lewd, Suggestive, Inappropriate dancing & inappropriate embracing is prohibited.
  - Students leaving a Dance/Prom early must leave the site & will not be permitted to re-enter.

### **ROLE MODEL CODE OF CONDUCT (BOE 5500.01)**

The Role Model Code of Conduct governs all student participation in co + extra-curricular activities during the entire year (365 days) and is in effect at any time, whether or not participation in the activity is current, or in season, and any place, on or off school property. Violation of the Role Model Code of Conduct will result in the student being ineligible for ANY co + extra-curricular activity and subject to Section D "Consequences of Infractions to the Code."

### **SCHOOL ACTIVITIES (BOE 2431)**

No student shall be denied the privileges of participation in a school-sponsored activity for any reason other than the student's ability to perform, with the exception of BOE policy or Suspension/Expulsion.

- This regulation cannot violate rules and regulations of the OHSAA, North Central Accrediting Association, State Board of Education or other legally constituted regulatory agency.
- A student shall be passing a minimum of five subjects offering a full unit of credit in order to participate in a school-sponsored activity. Students must carry a minimum 1.5 GPA.
- The director of an activity has the obligation of establishing training rules consistent with the activity.
- A student enrolling in the 7th grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must be currently enrolled and must have passing grades during that grading period in at least five (5) subjects.

### **ATHLETIC ELIGIBILITY (BOE 2431)**

Participating in Xenia School's interscholastic athletics program is a privilege, not a right.

Xenia Schools, as a member of the Ohio High School Athletic Association, has agreed to uphold the standards of the association. Meeting these standards allow you the opportunity to compete in high school athletics.

The school district also has the authority to establish additional academic standards and codes of student or athletic conduct and those include a Role Model Code of Conduct and Sportsmanship Policy.

Therefore, in addition to the eligibility requirements established by the Ohio High School Athletic Association, to be eligible for any interscholastic extra-curricular activity, each XCS student must have maintained at least a 1.5 grade-point average for the grading period prior to the grading period in which s/he wishes to participate. Students who fail to meet this requirement but have at least a 1.0 grade-point average may use a one-time waiver at the middle school and the high school to participate in interscholastic athletics.

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Activities that fall under the OHSAA standards, interscholastic, extracurricular, and academic eligibility policies are:

- All academic competition teams
- Cheerleaders & cheerleading competition
- Flag Corps
- Color Guard
- Drum Line
- All athletic competition teams
- Drill Team
- Dance Team
- Winter Guard

Any questions concerning the OHSAA standards or athletic eligibility should be reviewed with the XHS principal or athletic director. Student-athletes should also meet with administrators EVERY TIME before you change your course schedule or drop a course. Should you transfer schools, you must follow up with your previous school and your new school to ensure that all proper forms have been submitted to the OHSAA.

The eligibility standards of the OHSAA have been adopted by the member schools and were accepted by Xenia Community Schools when it became an OHSAA member. Student-athletes are urged to study these standards carefully since you are responsible for compliance with these standards.

## OHSAA STANDARDS FOR SCHOOL ATHLETIC ELIGIBILITY

The eligibility requirements listed on this page are only a summary of some of the regulations affecting student eligibility. A detailed requirements listing is published in the OHSAA Handbook, which can be found in the office of the athletic director and is posted on the OHSAA web site ([www.ohsaa.org](http://www.ohsaa.org))

## STUDENT SUPPORT SERVICES

### COUNSELING

Students may request to see a counselor by filling out a conference request form and submitting the form to the Counseling office. Students may also be referred to a counselor by a staff member who completes a Counseling Referral Form.

### SAFETY HOTLINE

Students who believe they have been harassed, bullied, victimized by fellow students, or have other concerns which may jeopardize the safety of students, employees or school facilities, are asked to Speak Up! and promptly report the issue using our district's student/parent Hotline – accessible both online and by telephone.

