

XENIA COMMUNITY SCHOOLS



STUDENT CODE OF CONDUCT 2018 – 2019 School Year

Adopted by the Xenia Board of Education: July 16, 2018

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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

Disciplinary Consequences are per Administrative Discretion

XENIA COMMUNITY SCHOOLS STUDENT CODE OF CONDUCT PREAMBLE

The State of Ohio has the responsibility of establishing and maintaining a public school system for all students "at least age 5 and under the age of 22." (ORC 3321.01 to 3321.13). Each student must be granted equal educational opportunities and equal utilization of public school facilities as he or she strives to attain an education commensurate with the individual's abilities.

The school, like any other organization, must maintain rules and regulations so that the basic rights of each student are preserved. The courts have indicated that the Bill of Rights and the 14th Amendment are not "for adults only." The public school has not only the responsibility to teach students about these liberties but also to encourage and exercise the same. In this manner we hope to help develop good, responsible citizens for tomorrow.

Compulsory school attendance laws require school officials to protect each individual's rights, as much as possible, while making decisions which affect the total school population. School officials have the authority to regulate student conduct on and off school property. A student may forfeit his right to attend school when his/her conduct is such that it substantially disrupts the educational process and deprives others of their rights. Students must recognize that school officials and teachers have a great responsibility for the welfare of each student. We must also take into consideration the judgment of the more experienced and mature adults when decisions are made as compared to the less experienced judgment of students.

It is the purpose of our school system to balance the rights of students with their responsibilities while insuring that each person receives due process rights as outlined in Board of Education Policy.

NOTIFICATION OF COMPLIANCE WITH TITLE IX

Xenia Community Schools maintain a policy of nondiscrimination. Each student shall be entitled to participate without discrimination because of sex, race, color, national origin, sexual orientation, religion or disability in educational opportunities and school activities that the Board sponsors and for which the student is qualified. Students have a right to be treated as individuals and to expect equal, consistent and just decisions from employees of the Board. Students who feel they have been discriminated against may file their complaint as detailed by Board of Education Policy. Prior to the beginning of each school year the district will provide notice to students, parents, employees and the general public that educational programs are available without regard to race, color, age, national origin, sex and disability. For further help or information you may contact Central Office.

Mission

Xenia Community Schools consistently develops independent, successful, and life-long learners in an environment of diversity, collaboration, and unity. The inseparable bond of schools and community is strengthened by a "can-do" spirit that resonates across the district.

COMPLAINT PROCEDURE (BOE 5710)

When a student feels that he or she has been unjustly treated by a teacher, principal, other staff member, or student, it is the responsibility of the student to file a complaint with the appropriate administrative officials. The steps of this procedure must be taken in order. A move to the next step must be made only when satisfaction is not obtained. Students must follow these procedures. Those who do not follow the complaint procedure and resort to disrupting the classroom, or hazing and harassing students or staff members will be subject to suspension and/or expulsion.

COMPLAINT PROCEDURES

During the course of the school year, students may choose to file a complaint concerning a teacher or a fellow student. The Board of Education has approved the following procedure. **NOTE:** Steps should be taken in sequence. Move to the next step only if there is an unsatisfactory result at the current step.

Students are encouraged to follow these procedures. Those who resort to disrupting the classroom, hazing and/or harassing students will be subject to suspension and/or expulsion.

A. Complaints Concerning Teacher:

1. The student should try to talk with the teacher, counselor, and parent. Avoid confrontation in the classroom, or disruption of class.
2. The complaint should be filed in writing with the principal if it concerns a teacher; or with the superintendent if it concerns a principal.
3. A meeting involving the teacher, principal, student and the parent/guardian will be arranged at a mutually convenient time to discuss the complaint. This meeting is to occur within three (3) days after the complaint is filed. If the problem is not resolved, the following steps may be taken:
 - a. Student Review (Persons to be present: Counselor, Teacher, Student, Parent/Guardian, Principal)
 1. Student's academic performance;
 2. Student's academic placement;
 3. Student's behavior:
 - a. Student's class attendance
 - b. Student's time on task
 - c. Assessment of classroom behavior
 4. Student is meeting all class requirements for credit.
 - b. Instructional Review (Persons to be present: Teacher and Representative, Principal)
 1. Management of instructional time;
 2. Management of student behavior;
 3. Instructional presentation;
 4. Instructional monitoring of student performance;
 5. Instructional feedback;
 6. Facilitating instruction;
 7. Teacher is following all Board of Education Policies.
 - c. Written Disposition of the Complaint Hearing:
 1. Student Review: Within 24 hours after the informal hearing, a written disposition of the complaint must be sent to student, parent/guardian, teacher, and counselor.
 2. Teacher Review: Within 24 hours after the instructional review, a written disposition of the complaint must be sent to the parent/guardian and teacher.

