

Willard Elementary School Code of Conduct

PROCEDURE

Suspension and expulsion from school shall be used as a means of discipline for serious offenses against the welfare of the school or for violation of the rules of the Board of Education and only in cases where other forms of discipline are judged not to be sufficiently effective. For a violation of rules concerning drugs or alcohol, counseling may be required.

A. SUSPENSION

The Building Administrator or Superintendent may suspend a pupil from school for a period of time not to exceed ten (10) school days. (The number of days of the suspension should be related to the seriousness of the offense.) The Building Administrator or Superintendent shall utilize the following procedures in order to invoke a suspension:

1. Verify that there are sufficient grounds for suspension by contacting the complaining teacher, pupil, or other school personnel. Interview any witnesses identified by the complaining person.
2. Give the pupil written notice of intention to suspend him/her and the reason(s) therefore and have the student acknowledge in writing receipt of the notice. If the pupil refuses to sign the notice, the Building Administrator or Superintendent should note such refusal on the receipt and, if a witness is available, obtain the witness's signature on the receipt indicating the pupil's refusal to sign.
3. Permit the pupil an informal hearing before the Building Administrator to refute the charges against him/her through his/her own testimony and/or witnesses on his/her behalf.
4. If at the informal hearing, the pupil fails to disprove the charges to the satisfaction of the school official conducting the informal hearing, he/she shall be given a letter of suspension to be given to his/her parent(s), guardian, or custodian. The letter shall state:
 - a) The reason(s) for the suspension and its duration.
 - b) That the student or his parent(s), guardian, or custodian has the right to appeal such suspension to the Superintendent of Schools.
 - c) That the student has the right to be represented at the appeal hearing before the Superintendent of Schools.
 - d) That the student, parent, guardian, or custodian has the right to request that such hearing be held in an executive session.
5. Attempt to contact the parent(s) by phone to inform them of the suspension.
6. Send the pupil home at the close of the school day, if possible.
7. Hand deliver or mail a copy of the letter of suspension to the parent(s) and the Superintendent of Schools within twenty-four (24) hours from the time of suspension. If the letter of suspension is mailed to the parent(s) proof of mailing should, whenever possible, be obtained through the postal service at the time of mailing.

B. EXPULSION

The Superintendent of Schools may expel a pupil from school for a period not to exceed the remainder of the current semester. The Superintendent shall, prior to expelling the student from school:

1. Give the pupil and his/her parents written notice of his intention to expel, indicating the reason(s) therefore.
2. Notify the student, parent(s), guardian, or custodian of an opportunity to appear before the Superintendent or his designee and of the right to challenge the reason(s) for the intended expulsion. Such hearing shall not be earlier than three (3) days nor later than five (5) days after the notice is given. However, an extension of time may be given upon the request of the pupil, parent(s), guardian, custodian or representative after which the Superintendent and/or his designee may establish a new time and place for the hearing.
3. Permit the pupil and his/her parent(s), guardian, or custodian such hearing before the Superintendent or his designee to refute the charges against him/her through his/her own testimony and/or witnesses on his/her behalf.
4. If, at the hearing, the pupil fails to disprove the charges to the satisfaction of the Superintendent or his designee conducting the hearing, the pupil shall be given a letter of expulsion to be given to his/her parent(s), guardian, or custodian. In the event parent(s), guardian, or custodian appears at the hearing before the superintendent, a copy of the letter of expulsion shall be given to him/her/them. The letter shall state:
 - a) The reason(s) for the expulsion.
 - b) That the student or his parent(s), guardian, or custodian has the right to appeal such expulsion to the Board of Education or its designee.
 - c) That the student has the right to be represented at the appeal hearing before the Board of Education or its designee
 - d) That the student, parent(s), guardian, or custodian has the right to request that such hearing be held in executive session.
5. Attempt to contact the parent(s) by phone to inform them of the suspension.
6. Hand deliver or mail a copy of the letter of expulsion to the parent(s) and the Superintendent of Schools within twenty-four (24) hours from the time of suspension. If the letter of suspension is mailed to the parent(s) proof of mailing should, whenever possible, be obtained through the postal service at the time of mailing.

C. REMOVAL OF DISRUPTIVE PUPIL

A Superintendent, Principal or Assistant Principal shall cause the immediate removal from school of a pupil whose conduct poses a continuing danger to persons or property or an ongoing treat of disrupting the academic process of the school, endangering other pupils, teachers or other school employees, or damaging school property. The suspension procedure set forth in Section A shall be invoked in lieu of removal under this Section C if at all possible. If removal by the Superintendent, Principal, or Assistant Principal is necessary, then the following procedure will be followed.