**Call 1-866-listen2me (1-866-547-8362) and talk to a live person.**

When a student talks to the live person, he/she has the option of being forwarded to one of the following national hotlines:

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- 911
  - National AIDS Hotline
  - National Runaway Switchboard
  - NINELINE Crisis Hotline
  - RAINN
  - Suicide Crisis Center

## COMPLAINT PROCEDURES

During the course of the school year, students may choose to file a complaint concerning a teacher or a fellow student.

A STUDENT COMPLAINT FORM is available in the main office of your child's school building.

**ALL STUDENTS HAVE THE RIGHT TO FILE A COMPLAINT FORM WITHOUT FEARING INTIMIDATION, THREATS, AND OR HARASSMENT FROM OTHER STUDENTS OR SCHOOL PERSONNEL.**

## TECHNOLOGY

### COMPUTER TECHNOLOGY AND NETWORKS

Computer use at Xenia Community Schools is encouraged and made available to students for educational purposes. The school retains the ownership of all hardware and software. The school reserves the right to inspect, copy, and/or delete all files and records created or stored on school owned computers.

Students must submit a "STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY" form prior to receiving credentials to utilize school owned technology and must follow all guidelines and expectations outlined therein. Failure to do so will result in penalties as determined by the teaching staff or school administrators.

### PERSONAL COMMUNICATION DEVICES (BOE 5136)

Use of Personal Communication Devices is prohibited during the school day unless specifically authorized by a teacher, administrator, or IEP team. PCDs must be powered off and concealed upon entering the building.

**XHS POLICIES REGARDING PCDs MAY DIFFER FROM DISTRICT POLICY. PLEASE REFER TO THE XHS STUDENT HANDBOOK.**

If a **PCD** Violation should occur, the student must **immediately** turn over the device to the Administrator, Teacher, Staff Member, Bus Driver or Employee making the request for said device. If the violation involves potentially illegal activity the confiscated PCD may be turned over to law enforcement.

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# **ALCOHOL, DRUGS, TOBACCO**

## **ALCOHOLIC BEVERAGES AND DRUGS**

A student shall not possess, use, conceal, transmit, distribute, smell like, or exhibit evidence of consumption of any alcoholic beverages, illegal drugs, anabolic steroids, chemicals, unauthorized prescription drugs, "look alike" drugs, or drug paraphernalia, prior to entering or being on school board owned property or at a school sponsored activity or event.

No student shall:

1. knowingly possess any counterfeit controlled substance
2. knowingly make, sell, offer to sell, give, package, or deliver a counterfeit controlled substance.
3. directly or indirectly represent a counterfeit substance as a controlled substance by describing, either with words or conduct, its effects as being the same or similar to the physical or mental effects associated with use of a controlled substance.
4. directly or indirectly falsely represent a counterfeit controlled substance as a controlled substance.

### **FIRST TIME VIOLATION**

Student shall receive a 10 Day Out of School Suspension with a Recommendation for Expulsion. **(XCS Chemical Dependency Intervention Program).**

### **SECOND TIME VIOLATION**

Student shall receive a 10 Day Out of School Suspension with a Recommendation for Expulsion which shall result in the Disposition of Expulsion and the filing of a Police Report.

A student found to be chemically dependent (and presently receiving treatment) at the time of a second offense may have their Expulsion Recommendation reduced providing all treatment recommendations are met by the student.

### **TRAFFICKING/SELLING**

Any student found to be trafficking and/or selling shall receive a "10" Day Out of School Suspension with Recommendation for Expulsion which shall result in the Disposition of Expulsion of up to a one (1) year period, and the filing of a police report.

## **USE OF TOBACCO (BOE 5512)**

A student shall not knowingly possess or use tobacco, tobacco substitutes, electronic cigarettes, vapor devices, other substitute forms of cigarettes, or paraphernalia used for the consumption of tobacco on board owned property nor at any school-sponsored event.

***This Policy also applies to School Activity Eligibility Grades 7-12 (BOE 5610.05)***

***ALSO SEE ROLE MODEL CODE OF CONDUCT POLICY***

**CHEMICAL DEPENDENCY INTERVENTION PROGRAM  
XENIA COMMUNITY SCHOOLS  
DRUG-FREE SCHOOLS INTERVENTION PROGRAM**

The following policies have been developed to assist the school and families in the early detection of and intervention with student use of alcohol and other drugs. Early intervention in the chemical dependency process may mean less destructive consequences for the student and may also provide a greater likelihood of recovery.