B. Complaints Concerning Students

1. If a crisis occurs in the classroom, talk it over with the teacher, counselor, and parent/guardian.
2. If unresolved or if a crisis occurs outside a classroom, request a conference with the building administrator and the other student(s).
3. The student may appeal to the principal and a conference will be arranged with both the student and the parent/guardian.
4. If the problem is not resolved, the following steps must be taken:
 - a. The student may appeal to the superintendent;
 - b. The student may appeal to the Board of Education;
 - c. As a last resort, legal action may be taken.

C. Pursuant to Sec. 2903.31 of the Ohio Revised Code and the Xenia Board of Education Policy-Hazing:

It is the policy of the Xenia Board of Education and School District that hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.

STUDENT COMPLAINT FORM

This procedure is a method by which individual(s) can express a concern, complaint, problem, or dispute without fear of reprisal, and be given an opportunity for a fair hearing or mediation. **Please advise your parent(s).**

Check where appropriate: A Concern, Bullying, A Problem, A Dispute, Other

Name of Complainant (*Print Your Name*): _____

Date of Complaint (*When the Incident Occurred*): _____

Statement of what happened (*Please be specific when using names and dates*): _____

Witness(s): _____

Relief Sought (*What do you think should be done?*): _____

_____ **DO NOT WRITE BELOW THIS LINE** _____

Disposition by Administrator or Counselor (*circle one*) _____

Signature: _____ Date: _____

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

- Labeling a student who files a complaint form with slang words such as Narc, snitch, tattletale, etc. by other students will not be tolerated.
- Students who feel they are being intimidated, threatened, or harassed by other students or those named in the complaint due to filing a complaint form should immediately inform their administrator. The students perpetrating such harassments may be subject to disciplinary action including suspension, and possibly, recommendation for expulsion.

STUDENT GROUPS POLICY See... (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.

Membership or participation in the organization or operation of any fraternity, sorority, or other secret group as described by law is prohibited throughout the School District. In particular, the Board shall not tolerate any type of gang or gang-related activities to occur on District property or while students are under the auspices of the Board. A gang is defined as a group of people acting together for a purpose that is destructive or criminal.

Policy of Zero Tolerance for 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 special education needs while appropriately protecting the school's educational environment.

ANTI-BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR (BOE 5517.01)
(Includes but not limited to Electronic Devices, Wireless, Internet, Dating Relationship Threats and Violence)

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all students and staff. The Board encourages the promotion of positive relations between members of the school community.

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, 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.
- A student shall not exhibit any behavior that may negatively affect the emotional state or cause physical harm to other students and or school personnel.
- 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.
- The above situations may initiate an administrative investigation and students who are involved may be subject to disciplinary action.

ANTI-HARASSMENT See ... (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, and (10) sexual orientation.

In fulfilling their obligation to maintain a safe, positive, and productive school environment, administrators, Guidance Counselors, & staff shall be expected to immediately halt any harassment of which they become aware by emphasizing the board policy, and when necessary, by more direct disciplinary action.

HAZING See... (BOE 5516)

It is the policy of the Xenia Board of Education and School District that hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. 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.

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. Fighting will not be tolerated and will result in disciplinary action. Additionally, any student who instigates a fight may receive disciplinary consequences and fighting MAY result in the school detailing a written police report.

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

SAFETY DRILL

The Xenia Community School District has numerous safety procedures in place for a variety of emergency situations, including but not limited to: FIRE, LOCK DOWN, TORNADO, BUILDING EVACUATION, and other threats to student safety.

Per Ohio statute, Xenia Community Schools will conduct numerous **safety drills** throughout the school year.

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

(Guidelines set forth in the Xenia Community Schools Emergency Operation Plan will be followed.)

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. Such actions may impede emergency response teams or expose others to increased danger.

GUIDANCE AND COUNSELING (Grades 6-12)

School counselors provide service to students, parents, and teachers.

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

ATTENDANCE See ... (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)

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.**

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 of the reason for the absence signed by the 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. 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 request. 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 hours of absence.**

*****Administration reserves the right to verify and approve all notes.**

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

PROCEDURES FOR HABITUAL TRUANCY

1. Within seven (7) days of the triggering absence, the school will do the following:
 - a. Make 3 meaningful attempts to secure the student's parent/guardian's participation on the absence intervention team (mail Parent Invitation and complete "Attempts to Contact Parent" page);
 - b. Select members of the absence intervention team.
2. Within ten (10) days of the triggering absence, the student will be assigned to the absence intervention team;
3. Within fourteen (14) days after the assignment of the team, the district will develop the student's absence intervention plan;
4. If the student does not make progress on the plan within 61 days **OR** continues to be absent without legitimate excuse while the absence intervention plan is in effect, the district will file a complaint in Juvenile Court.