1. If it is probable that the pupil may be subject to suspension:
 - a) Notify the pupil in writing by hand delivery or mail (if mail is used, obtain proof of mailing from the postal service if available) of the reason(s) for and the time and place of hearing as soon as practicable, but in any event, prior to the hearing provided for hereafter:
 - b) Permit the pupil an informal hearing within seventy-two (72) hours of the initial removal. Said hearing to be conducted in accordance with the procedure set forth in Section A (3);
 - c) Thereafter, follow the procedures set forth in Section A-4 through A-7.
2. If it is probable that the pupil may be subject to expulsion:
 - a) Notify the pupil and his/her parent(s), guardian, or custodian in writing by hand delivery or mail (if mail is used, obtain proof of mailing from the postal service if available) of the reason(s) for and the time and place of hearing as soon as practicable, but in any event, prior to the hearing provided for hereafter:
 - b) Permit the pupil and his/her parent(s), guardian, or custodian a hearing within seventy-two (72) hours of the initial removal. Said hearing to be conducted in accordance with the procedure set forth in Section B (3);
 - c) Thereafter, follow the procedures set forth in Section B-4 through B-6.

Removal by Teacher: A teacher may remove a pupil whose conduct is disruptive of a curricular or co-curricular activity under his/her supervision. Under such circumstances, the teacher shall notify the Principal that the pupil is being removed from the class and/or activity and being sent to the office. The teacher shall notify the Principal in writing by the end of the school day the reason(s) for the removal. If the Principal returns the pupil to the teacher's classroom and/or activity without having conducted a hearing in which the teacher has participated, the Principal shall submit in writing to the teacher the reason(s) for such action. If the removal is upheld by the Principal, the procedures for notice and hearing outlined in Sections C-1 or C-2, as appropriate, shall be followed.

3. At any hearing regarding removal under this Section C, any person, including a teacher, who ordered, caused or requested the removal, shall be present.

D. REMOVAL FOR LESS THAN TWENTY-FOUR (24) HOURS

Removal of a student from curricular or co-curricular activities for a period of less than twenty-four (24) hours is permissible without the necessity of following any of the above prescribed procedures.

VIOLATIONS

A violation of any of the following rules may result in disciplinary action which may result in suspension of up to ten (10) days and/or expulsion.

1. Disruption of or Interference with Curricular or Co-curricular Activities.

Students should not disrupt or interfere with curricular or extra-curricular activities. Behavior that interferes with the educational process will not be tolerated and are subject to disciplinary action. These behaviors include but are not limited to: obscene gestures or remarks, profanity, spitting, throwing snow, ice or stones, failing to tell the truth, possessing obscene material, public displays of affection, shoving, kicking, wrestling, horseplay, instigating fights and cheating. A student shall not possess: laser lights, permanent markers, white out, vulgar or obscene material, firecrackers, smoke bombs, or distribute printed matter which may incite others to violent or disruptive conduct, or in any other manner may cause material disruption or interference with curricular or co-curricular activities.

2. Damage to School/Private Property

A student shall not damage or attempt to damage or steal or attempt to steal any school property, or the property of any school district employee, student or school organization. School property includes, but is not limited to buildings, school grounds, busses, supplies and equipment.

3. Fighting or Causing Harm to Another Individual

A student shall not assault, threaten, or behave in such a way as causes, or could cause, physical injury, or produce fear of physical injury, to any school district employee or student at any time.

4. Dangerous Weapons and Instruments

A student shall not possess, handle, transmit, or conceal any object which is intended for the purpose of inflicting bodily harm to others on school premises or while attending school events away from the school grounds.

5. Conduct Toward School Personnel/Substitute Teacher Policy

A student shall not verbally abuse or threaten any authorized school personnel. Your full cooperation and attention is not only expected but also required even when a substitute is in the building. Failure to act in a respectful manner will result in consequences to be determined by teacher and/or principal.

6. Insubordination

A student shall not fail to comply with reasonable directions of authorized school personnel during any period of time when the student is under the authority of school personnel.

7. Attendance

A student shall not be absent from school for any unauthorized reason. A student, once present at school should not be absent from any assigned class or classes, or leave school without first receiving proper authorization.

8. Threats or Intimidation of Others

A student shall not attempt to intimidate, bully, harass, or extort favors or property from any other student or any school district personnel. Violations include ANY conduct that staff determines as a potential danger to the student or others. (See policy on aggressive bullying behavior toward students Policy 5517.01)

9. Harassment (any unwanted attention)

Any conduct involving sexual references, inappropriate touching, sexually explicit, or other intimidating material that causes another person to feel unsafe or uncomfortable which includes any form of cyber bullying will not be tolerated. Written notes, graphic pictures, suggestive comments or gestures that are interpreted as insults or harassment will receive appropriate consequences. Race or gender related misconduct will be considered harassment. Racial slurs, pictures, intimidation, or any other conduct intended to be racially discriminatory or prejudicial will not be tolerated. See Policy and guidelines on sexual and other forms of harassment Policies 3362, 4362, and 5517)

10. Toys & Novelties

Any item which constitutes a danger to students or staff or which could cause disruption to a class are prohibited. They include, but are not limited to: permanent markers, white out, firecrackers, laser pointers/pens, lighters, matches, toy guns, skateboards, knives, pepper spray, martial arts items, look alike weapons, drug paraphernalia, perfume/cologne spray, etc., or any item prohibited by the adopted board policy. These items will be confiscated and returned to the parent upon request.