**FIRST TIME OFFENSE**

If a student is found to be in violation of the Alcoholic Beverages and Drug Policy, the suspension with a Recommendation for Expulsion process shall apply. However, with cooperation of the student during the investigation, the disposition may be modified. **A first time violation** will require the student and parent to initiate and maintain full participation in an approved Chemical Dependency Intervention Program with a certified chemical dependency counselor. Participation in the recommended and approved chemical dependency intervention program as well as follow through with the Law Enforcement/Legal Process, **may** reduce the Disposition of the Expulsion Recommendation to a (5) Five Day Out of School Suspension. Refusal to participate in the chemical dependency intervention program shall uphold the (10) Ten Day Out of School Suspension with Recommendation for Expulsion disposition.

**SECOND TIME OFFENSE**

Any student found to be in violation of the Alcoholic Beverages and Drug Policy (or in violation of any combination of said policy) for a **second time** within the same school year or in any successive year as a XCS student until the student graduates shall receive a "10" Day Out of School Suspension with a Recommendation for Expulsion which shall result in the Disposition of Expulsion of up to 80 Days and the filing of a Police Report.

**TRAFFICKING/SELLING OFFENSE**

Any student found to be trafficking and/or selling illegal drugs, narcotics, paraphernalia containing illegal drugs, prescription drugs, steroids, "look alike" drugs, counterfeit drugs, and/or alcohol shall receive a "10" Day Out of School Suspension with Recommendation for Expulsion which shall result in the Disposition of Expulsion of up to a one (1) year period, and the filing of a police report.

**DISCIPLINE**

**POLICY REGARDING VIOLENT, DISRUPTIVE OR INAPPROPRIATE BEHAVIOR**

(Board Resolution adopted March 14, 2016)

The Xenia Board of Education believes that each district should be encouraged to create its own multifactor policy that enables it to deal with incidents on a case-by-case basis. The Xenia Board of Education believes that the discipline of students can be dealt with individually in a way that is appropriate to their age, gender, mental health condition, emotional development, and



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special education needs while appropriately protecting the school's educational environment.

## **BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR (BOE 5517.01)**

(Includes but not limited to Electronic Devices, Wireless, Internet, Dating Relationship Threats and Violence)

Every Student/Parent is encouraged, and every staff member is required to report any situation that appears to be aggressive behavior directed toward a student. For example:

- Situations including (but not limited to) any issue that can or has disrupted the educational process; or causes disrespect, embarrassment, insult, slander, harassment, intimidation, bullying, slur, emotional harm, physical harm, or initiates a threat or a fight.
- This includes information that is produced and/or transmitted on or off School Board owned property that may cause a situation to become an issue on School Board owned property, on field trips, or at school activities, both home and away.
- Students shall not involve other students or district employees in situations by creating false profiles by means of electronic communication devices, photo copied information sharing, imaging, and social Internet sites.

## **HARASSMENT (BOE 5517)**

The purpose of this policy is to provide all Xenia students with a learning environment free of discrimination, harassment or ethnic intimidation.

This policy refers to, but is not limited to, harassment in the following areas: (1) age, (2) race, (3) color, (4) national origin, (5) religion, (6) sex, (7) academic status, (8) disability, (9) activity status, (10) gender identity, and (11) sexual orientation.

**IN FULFILLING THEIR OBLIGATION TO MAINTAIN A SAFE, POSITIVE, AND PRODUCTIVE SCHOOL ENVIRONMENT, ADMINISTRATORS, SCHOOL COUNSELORS, & STAFF SHALL BE EXPECTED TO IMMEDIATELY HALT ANY HARASSMENT OF WHICH THEY BECOME AWARE.**

## **HAZING (BOE 5516)**

Hazing is defined as doing any act of coercing another, including the victim, to do any act that causes, or creates a substantial risk of causing, mental or physical harm to any person and shall be prohibited at all times.