Membership of the Attendance Intervention Team (AIT) shall be as follows:

1. A representative from the school or district.
2. An additional representative from the school/district who has a relationship with the student.
3. The student's parent/guardian.
4. The student.

PROCEDURES FOR EXCESSIVE ABSENCES

1. Notify parent of student's excessive absences by letter
2. Refer student to Truancy Interventionist;
3. Make phone call to parent/guardian to offer assistance with attendance.
4. Student may be referred to community resources (including Juvenile Court if student fails to comply with Attendance Contract).

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 observe the following guidelines. Failure to do so will result in penalties as determined by the teaching staff or school administrators.

- a. Files stored on school computers are restricted to school related assignments only. Personal files may not be stored.
- b. Network password security is the responsibility of the student. **Students shall NOT share passwords.**
- c. Student shall *not* copy or alter any software without authorization. Students shall not document, alter, damage or install any hardware device.
- d. Students shall *not* use or alter another person's password, files, or directories. Students aiding teachers are restricted to using only the program selected by the teacher.
- e. Students shall *not* install any software onto a school computer's hard drive. All non-school software and data storage devices must be checked for viruses and approved for use by a network administrator before being used on any computer and are subject to inspection and approval by school personnel at any time.
- f. Use of all telecommunications is restricted to school related projects and must be supervised by the teacher or network administrator. Internet users must complete an Acceptable Use and Safety form, which must be approved before using the Internet.
- g. No students shall attempt to establish or establish computer contact into school district restricted computer nets or any other unauthorized databases.

- h. No student shall transfer files, other than text-based documents, onto any school computer's hard drive via electronic on-line information services, e.g. Internet, social media, bulletin boards, etc.
- i. No student shall alter, add, or delete files from a computer's operating system software. Nor shall any student execute system maintenance operations on a school-owned computer.
- j. Students found to be engaged in computer activities designed to gain unauthorized access to another network or computer system, commonly known as 'hacking' will be subject to suspension, possible expulsion, and civil and criminal prosecution as deemed appropriate.
- k. A student who permits another student to use his/her password will be held responsible for damages to system, files, and/or software. Both students will be subject to suspension/expulsion from school.
- l. Students will not access any resource to bypass the district's internet filtering system. Inappropriate searches by students may result in disciplinary action.

Penalties: for minor infractions may be applied as determined by the teacher and/or network administrator.

First Offense: * Loss of computer privileges as determined by the administrator.

Second Offense: * Loss of computer privilege for remainder of the year. Privileges will be restored at the beginning of the next school year. The first violation in the new school year will count as a second offense.

- Students will have their passwords disabled during each penalty period. Teachers may request reinstatement of lost privileges for a student only for the purpose of completion of required assignments. A student reinstated under this provision must be supervised at all times.
- Notification to parents will be made at each penalty level.

PERSONAL COMMUNICATION DEVICES See... (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.

Confiscated Devices will be turned over and secured by the Building Administrator

1. **First Offense:** Parent/Guardian contacted for school pick-up of the Device.
 2. **Second Offense:** Saturday Morning School/Thursday School& Parent pick-up of the Device.
 3. **Repeated Offenses:** SMS/Thursday School/ISI/OSS with Device pick-up.
- Xenia Community Schools shall not be responsible for Lost, Stolen, or Damaged Electronic Devices.

ASSEMBLIES

Students are expected to display **RESPECT, COURTESY, AND ATTENTION** during assemblies. Failure to do so may result in disciplinary action.

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 in emergency situations. School personnel will do their best to deliver messages to students in a timely manner.

BUS & VAN PROCEDURES See... (BOE 5610.04)

Students on a bus or other authorized Board of Education transportation vehicles are under the authority, of and directly responsible to, the bus/vehicle driver. The driver has the authority to enforce the established regulations for bus/vehicle conduct. Failure to follow the established regulations may result in disciplinary action and the student may forfeit transportation privileges.

A student may be suspended from school bus/vehicle riding privileges for all or part of a school year for any violation of established regulations for bus conduct a violation of the Student Code of Conduct.

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 & drink purchased while in route to school must be consumed prior to school arrival. Violations may result in disciplinary action.

While in the cafeteria:

- Cutting into the lunch/breakfast line is prohibited.
- Volume should be kept to a minimum.
- Students are expected to discard all trash & place their chair back under the table when finished.

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 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.

DAILY ANNOUNCEMENTS

ALL Announcements must be approved by Advisors, Coaches, and or Staff, with final approval of the Principal or Assistant Principal.

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 over 21 years of age will be permitted to attend Dances/Proms.
- 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.

