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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 five (5) and under the age of 22." (ORC 3313.64). 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 civil liberties guaranteed to citizens of the United States can also be applied to students. 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 judgement of the more experienced and mature adults when decisions are made as compared to the less experienced judgement 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 as outlined in Board of Education Policy 5500.

I. 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, 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. Those students who feel they have been discriminated against may file a complaint under Board of Education Policy Section 2260. 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 the Director of Personnel.

II. COMPLAINT PROCEDURE (BOE 5710)

When a student feels that he or she has been unjustly treated by a teacher, principal, other staff member, or fellow student, it is the responsibility of the student to file a complaint with the appropriate administrative officials. The steps of this procedure should be taken in order. A move to the next step should be made only when satisfaction is not obtained.

Students must follow these procedures. If a parent/legal guardian will not support the student in this procedure, the student may request that a parent substitute be appointed by the chairperson of the Youth Advocacy Committee or counselor.

Those who do not follow the compliant procedure, resort to disrupting the classroom, or hazing and harassing students or staff members will be subject to suspension and/or expulsion.

A. COMPLAINTS CONCERNING TEACHERS, PRINCIPALS OR OTHER STAFF MEMBERS:

Step 1. A student must talk with the teacher. Parents and counselor should be informed of the problem by the student within three (3) days. Avoid confrontations in the classroom or disruption of class.

Step 2. Complaint should be addressed to the principal if it concerns a teacher, or with the superintendent if it concerns a principal. If the complaint is unresolved, it must be written on a complaint form and given to the principal/superintendent who will then give a copy to the teacher/principal.

Step 3. A meeting involving the teacher, principal, student and his/her parents 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. The principal must submit a written disposition within three (3) days of the meeting/hearing to all concerned. If the problem is not resolved, the following steps may be taken:

- a. Parent may appeal to the Superintendent or his designee. If still unresolved;
- b. Parent may appeal to the Board of Education.

B. COMPLAINTS CONCERNING STUDENTS:

1. If a concern occurs in the classroom, talk it over with teacher, counselor, and parents.
2. If unresolved or if concern occurs outside a classroom, request a conference with building principal and the other student(s).
3. A student may appeal to principal, and a conference will be arranged with both students and/or their parents.
4. If the problem is not resolved, the following steps may be taken:
 - a. Parent or guardian may appeal to the Superintendent. If still unresolved;
 - b. Parent or guardian may appeal to the Board of Education.

III. DUE PROCESS IN SUSPENSION, EXPULSION AND REMOVAL FROM PREMISES (BOE 5500)

The following policies, rules, and procedures cover matters of suspension, removal and expulsion from curricular and extra-curricular activities under the following conditions.

1. On the school grounds during, before, or after school hours.
2. On the school grounds at any other time when the school is being used by a school group.
 3. On a school bus or vehicle as well as at the bus stop when the bus is present.
4. Off the school grounds, at any school activity, function or event.
5. Student misconduct regardless of where it occurs if directed at a district official or employee, or their property, or affects the operation of the school.
 - a. First Offense: Suspension and/or expulsion recommendation.
 - b. Second Offense: Suspension and/or expulsion recommendation.
 - c. Third Offense: 10 days suspension/recommendation for expulsion.
6. While on suspension/expulsion students are not allowed to come to school, attend classes or extracurricular activities, or otherwise participate in other school-related activities. Violation may be considered trespassing and the proper authorities will be notified.
7. If conditions demand, and in order to maintain effective learning conditions, it may be necessary to deny certain students participation for varying periods of time. Where

such conditions exist, the Superintendent, Principal or Assistant Principal shall proceed as follows:

- a. First Offense: Suspension and/or expulsion recommendation.
- b. Second Offense: Suspension and/or expulsion recommendation.
- c. Third Offense: 10 days suspension/recommendation for expulsion.
8. All students who are expelled from school must return with their parents/guardians to be readmitted.
9. Referrals will be made to a guidance counselor, health personnel, school psychologist, and to a social worker, when the case merits this specific attention.

10. Ohio law states that "the Principal or Assistant Principal of a public school may suspend a student for not more than ten school days." Suspensions begin the next full day of school.