## **FIGHTING**

**Fighting is defined as** two or more students attempting to engage, or who are engaging in, hostile physical contact on school property or at a school activity. Additionally, any student who instigates or engages in fighting may receive disciplinary consequences up to and including the school detailing a written police report.

**Self-Defense** is defined as a student using physical force to **flee or escape** a dangerous situation.

## **ACADEMIC DISHONESTY**

Cheating on academic work will not be tolerated. This shall include, but not be limited to, copying the work of another student, plagiarism, and unauthorized communication between



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students during an assessment. A student caught cheating on any academic assignment will receive a zero (0) on that assignment and parents will be contacted.

### **THEFT**

Obtaining, possessing, transferring, receiving, or exerting unauthorized control over the personal property of another shall be considered theft. Any student who is found to have committed theft will be subject to disciplinary action and a police report may be filed.

### **VANDALISM**

Vandalism shall be defined as intentionally defacing, damaging, destroying, or tampering with school property, student property, staff property, or the property of others "on" or "off" school board owned property (including technology).

Any student found responsible for vandalism will be:

- held responsible for repair of or equal value replacement of the damaged property.
- subject to disciplinary action up to and including recommendation for expulsion.
- the school may file a police report.

### **DANGEROUS WEAPONS/ITEMS**

Any item that may be used to injure, threaten, harm, or destroy another person or property will be considered a dangerous weapon and/or item. A student shall not possess, handle, transmit, or conceal any item that may be considered dangerous but is not classified as a dangerous weapon. The Superintendent shall have final determination of what constitutes a dangerous item.

A student shall not use, possess, handle, transmit or conceal any object which might be considered a dangerous weapon. The Superintendent shall have final determination of what constitutes a weapon.

A violation may result in an Out of school Suspension and a Recommendation for Expulsion and a police report may be filed.

### **SUSPENSION (BOE 5610)**

- The Superintendent, Principal, Assistant Principal or Dean of Students may suspend a student for a period not to exceed ten (10) school days.
- The Superintendent's designee must provide the student written notification of possible suspension or suspension indicating the reason(s). The student is then given an informal hearing before the administrator to explain his/her actions and/or to challenge the reason(s) for the intended suspension.
- If the decision is made to suspend the student, the administrator will give Written Notification of Suspension to the student, parent or guardian & to the Treasurer of the Board of Education, which includes the reason(s) for the suspension and their right to appeal the suspension to the Superintendent. The Student has the right to be represented at this appeal. The Notice of Suspension must be issued within one day of the suspension decision.
- A student who is suspended **may not attend school or any school activity** nor be on Xenia

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Board of Education owned property during the duration of the suspension.

- A suspended student shall receive an unexcused absence for each class missed during the Out of School Suspension days.
- In the event of an out of school suspension, and with the assistance of their parent(s), students are strongly advised to communicate with their School Counselor and their teachers. Students are permitted to request, attempt to complete, and turn in all class work assigned during their out of school suspension for credit upon their return to school. Students have up to **one** (1) day upon their return to turn in work.

### **EXPULSION (BOE 5610)**

- The Superintendent may expel a student for a period not to exceed eighty (80) days. If there are fewer than 80 days remaining in the school year, the expulsion may be carried into the following school year.
- Prior to the expulsion, the Superintendent/designee will give Written Notification of Intent to Expel to the student and his/her parent or guardian that includes:
  1. The reason(s) for the intended expulsion.
  2. Notification of the right of the student, his/her parent/guardian, or of their representative, to appear before the Superintendent or his/her designee to challenge the reason(s) for the expulsion and/or to explain his/her actions.

An expelled student may not attend school or attend any Xenia Board of Education sponsored activity, either home or away nor be on Xenia Board of Education owned property during the expulsion. Expelled students are withdrawn from school for the duration of the expulsion.