ALL ADMINISTRATIVE DECISIONS ARE FINAL

DISSEMINATED INFORMATION See... (BOE 5722)

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.

PUBLIC DISPLAY OF AFFECTION Includes But Not Limited To...

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, except in an effort to assist a student who is physically disabled or is physically unable to stand or walk.

****Violations may result in Disciplinary Consequences.**

DRESS AND GROOMING See ... (BOE 5511)

Xenia Community Schools is committed to providing a safe, professional, friendly learning environment for its students. Therefore, our students have the responsibility to wear clothing that projects a positive attitude of pride in self, school and the community. Students are required to wear appropriate, comfortable and safe clothing that is neat, clean and in good taste.

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 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.

Students referred to the office for a dress code Violation may face disciplinary action.

- **First Offense:** Conference with Guidance Counselor or Administrator. Student shall be offered an opportunity to adjust clothing/apparel or change into appropriate clothing/apparel or student must call home for a change of clothing.
- **Second Offense:** Conference with Guidance Counselor or Administrator. Student shall be offered an opportunity to adjust clothing/apparel or change into appropriate clothing/apparel or student must call home for a change of clothing.
Student Shall receive Saturday Morning School/Thursday School.
- **Third Offense and Beyond:** Conference with Guidance Counselor or Administrator. Parent will be called for change of clothing/apparel OR student removal home for the remainder of the school day. **The student shall receive SMS, Thursday School, or OSS per discretion of the Administration.**

All Decisions Are Final

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. **(See 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 two (2) year period, and the filing of a police report.

*** **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

Xenia Community Schools' personnel believe that early intervention in the chemical dependency process means less destructive consequences for the student who may be involved. It may also provide a greater likelihood of recovery. 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.

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.

STUDENT DRIVING (BOE 5515)

Students who drive to school must use the student parking areas. Students are not permitted to visit these parking areas during the school day unless they have permission from a building administrator

Students driving to school must adhere to the following:

- Students are to show good judgment when entering or leaving the parking lot.
- Cars shall enter and exit the parking area in a single line.
- Speed limit is 5 mph in the parking area.
- All vehicles must be registered in the main office.
- All vehicles must display a registration sticker or placard.
- All car traffic in the student lot will come to a full stop when departing buses begin to move. School buses always have the right of way.
- Students are to abide by all Ohio Driving laws.
- Loss of driving privileges shall be at the discretion of building administration.

- Driving to school is a privilege NOT a right.

PARKING

Parking is provided as a convenience and privilege to XHS students. School officials retain the right to examine the contents and/or search a car parked on school premises when they have a reasonable belief that items contained in the car may interfere with the safe or effective operation of the school.

1. **Off-campus parking is prohibited.** If you drive to school, park in the student parking lot **ONLY**.
2. Park between the lines marked for parking.
3. Students have five minutes to park the car and report directly to the building.
4. Students who have detention or after school activities must park north of the tree planters.
5. Students may not park in red parking zones during school hours.

LOSS OF DRIVING PRIVILEGES

- Due to Habitual Truancy ~ Board of Education Policy 5500

Whenever any student under the age of 18 has more than 65 consecutive hours of absence or at least 97.5 hours of total absences, 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, in writing, the Registrar of Motor Vehicles and the Juvenile Court Judge of the student's excessive absenteeism (ORC §3321.13 (B) (2)).

- Due to Withdrawal from School~ Board of Education Policy 5130

When the Superintendent of the Xenia Community School District receives information that a student of compulsory school age has withdrawn from school, the Superintendent must, within two weeks after the withdrawal, notify the Registrar of Motor Vehicles and the Juvenile Court Judge. Such notification is not necessary if a student has withdrawn because of a change in residence or the student is enrolled in and attending, in accordance with school policy, an approved program to obtain a diploma or its equivalent or has been released to a full time work permit.

- Due to Suspension or Expulsion for Alcohol/Drug Violation ~ Board of Education Policy 5500

Whenever a student is suspended or expelled for possession or use of drugs, as defined by the Student Code of Conduct, the Superintendent will initiate procedures to notify the Registrar of Motor Vehicles and the Judge of Juvenile Court of the student's possession or use of drugs for the purpose of having the student's driving privileges removed.

- Superintendent Notification

After receiving such information from the superintendent, the current Ohio law ORC §4507.061 requires the Registrar of Motor Vehicles to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the Registrar, under current law, is prohibited from issuing a temporary permit or a license. Any denial of driving privileges would remain in effect until the student reaches age 18 or until the denial of driving privileges is terminated for another reason allowable under Ohio law. In accordance with Ohio law, a student whose driving privileges have been denied can file a petition with the juvenile court in whose jurisdiction he/she resides.