11. Suspended students will be provided make-up work although **NO credit** will be given.

A. SUSPENSION (5500)

1. Grounds for suspension shall include, but not be limited to:
 - a. Damage or Destruction: A student shall not cause or attempt to damage or deface school or private property. A police report may be made and payment/replacement of damaged or destroyed item(s) may be required.
 - b. Extortion: The act of extortion from any person on school property, including buses, or any school-sponsored activity.
 - c. Forging or using forged notes/Providing false information.
 - d. Insubordination in refusing to comply with direction of school personnel.
 1. The visual display, activation and use of cellular telephones/cameras, iPods, MP3 player, pagers, text pagers, walkie talkies, and all other electronic communication transmitting/receiving devices during a scheduled school day, detention or Saturday Morning School is prohibited. Xenia Community Schools shall not be responsible for lost, stolen or damaged devices. Written permission can be obtained from the Principal for instructional purposes.
 - a. First Offense: Parents called to pick up
 - b. Second Offense: Saturday Morning School
 - c. Repeated Offenses: May result in out of school suspension
 2. Students must have a doctor's excuse to wear sunglasses inside the building.
 3. Food or drink in the hall or classroom is prohibited.
 4. Violation of the dress code:
 - First Offense: Conference and change of clothing.
 - Second Offense: Office referral for disciplinary action
 5. Sitting on the floor in the halls is prohibited.
 - e. Narcotics, Alcoholic Beverages, Illegal Drugs, Mood Altering Chemicals/Inhalants, Steroids, Drug Paraphernalia and Counterfeit Controlled Substances. A student shall not possess, use, transmit, sell, conceal drug paraphernalia, counterfeit controlled substances or have consumed narcotics, alcohol, mood altering chemicals, steroids, or illegal drugs while on school property, on school buses, or at any school-sponsored activity. (*See Activity Eligibility*)
 1. Activity Eligibility: Any student who violates the above policy at any time
2. Students issued detention must be given 24 hours notice. Students who fail to report for detention will be subject to suspension.
3. Students repeatedly disrespecting a teacher by not following directions or disrupting school/class. A parent conference may be required before a student will be readmitted to class.
 4. Students refusal to accept a reasonable and imposed penalty.
 5. Students sent for or directed to report to a designated person must report and remain until properly released by a secretary, administrator or counselor.
 6. Violation of bus rules and procedures.
 7. Games which involve wagering/gambling are prohibited.
 8. Public display of affection.
 9. Academic Dishonesty.

- during the calendar year shall be denied participation for one year from all school activities with right to review. (See Page 10B)
- f. Illegal possession of building keys and unauthorized entry or loitering.
 1. A student shall not possess, use, transmit or conceal any building keys without proper authorization.
 - a. Other than the one to which the student is presently assigned.
 - b. Other than the part of the building to which the student is assigned.
 2. Students should exit the building to which they are assigned within 10 minutes after the close of the school day. (*Unless they are supervised*)
 3. Students shall not enter unauthorized areas.
 - g. Possession or Use of Weapons/Ammunition: Tear gas, ammonia, fireworks, mace, knives and any other weapons, chemicals, and any other implement intended to be used as a weapon, are not to be brought into the building or school grounds. Violators regardless of age will be suspended and/or expelled with referral to the appropriate legal authorities.
 - h. Verbal Abuse, Profanity or Physical Gestures. A student shall not use language or physical gestures that can be considered obscene or carry a variety of disrespectful and annoying connotations.
 - i. Repeated or Flagrant Violations of any school rules or accepted standards of school behavior.
 - j. Smoking: A student shall not possess, use, or smoke cigarettes, cigars, chewing tobacco, snuff or tobacco of any kind on school grounds nor at any school activity, function or event. (*See Activity Eligibility*)
 1. The possession of an instrument or material used to ignite objects may be grounds for suspension.
 2. Activity Eligibility: Any student who violates the above policy at any time during the calendar year shall be denied participation for one year from the date of infraction from all school activities. (*See Page 10B*)
 - k. Student abuse among two or more students on school property, including buses, or at any school-sponsored activity. (*See Hazing/Institutional Authority (5500) & Harassment BOE 5516, & 5517*)
 1. Verbal/written threat
 2. Physical abuse
 3. Throwing of any item that can be considered dangerous or harmful (i.e. snowballs).
 4. Bullying (direct behaviors such as teasing, taunting, intimidation, hitting, and stealing that are initiated by one or more students against a victim).
 - l. Tardiness: Repeated tardiness to class or school.
 - m. Theft of school property or equipment or personal property of any school personnel, another student or visitor.
 - n. Truancy: Absence from school, class, homeroom or detention for reasons other than specified by ORC §3321.01 will be considered unexcused and, therefore, truant.
 1. Saturday Morning School
 - o. Any offense which is grounds for expulsion including but not limited to:
 1. Verbal and/or physical abuse or threatening of school personnel (BOE 5516, & 5517)
 2. Arson
 3. Tampering/Activation of Alarm System, AED unit or security