### **THE XENIA BOARD OF EDUCATION SHALL RECOGNIZE AND HONOR AN ACTIVE SUSPENSION/EXPULSION/EXCLUSION IN REGARD TO A STUDENT PREVIOUSLY ENROLLED IN ANOTHER SCHOOL DISTRICT ATTEMPTING TO ENROLL IN THE XENIA COMMUNITY SCHOOL DISTRICT.**

### **PERMANENT EXCLUSION**

In accordance with the law, the Board of Education may seek to permanently exclude a student, sixteen (16) years of age or older, who has been convicted of or adjudicated delinquent for any of the following offenses:

- A. Carrying a concealed weapon or conveying or possessing a deadly weapon or dangerous ordinance on property owned or controlled by the Xenia Board of Education or at an activity held under the auspices of this Board.
- B. Possessing, selling, or offering to sell a controlled substance on property owned or controlled by the Xenia Board of Education or at an activity under the auspices of this Board.
- C. Complicity to commit any of the above offenses, regardless of where the complicity occurred.

In accordance with the law, any student, sixteen (16) years of age or older, who has been convicted or adjudicated delinquent for committing the following offenses may be subject to permanent exclusion.

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- A. Rape, gross sexual imposition or felonious sexual penetration.
  - B. Murder, manslaughter, felonious or aggravated assault.
  - C. Complicity to commit offenses described in the aforementioned lines (A) & (B) regardless of where the complicity occurred

The above statement of policy on permanent exclusion is to be posted in a central location in each school as well as made available to students upon request.

### **EMERGENCY REMOVAL (BOE 5610.03)**

A student may be subject to an Emergency Removal under the following conditions:

- If, in the judgment of the Superintendent/designee, a student's continuing presence poses a danger to persons or property or is a disruption to the educational process, the student may be removed from Board of Education property and/or from all curricular & extracurricular activities. A student may be removed for a 24 hour period pending a suspension and/or expulsion for the purpose of investigation.
- A school employee may remove or ask to have removed a student from any curricular or extracurricular activity under his/her supervision. In the event that an employee removes one or more students from any curricular or extracurricular activity, the employee must give written notice of the reason(s) for removal to the Principal as soon as practical.

### **CORPORAL PUNISHMENT**

No Employee of the Xenia Community School District shall use corporal punishment as a means of disciplining a student for violation of school or district rules and regulations.

### **SUSPENSION AND EXPULSION FOR STUDENTS WITH DISABILITIES (BOE 5605)**

All federal and state laws (e.g., Manifestation Determination), Board policies and administrative procedures must be followed in suspending and/or recommending expulsion for students with disabilities/impairments on an Individualized Education Program (IEP) or a Section 504 Plan. This does not necessarily preclude exclusion from school or school buses/vehicles, as a result of a crisis or any emergency or as provided by law.

### **SATURDAY/THURSDAY SCHOOL**

Saturday Morning School/Thursday School assignments are made at the discretion of the building principal, assistant principal, or dean of students as an alternative to out of school suspension. Prior to this assignment, the student's parents or guardian will be given a written notification detailing the date of the assignment and the reason for the assignment. It will be the responsibility of the parent/guardian to provide transportation for the student to and from SMS, and from Thursday School. If the student is ill on the day of the assignment, the parent/guardian must contact the assigning administrator to reschedule.

- Unexcused absences for Saturday School/Thursday School as well as misconduct during the SMS assignment may result in out-of-school suspension, as posted in the SMS Notification.
- Saturday Morning School/Thursday School is not posted as an unexcused school day absence. Therefore, the Saturday Morning School/Thursday School assignment cannot be appealed if OSS is not assigned.

# DISCIPLINE

## SUSPENSION OFFENSES (5500)

### GROUND FORS FOR SUSPENSION SHALL INCLUDE, BUT NOT BE LIMITED TO:

- **EXCESSIVE TARDINESS**
- **LEFT WITHOUT PERMISSION**
- **OUT OF ASSIGNED AREA**

**EXTORTION:** Act of requesting money/valuables from a student with a threat of violence or favors.

**PROVIDING FALSE INFORMATION:** Non truth

**INSUBORDINATION:** Refusal to comply with Staff directives/Failure to follow the school rules.

1. Skipping Class
2. Electronic Device: - Activation/Use/Display
3. Public Display of Affection
4. Disruptive Behavior
5. Disrespectful Conduct
6. Failure to report to the Office
7. Interfering with the Educational Process
8. Dress Code Violation
9. Violation of the School Bus Rules
10. Food & Drink
11. Horseplay: Rough Housing/Boisterous Play/Pranks/Play Fighting
12. Gambling: Illegal Betting/Illegal Wagering
13. Distributing, Selling, Trading Unauthorized Material
14. Computer/Network Violation (School)
15. Medication Policy Violation
16. Trespassing
17. Loitering
18. Sleeping in class
19. Other