11. Narcotics, Drugs, or Alcoholic Beverages

A student shall not possess, use, transfer, conceal, sell, attempt to sell, deliver, or be under the influence of narcotics, drugs, or alcohol, or in any manner engage in drug abuse while on school property or attending any school-related functions. This does not apply to possession or proper use of prescription drugs under a doctor's orders.

12. Smoking and Tobacco

Student smoking and possession of any form of tobacco or e-cigarettes is prohibited in school, on school grounds, at all school sponsored functions, including both home and away activities. Students are not to smoke in the immediate area around the school grounds.

13. Improper Social Behavior

A student shall not expose any part of his/her anatomy in any socially deviant manner while under jurisdiction of the school or any authorized school function.

14. Repeated Violation of Misconduct Rules

A student shall not repeatedly violate the misconduct rules set forth below. Two or more violations of the same misconduct rule, or two or more violations of any different misconduct rules, during the same school year, may be treated as a major violation of this Code and may result in suspension or expulsion.

15. Insubordination/Abidance with Sanctions

A student shall not refuse to follow reasonable directions/commands by school personnel and shall not refuse to abide by any punishment meted out by the school administration, teachers, or any court order related to school activities.

16. Trespassing

A student shall not enter or remain upon the premises of a school building unless under the supervision of authorized school district personnel.

17. Other Conduct

A student shall not engage in any type of conduct not specifically set forth above which is harmful to school district property, school district personnel, or other students, or conduct which is not in compliance with socially accepted standards of behavior. Zero Tolerance – no form of violent, disruptive or inappropriate behaviour, including excessive truancy, will be tolerated.

18. Use and/or Possession of a Firearm

Bringing a firearm (as defined in the Federal Gun-Free schools Act of 1994) onto school property or to any school-sponsored activity, competition, program or event, regardless of where it occurs, will result in a mandatory one year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the Superintendent. Firearm is defined as any weapon (including a starter gun) that will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in the Federal Gun-Free Schools Act of 1994). Firearms include any unloaded firearm and any firearm that is inoperable but that can be readily operated. Students are prohibited from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus that is indistinguishable from a firearm, whether or not the object is capable of being fired, and indicating they are in possession of such an object and that is a firearm or knowingly displaying or brandishing the object and indicating it is a firearm.

19. Bomb Threats and Other False Alarms and Reports

Making a bomb threat (intentionally giving a false alarm of a bomb) against a school building or any premises at which a school activity is being held at the time of threat is made may result in expulsion for a period of up to one school year. Additionally, intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm is prohibited. It should be remembered that false emergency alarms or reports endangers the safety forces that are responding to the alarm/report, the citizens of the community, and the persons in the building. What may seem like a prank, is a dangerous stunt that is against the law and will subject the student to disciplinary action.

20. Terrorist Threat

Threatening, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another.

II. MISCONDUCT FOR WHICH SOME FORM OF DISCIPLINARY ACTION WILL BE APPROPRIATE WHICH MAY INCLUDE, BUT IS NOT LIMITED TO, REMOVAL FROM CURRICULAR OR CO-CURRICULAR ACTIVITIES.

1. A student shall not use profane language.
2. A student shall not be extremely rude.
3. A student shall not be repeatedly tardy without written permission.
4. A student shall not engage in any form of gambling.
5. A student shall not engage in any form of cheating.
6. A student shall not use any but his/her assigned locker.
7. A student shall not possess any form of pornography.
8. A student shall not forge any signature for any reason.
9. A student shall not park his/her car in any unauthorized area.
10. A student shall not lie to an administrator, teacher or any other staff member.
11. A student shall not loiter in the halls, restrooms, or unsupervised areas of the building during regular classroom hours.
12. A student shall refrain from running in the halls or throwing any object in the halls or rooms of the schools.
13. A student shall wait his/her turn in the lunch line.
14. A student shall not carry food or drink out of the lunchroom without official permission.
15. A student shall not litter.
16. A student shall be properly dressed.
17. A student shall not be in any unauthorized area without official permission.
18. A student shall not engage in any type of conduct not specifically set forth above which has the effect of, or potential for, disrupting the educational process of another student or other students.

MEMORANDUM TO PARENTS REGARDING SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by state statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with the due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the district will also notify law enforcement officials. The district is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which he/she receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

NOTE: The administration reserves the authority to use appropriate discretion (based on Ohio Revised Code and Board Policy) in determining consequences for any misconduct not specifically listed within these pages.