ARRIVAL/DISMISSAL PROCEDURES ~ Xenia High School

Pursuant to Board of Education Policy 5500, all students arriving to school by bus, driving, or walking are to adhere to the following guidelines. **Students are not to leave school property once they are on the property.** Violators will be **subject to disciplinary action.**

1. All students upon arrival are to only use Kinsey Road or Yellowstone Drive entrances to the building.
2. Arrival by car: All students dropped off or picked up must be from the student (Yellowstone) parking lot. Do not enter Bus Loading Zone.
3. Arrival by bus: Students are to report directly inside the building.
4. Arrival by walking: Students are to enter the building immediately after arriving on campus.
5. During the school day: Students are not to leave the building without permission of an administrator.
6. All students are required to sign in and out upon late arrival and approved early dismissals.
7. Dismissal: All students should leave the building promptly (by 2:33 p.m.) unless a special supervised activity requires them to stay.
 - a. Students waiting for a p.m. ride after 2:33 p.m. should remain in the Main Lobby.
 - b. Dismissal by walking. There is to be no loitering on or immediately off campus.
 - c. Dismissal by driving. There is to be no loitering in the student parking lot.

- d. Dismissal by bus. Students are to report directly to their bus and be in their seat by 2:29 p.m. When buses begin to move, no student is to attempt to run after or get on a bus. There is to be no loitering (standing around) in the bus loading area.

ARRIVAL / DISMISSAL GCCC / ALTERNATIVE EDUCATION (AE)

All Xenia GCCC/AE students riding a bus to GCCC/AE will be bused to Xenia High School and then shuttled to GCCC/AE. Students should report immediately to the appropriate bus upon arrival. The Xenia Community Schools Code of Conduct shall apply to ALL students riding a Xenia Community Schools Bus.

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.
- Hand written notes are not acceptable as a Hall Pass.

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.

- 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. All postings are to be affixed to the inside of the locker only.

USE OF TOBACCO (BOE 5512)

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

VISITORS See... (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 of an administrator.

ALL visitors must immediately report to the main office upon entering the building.

LOST & FOUND

Items found unattended by students and staff on school property should be placed in the Lost & Found. Periodically, these items will be cleaned out and donated to local charity.

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.

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.

DAMAGE

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

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

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

Any item that may be used to injure, threaten, harm, or destroy another person or property will be considered a dangerous weapon.

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. **(See Due Process Rights)**

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

SEARCH AND SEIZURE See... (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 the rules of the school.

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, the student may be immediately suspended from school. 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.

c. SEARCH

Search of locker, purse, book bag, satchel, briefcase or any other 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.

SEARCH OF AN AUTOMOBILE

Search of an automobile used by a student as transportation to and from school where there is clear reason to believe that such an automobile contains a dangerous or illegal item may be done within the following bounds:

- Contact parents.
- Where parental involvement is impractical or impossible, proper authorities (police) should be notified.
- Where there is reasonable suspicion that there will be imminent danger, either to the student himself/herself, or to others should the student come into possession of the item, the student should be detained until parents and/or authorities arrive.
- Where there is reason to believe illegal or unauthorized items may be found.

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. All serious offenses, as determined by the Superintendent, must be reported to law enforcement.

MEDICATION

It is the policy of the Xenia Community Schools that all medications are administered by a parent at home whenever possible. Medications will be administered by designated personnel in accordance with BOE Policy.

Parents may administer medication to their child at school if medication form is not filled out.

Medication Authorization Form:

- Must be signed/dated by the Physician and Parent/Guardian.
- **The following must be received DIRECTLY from the student's physician or health care provider:**
 - Medication orders from the doctor are required for students participating in field trips.
 - An original copy mailed or hand carried by the parent/guardian must be sealed.
 - A FAX DIRECTLY sent from your doctor's office.
 - New form is needed each school year.
- Xenia Community Schools nurses/clinic assistants **WILL NOT** administer student medication or perform student medical procedures during school hours, at school, or at a school activity **without a current, district approved, medication authorization form on file signed by the physician and parent/guardian.**
- All medication must be brought to school in its original bottle or packaging by the parent and stored in the school clinic only. Asthma inhalers and epi-pens may be carried by the student with **prior approval.**
- Receipt of the signed medication authorization form will permit the nurse/clinic assistant to administer medication, if confirmed by the school nurse.

Medication orders from the doctor will not be accepted unless accompanied by the medication in its original packaging.
- Medication Policy: Included but not limited to over the counter medication/oral/eye medication/medicated ointments/cough drops. All medications must be kept in the school clinic and administered under staff supervision.
- All staff who administers medication must complete medication administration training.