### **ILLEGAL DRUGS**

1. Evidence of Consumption
2. Evidence of Possession
3. Evidence of Purchase
4. Evidence of Odor
5. Evidence of Receiving
6. Evidence of Concealment
7. Evidence of Distribution
8. Evidence of Traffic / Sell

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**GROUND FORS SUSPENSION SHALL INCLUDE, BUT NOT BE LIMITED TO:** *(continued)*

**PRESCRIPTION/OVER-THE-COUNTER DRUGS**

1. Evidence of Consumption
2. Evidence of Possession
3. Evidence of Purchase
4. Evidence of Odor
5. Evidence of Receiving
6. Evidence of Concealment
7. Evidence of Distribution
8. Evidence of Traffic / Sell

**ALCOHOL**

1. Evidence of Consumption
2. Evidence of Possession
3. Evidence of Purchase
4. Evidence of Odor
5. Evidence of Receiving
6. Evidence of Concealment
7. Evidence of Distribution
8. Evidence of Sell
9. Evidence of an Open Container

**PARAPHERNALIA**

1. Evidence of Use
2. Evidence of Possession
3. Evidence of Purchase
4. Evidence of Odor
5. Evidence of Receiving
6. Evidence of Concealment
7. Evidence of Distribution
8. Evidence of Sell

**IGNITING/BURNING**

1. Possession of a lighter/ignition instrument
2. Fireworks
3. School Property
4. Personal Property
5. Other

**TOBACCO, NICOTINE PRODUCTS, AND E-VAPOR PRODUCTS**

1. Evidence of Consumption
2. Evidence of Possession
3. Other

*continued on next page*

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**GROUNDS FOR SUSPENSION SHALL INCLUDE, BUT NOT BE LIMITED TO: (continued)**

**STUDENT ABUSE OR STAFF ABUSE INCLUDED BUT NOT LIMITED TO:**

1. **VERBAL:** Arguing/Disrespectful/Heckling/Insult/Verbal Aggression
2. **PHYSICAL:** Fighting/Pushing/A Push/Tripping/Smacking/Hitting/Grabbing/Spitting/Throwing At/Gesture/Assault
3. **BULLYING:** Threat/Intimidation/Witness Intimidation/Emotional/Teasing/Rumors
4. **THREAT:** Posturing/Verbal Invitation to Fight/Failure to leave a confrontation
5. **RACIAL:** Verbal/Written/Images/Connotation/etc.
6. **ETHNIC:** Verbal/Written/Images/Connotation/etc.
7. **INSULT:** Verbal/Written/Images/Connotation/etc.
8. **INCITING:** Verbal/Written/Images/Connotation/etc.
9. **INTIMIDATION:** Verbal/Written/Images/Connotation/etc.
10. **WIRELESS/INTERNET:** Text/Internet/E-Mail/Phone Message/Written/Image/Slander/Potential Damage of Reputation/Insult/Accusation/Inappropriate
11. **FOOD TAMPERING**

**THROWING, DISCHARGING, LAUNCHING:** (Including but not limited to)

A student shall not throw, discharge, launch, or make a throwing gesture of any item that can be considered dangerous, harmful, or intimidating.