camera and equipment

4. Gross misconduct and/or repeated violations
 5. Vandalism
 6. Disruption of school or class
 7. Sexual contact
 8. Inappropriate physical contact
- p. It should be noted that other gross misconduct, persistent disobedience may also serve as grounds for suspension.
1. Indecent exposure may be grounds for suspension (i.e. mooning and flashing)
 2. Sexual contact, rape, gross sexual imposition, or felonious sexual penetration on school grounds, at a school function, or when the victim is a school employee
 3. Pornographic Material
 - a. Pandering/distribution of pornographic material
- q. Vandalism of any school personnel's private property on or off school grounds.
- r. Gang related activities - apparel - writing - forms of dress or expression (i.e. outdoor coats worn inside, sunglasses, bandannas, etc.) (See BOE 5840)
- s. Computer technology/network offenses. (See BOE 5500)
- t. Any disruption of a school event, class, function or activity by use of violence, force, coercion, threat or disorderly conduct (i.e. rumors or gossip), or the use of the same to incite others toward acts of disruption.
 1. Interference of school personnel in the performance of their

duties.

- u. Abuse of the medication policy is a suspendable offense and may be a recommendation for expulsion. (Refer to page 24, Medication/Clinic policy)
 2. Suspension Procedures
- a. Whenever an incident occurs that may lead to a suspension, the Principal or his/her designee shall investigate the nature of the alleged offense. This investigation shall include an informal hearing with the student so that the student may be given an opportunity to challenge the reason for the intended suspension.
- b. Immediate removal of a student whose conduct disrupts the academic atmosphere of the school, endangers fellow students, school personnel or damages property. Except in the above cases, no student shall be released from school during the school day without notifying the parents or guardian by phone. Prior to sending a student home, give the student or parent verbal or written notice of the reason(s) for the removal from school and the intended suspension.
- c. Written notice of the suspension must be sent by the principal, assistant principal or dean of students to the student, parent, guardian, or custodial parent. The notice must inform of the right:
 1. To appeal to the Superintendent or his designee.
 2. To be represented.
 3. A verbatim record of the appeal hearing must be made.
- d. Whenever a student is expelled or suspended from school in accordance with ORC §3321.13 (B) (3) for the use of or possession of alcohol or drugs, the superintendent shall notify the Registrar of Motor Vehicles and the county juvenile judge of the expulsion or suspension. As in the case of dropouts or habitually truant students,

notification to the Registrar of Motor Vehicles and the county juvenile judge will trigger the denial of driving privileges.

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 18 or until the denial of driving privileges is terminated for another reason allowable under the 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.