SCHOOL CLINIC

- **Students must have a HALL PASS to enter.** Any student who becomes ill during the school day will be sent directly to the nurse/clinic assistant or to the guidance office from their teacher/advisor.
- Students may **ONLY** contact a parent with approval, and must use a building telephone, in the main office, clinic, or guidance office.
- If it is determined by the nurse or clinic assistant that a student must be sent home, a parent/guardian must be notified by school personnel **prior to their release home per approval of the Parent/Guardian.**
- In case of illness, injury, or emotional distress, students who drive to school must receive **approval/permission** to drive home from their **parent/guardian**, and will only be permitted to drive if the nurse deems it appropriate.
- If a student is not approved for driving home, the parent/guardian must pick up the student; or the parent must arrange pick up by a **responsible adult listed on the Emergency Card.**
- The clinic must be the first stop. Students are not permitted to lounge in the restroom if they become ill. There are time limitations to clinic visits. (Per discretion of the clinic assistant)

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. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parent(s) or the student, be in compliance with law, and yet be guarded as confidential information. Requested copies of records will be available within two school days with appropriate identification.

SUSPENSION

- 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 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 Guidance 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

- 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 to challenge the reason(s) for the expulsion and/or to explain his/her actions.
 3. The time & place of this hearing must be no less than three (3) days or more than five (5) days after the Notification of Intent to Expel has been mailed.
- The Superintendent may grant an extension of time for the hearing provided herein. If an extension of time is granted, the Superintendent will notify all parties of the time and the place of the rescheduled hearing.
- Within 24 hours of any expulsion, the Superintendent or designee will give written notification of expulsion to the student, parent/guardian and to the Treasurer of the Board of Education, which includes the reason(s) for the expulsion and their right to appeal the expulsion to the Board of Education or its designee. The student has the right to be represented at this appeal and to request that this appeal be held in executive session.
- If a student engages in behavior which justifies expulsion, the Superintendent must expel the student even if the student withdraws from school before the hearing or decision to expel is made. The expulsion must be imposed for the same duration as it would have been had the student remained enrolled.
- 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.

- 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

In all normal disciplinary procedure cases in which a student is removed from a curricular or extracurricular activity for 24 hours or less and is not subject to a further suspension or expulsion, the following shall apply:

- 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.
- The Superintendent/designee must hold a hearing within 72 hours of the removal. A Written Notice of the time and place of the hearing, reason(s) for the removal and of any intended disciplinary action(s) must be given to the student prior to the hearing. The student must be notified in writing of his/her right to appear at this hearing to explain his/her actions and/or to challenge the reason(s) for the removal. The person who ordered or requested the removal shall be present at the hearing. Within 24 hours of any removal, the Superintendent/designee will provide a Written Notification of Removal to the parent/guardian and the Treasurer of the Board of Education. This notification will include the right of the parent/guardian to appeal the removal to the Board of Education or its designee, the right to be represented at this appeal and to request that this appeal be held in executive session.
- If one or more students are removed from one or more classes, then that student(s) shall be kept from that class or those classes until the misconduct matter of the student(s) is disposed of by reinstatement, suspension, expulsion or other disciplinary action.

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.

CORPORAL PUNISHMENT

Corporal punishment may be defined as the infliction of bodily pain as a penalty for the commission or omission of an act. 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.

DISCIPLINE FOR Pre K and K PROGRAMS

Due to the maturation level of children in the Pre K and K programs, teachers may experience biting, kicking, and other behavioral problems. It is strongly recommended that building staff, parent(s) or guardian(s), appropriate district personnel, and community agencies work collaboratively to develop and implement corrective strategies for working with difficult and hard to manage students. It is ultimately the decision of the building administrator to determine the most appropriate method. The building administrator must employ corrective strategies that will ensure the safety of all.

ROLE MODEL CODE OF CONDUCT

The following rules will apply to Co-Curricular + Extra-Curricular Activities:

Co + Extra-curricular activities are a valuable part of the total program of Xenia High School and Warner Middle School. It is a privilege to participate in co + extra-curricular activities and not a right. Since it is a privilege and participation is voluntary for these activities, the student makes a choice to be a good role model for other students as a positive representative of the school system. Thus, the student will have higher expectations placed upon him/her than those of the remaining student body. **This representation of the school district carries with it an additional responsibility of maintaining the highest personal and ethical conduct; this is a major emphasis of the Ohio**

High School Athletic Association. Participants in co + extra-curricular activities include, but are not limited to, athletics, cheerleading, band, guard, honor society, choir, and clubs.

The following 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 following Code of Conduct will result in the student being ineligible for ANY co + extra-curricular activity set forth below under the heading "Consequences of Infractions to the Code."