**DAMAGE OF PROPERTY:**

1. Student Property
2. Staff Property
3. School Property
4. District Service Provider Property

**VANDALISM:** Intentionally defacing, damaging, destroying, or tampering with:

1. Student Property
2. Staff Property
3. School Property
4. District Service Provider Property

**THEFT**

1. Theft of Property
  - a. Personal Property
  - b. School Property
  - c. District Service Provider Property
2. Distributing Stolen Property
3. Receiving Stolen Property
4. Identity Theft

***Restitution: Items that are damaged, vandalized, or stolen shall be cleaned, repaired, replaced, or compensated for financially. A Police Report May be Filed.***

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**GROUND FORS SUSPENSION SHALL INCLUDE, BUT NOT BE LIMITED TO:** *(continued)*

**INAPPROPRIATE CONDUCT:**

1. Profanity
2. Inappropriate Statement
3. Gesture
4. Connotation
5. Item
6. Conversation
7. Dangerous Behavior/Endangering Others
8. Other

**GROSS MISCONDUCT:**

1. Inappropriate Physical Contact
2. Attempt at Inappropriate Physical Contact
3. Public Indecency i.e. Mooning or Flashing or Inappropriate Apparel or Indecent Exposure/Public Urination.
4. Inappropriate Statement
5. Lewd Behavior
6. Lewd Material or Items or Images (Possession, Display, Transmit)
7. Other

**REPEAT VIOLATIONS OF THE STUDENT CODE OF CONDUCT**

**FLAGRANT VIOLATIONS OF THE STUDENT CODE OF CONDUCT**

**HARASSMENT / HAZING**

**SAFE SCHOOL POLICY VIOLATION:** (Gang Related Activity)

***Toward a Student, Staff Member or Employee (Includes but not Limited To)***

1. Verbal
2. Physical
3. Clothing / Apparel
4. Possession of Material
5. Gesture
6. Threat
7. Intimidation
8. Posturing
9. Other

**BULLYING/AGGRESSIVE BEHAVIOR VIOLATION:**

***Toward a Student, Staff Member or Employee (Includes but not Limited To)***

1. Verbal
2. Physical

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**GROUNDS FOR SUSPENSION SHALL INCLUDE, BUT NOT BE LIMITED TO: (continued)**

3. Written
4. Imaged
5. Wireless
6. Internet
7. Rumored
8. Other

**DANGEROUS WEAPON:**

Shall be defined as any item that can be used to threaten, intimidate, or inflict bodily harm. Students shall not possess, use, or traffic such items. These items may include but not be limited to:

Hand Gun/Knife/Caustic Chemical/Brass or Hand attached Knuckles/  
Ammunition/Taser/Smoke emitting Fireworks/Explosive/Rifle/Trap/Chain/Club/  
Pellet Gun/Air Soft Gun/Other.

***A Police Report may be filed for a Dangerous Weapon Violation.***

**DANGEROUS ITEM:**

Any item considered dangerous that is not classified as a dangerous weapon. Includes but is not limited to: Fireworks/Hand Tools/Wallet Chains/Chain/Smoke emitting Fireworks/Folding Pocket Knife/other.

***A Police Report may be filed for a Dangerous Item Violation.***

**EXPULSION OFFENSES**

**GROUNDS FOR EXPULSION SHALL INCLUDE, (BUT NOT BE LIMITED TO):**

**ABSENT FROM ASSIGNED AREA  
EXTORTION  
PROVIDING FALSE INFORMATION  
INSUBORDINATION  
ILLEGAL DRUGS  
PRESCRIPTION/OVER-THE-COUNTER DRUGS  
ALCOHOL  
PARAPHERNALIA  
IGNITING/BURNING  
TOBACCO, NICOTINE PRODUCTS, AND E-VAPOR PRODUCTS  
STUDENT ABUSE OR STAFF ABUSE  
THROWING, DISCHARGING, LAUNCHING  
REPEATED VIOLATIONS OF STUDENT CODE OF CONDUCT  
FLAGRANT VIOLATIONS OF THE STUDENT CODE OF CONDUCT  
BULLYING/AGGRESSIVE BEHAVIOR VIOLATION  
NON PROGRESSIVE ADULT STUDENT**

**DAMAGE  
VANDALISM  
THEFT  
INAPPROPRIATE CONDUCT  
GROSS MISCONDUCT  
HARASSMENT/HAZING  
SAFE SCHOOL POLICY VIOLATION  
DANGEROUS WEAPON  
DANGEROUS ITEM**