A. The Code of Conduct

1. Use or possession of alcoholic beverages, tobacco products, or illegal drugs is expressly forbidden. Anyone who aids or abets another in committing an infraction concerning alcoholic beverages, tobacco products, or illegal drugs, will be treated as though the aider or abettor had violated the first sentence of this paragraph.
2. A student should conduct himself/herself both in and out of school in a manner that reflects good citizenship. Any behavior that results in dishonor to the student, his or her event or team, or school will not be tolerated. Acts of unacceptable conduct include, (but are not limited to), theft, vandalism, disrespect and violation of state and federal laws (excluding traffic violations).
3. A student under a disciplinary out-of-school suspension, expulsion, or exclusion, will not be eligible to participate and/or attend (in any manner) any co + extra-curricular activities during the suspension, expulsion, or exclusion.
4. The administration reserves the right to impose disciplinary action on any measures of misconduct not specifically mentioned in the above rules.

B. General Code Guidelines

1. All students, grades 7-12 involved in co + extracurricular activities, will be considered "participants" and bound by the Code of Conduct. No student shall be allowed to participate in any school activity (game, match, contest, or exhibition) with a group/team until the Code of Conduct has been signed by the parent/guardian (for students under 18) and the student and returned to the coach/advisor.
2. **A student who is not in school for half of the student day (3 ½ hours) will not be permitted to participate in any co or extracurricular activity on that day.**
3. With prior approval by the Building Principal or Athletic Director, as may be appropriate, additional standards and rules may be established in writing by the activity coordinator or coach and become effective when given to each participant. The standards or rules shall not supersede the Code of Conduct.
4. All students involved in co + extra-curricular activities must meet all grade requirements as mandated by the Xenia Community Schools' Board of Education. Failure to meet grade requirements shall not be an infraction of the Code of Conduct but shall result in suspension of participation in the activity until grade requirements are met.

C. Reporting Procedures

1. An allegation of an infraction of this Code of Conduct shall be referred to the Building Principal or Athletic Director, immediately, by a Xenia Community School staff member. Students, parents, or community members witnessing an infraction at a school activity must report immediately to a Xenia Community School staff member to allow for immediate investigation. Anonymous referrals will not be accepted. The Building Principal or Athletic Director will determine if an infraction has occurred. If it is determined that an infraction has occurred, the participant, the participant's parents/guardians (if the participant is under the age of 18) and the participant's coaches/advisors will be notified.
2. Infractions which are reported more than 72 hours after the reported offense occurs will not be investigated.
3. After review of the evidence, the decision of the Principal is final.

D. Consequences of Infractions to the Code and Reinstatement

First Offense:

- Suspension from participating in all co + extra-curricular activities for one calendar year from the date notified by the Building Principal or Athletic Director.
- The participant will be removed from any leadership role (i.e., Officer, captain) for the remainder of the year or sport season.
- The suspension includes all practices, tournament games, contests, and events.
- Fulfillment of ten (10) hours of school service

- The suspension period may be reduced to a minimum of 25% (rounded to the nearest whole number) of regular season contests/events and the student reinstated on probationary status. To be considered for reinstatement, the student and the parent/guardian must comply with the following and must be fully honest and cooperative during the investigation.

Prior to Reinstatement:

The student must complete a tobacco, drug and/or alcohol assessment if the infraction involved tobacco, drugs, and/or alcohol. The assessment is at student/family expense. The student must follow any suggestions/recommendations by the assessor.

1. The student must have completed half of the ten (10) hours of school service (assigned by the Building Principal or his/her designee).
2. The student must agree to complete an educational class/counseling related to correcting behavior that caused the suspension. Failure to complete such class or counseling within one calendar year shall itself be considered a violation of this Code of Conduct.
3. Any number of suspended games, contests, and/or events not fulfilled by the current season will be carried over into the next co + extra-curricular activity in which the student participates (for the entire season). Athletes will comply with all OHSAA regulations while on suspension.

Student “self-referrals” are encouraged and should be directed to the Building Principal, Organization Sponsor, or Athletic Director. If the self-referral takes place prior to an investigation, involving that student and others involved, the suspension **may** be reduced to 20%. This determination/reduction will be based on the student’s honesty and cooperation. All criteria for reinstatements must be followed.

Second Offense:

- Suspension from participating in all co + extracurricular activities for two calendar years from the date notified by the building Principal or Athletic Director.
- The suspension shall include all practices, contests, events, and games (including tournament games). The suspension may be reduced to one calendar year if, by the end of the first calendar year of suspension, the student completes the following requirements:
 1. Completion of twenty (20) hours of school service (assigned by the Building Principal or his/her designee).
 2. Completion of a tobacco, drug, and/or alcohol assessment if the infraction involved tobacco, drugs, and/or alcohol. Assessment is at student/family expense. The student must follow any suggestions/ recommendations by the assessor.

The suspended student will not participate in practices, travel, or be with a team/group in any games, contests, or events (athletes will also follow OHSAA regulations on suspension).

After the first or second suspension occurs, a written request for probationary reinstatement should be directed to the Building Principal or Athletic Director. Before reinstatement, the student must have complied with reinstatement requirements noted under the first and second offense. Reinstatement decisions will be made by the Building Principal and the decision will be final.

Any reinstatement, if granted, is probationary and can be rescinded at any time during the period of initial suspension. The reinstatement will be revoked if the student does not make timely progress toward completing any remaining requirements for probationary reinstatement or for any action considered derogatory to the school system, its students, employees and/or programs. Revocation shall be at the sole discretion of the Building Principal and the decision shall be final.

Third Offense:

- Suspension from participating in all co + extra-curricular activities for the remainder of their Xenia school career.

SCHOOL ACTIVITIES

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 1.0 GPA. If a student has a 1.0 GPA s/he will be required to attend study table two days/week for an hour each day until s/he attains a 1.2 GPA or higher.
- 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.

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.

- Saturday Morning School Assignments are designed to accommodate Xenia High School and Elementary school students.
- Thursday School is designed to accommodate Warner Middle School students.
- 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.

ATHLETIC ELIGIBILITY

Participating in Xenia High School's interscholastic athletics program will provide some of your most memorable and enjoyable moments ever. Please remember that participating in high school athletics is a privilege, not a right.

Xenia High School, 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 students or athletic conduct and those include a Role Model Code of Conduct and Sportsmanship Policy.

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

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

Any questions you have concerning the OHSAA standards or your athletic eligibility should be reviewed with your school principal or athletic director. You should also meet with these 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 your school when it became an OHSAA member. You are urged, as a student-athlete, to study these standards carefully since you are responsible for compliance with these standards. Best wishes as you learn the valuable lessons that come with your participation in interschool athletics!

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 offices of the athletic director and is posted on the OHSAA web site (www.ohsaa.org).

A. SUSPENSION OFFENSES (5500)

1. Grounds for Suspension shall Include, But Not Be Limited To:

a-1. Excessive Tardiness a-2. Left without Permission a-3. Out of Assigned Area

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

c. Providing False Information: Non truth

d. Insubordination: Refusal to comply with Staff directives/Failure to follow the school rules.

1. **Truancy**
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**

e. Illegal Drugs (see page 20)

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

f. 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

g. 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

h. 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
- i. Igniting/Burning**
1. Possession of a lighter/ignition instrument
 2. Fireworks
 3. School Property
 4. Personal Property
 5. Other
- j. Tobacco, Nicotine Products, and E-vapor Products**
1. Evidence of Consumption
 2. Evidence of Possession
 3. Other
- k. 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**
- l. 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.
1. Personal Items
 2. Food
 3. School Property
 4. Snowballs
 5. Other
- m. Damage of property:**
1. Student Property
 2. Staff Property
 3. School Property
 4. District Service Provider Property
- n. Vandalism:** Intentionally defacing, damaging, destroying, or tampering with:
1. Student Property
 2. Staff Property
 3. School Property
 4. District Service Provider Property
- o. 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

p. Inappropriate Conduct:

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

q. 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

r. Repeat Violations of the Student Code of Conduct

s. Flagrant Violations of the Student Code of Conduct

t. Harassment / Hazing

u. 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

v. Bullying/Aggressive Behavior Violation:

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

1. Verbal
2. Physical
3. Written
4. Imaged
5. Wireless (Cell Phone / Text Device)
6. Internet (All Internet Service Options)
7. Rumored
8. Other

w. 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

x. 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.

B. EXPULSION

1. Grounds for expulsion shall include, (but not be limited to):

- a. **Absent from Assigned Area**
- b. **Extortion**
- c. **Providing False Information**
- d. **Insubordination**
- e. **Illegal Drugs**
- f. **Prescription/Over-the-counter drugs**
- g. **Alcohol**
- h. **Paraphernalia**
- i. **Igniting/Burning**
- j. **Tobacco, Nicotine Products, and E-vapor products**
- k. **Student Abuse or Staff Abuse**
- l. **Throwing, Discharging, Launching**
- m. **Damage**
- n. **Vandalism**
- o. **Theft**
- p. **Inappropriate Conduct**
- q. **Gross Misconduct**
- r. **Repeated Violations of Student Code of Conduct**
- s. **Flagrant Violations of the Student Code of Conduct**
- t. **Harassment/Hazing**
- u. **Safe School Policy Violation**
- v. **Bullying/Aggressive Behavior Violation**
- w. **Dangerous Weapon**
- x. **Dangerous Item**
- y. **Non Progressive Adult Student**