B. EXPULSION

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

- a. Assault and battery or threat thereof to any person, will be viewed as a criminal act if committed while on school property or under school authority, including buses, or at any school-sponsored activity.
- b. Arson or attempted arson to any school building or property.
- c. Damage or destruction - a student shall not cause or attempt damage to school or private property.
- d. Any disruption of a school event, class, function or activity by use of violence, force, coercion, threat or disorderly conduct (i.e. rumors, gossip), or the use of the same to incite others toward acts of disruption.
- e. Narcotics, Alcoholic Beverages, Illegal Drugs, Mood Altering Chemicals, Inhalants (inhaling/huffing the chemical vapors of a variety of substances for the express purpose of altering ones mood; i.e. paint thinner, nail polish remover, hair spray, butane lighters), Steroids, Drug Paraphernalia and Counterfeit Controlled Substances.
A student shall not possess, use, be under the influence, transmit, sell, conceal drug paraphernalia, counterfeit controlled substances or have consumed narcotics, alcohol, mood altering chemicals, steroids, or illegal drugs while on school property, on school buses, or at any school-sponsored activity.
- f. Repeated offenses or flagrant violations of student conduct.
- g. Activation of alarm systems for unlawful purposes.
- h. Excessive truancy.
- i. Vandalism (24 hours a day) of any school personnel's private property on or off school grounds.
- j. Threat, (verbal / written, physical)
- k. Any student regardless of age who is determined to have brought a weapon and/or knife onto school property, interscholastic competition, extracurricular events or any program or activity sponsored by the Board or in which the Board is a participant may be expelled for up to one year. (Minimum 1 year)
 - l. Indecent exposure
 - m. Sexual contact, inappropriate physical contact, rape, gross sexual imposition, or felonious sexual penetration on school grounds, at a school function, or when the victim is a school employee
- n. Theft of school property or equipment or personal property of any personnel,

another student or visitor.

o. In accordance with O.R.C. 3313 children between the ages six and eighteen are subject to compulsory education. Once a student is eighteen he/she may be excluded as a non-progressive adult student with regard to attendance, discipline and /or academic standing. This does not apply to students with an IEP.

2. Permanent Expulsion

When a student who is age **sixteen or over** commits one of several serious crimes which are specified by law, the Superintendent may seek to have that student permanently excluded from school. The offenses for which permanent exclusion is authorized are as follows:

- a. conveying deadly weapons onto school property or to a school function (includes ammunition)
- b. possessing deadly weapons on school property or at a school function (includes ammunition)
- c. carrying a concealed weapon on school property or at a school function
- d. trafficking drugs on school property or at a school function
- e. murder or aggravated murder on school property or at a school function
- f. voluntary or involuntary manslaughter on school grounds or at a school function
- g. assault or aggravated assault on school grounds or at a school function
- h. sexual contact, rape, gross sexual imposition, or felonious sexual penetration on school grounds, at a school function, or when the victim is a school employee
- i. indecent exposure
- j. complicity in any of the above offenses, regardless of location.
- k. student seeking admission with unexpired expulsion from another district would only be admitted with a favorable expulsion admittance hearing.

3. Extended Expulsion (minimum 1 year) Firearms and/or knives at school. The Superintendent will expel from school any student regardless of age who is determined to have brought a weapon and/or knife onto school property, interscholastic competition, extracurricular events, or any program or activity sponsored by the Board or in which the Board is a participant.

4. Expulsion Procedures

- a. Whenever an incident occurs that may lead to expulsion, the Principal or Assistant Principal shall proceed with a suspension. In addition, the Principal or Assistant Principal must give the student and his parent, guardian, or custodial parent written notice that expulsion may be recommended.
- b. The Principal or Assistant Principal will notify the Superintendent's designee of the recommended expulsion. The Superintendent's designee will notify parents by letter:
 1. the reason;
 2. the date, time, and place of hearing;
 3. the right to be represented; and
 4. the right to request an extension.
- c. After the hearing, the Superintendent's designee will make a recommendation to the Superintendent who will then make the final decision.
- d. Expulsions may be imposed for a maximum of 80 days. If there are fewer than 80 days remaining in the school year, the expulsion may be carried over into the following year.
 - e. 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 it would have been had the student remained enrolled.

C. REMOVAL FROM CURRICULAR ACTIVITIES OR EXTRA-CURRICULAR ACTIVITIES
(GRADE 7-12 ONLY)

Grounds for removal: If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, a teacher/contracted employee may remove a student from curricular activities under the teacher's/contracted employee's supervision, but not from the school campus. It is not required to give students written notice or an opportunity for a hearing prior to removal.

Similarly, students who are given "in-school suspension," need not receive written notice or an opportunity for a hearing before being suspended. (ORC §3313.66)

D. PHYSICAL RESTRAINT AND CORPORAL PUNISHMENT (5630)

1. Physical Restraint Defined: Physical restraint may be defined as the amount of force as is reasonable and necessary:
 - a. to quell a disturbance threatening physical injury to others;
 - b. to obtain weapons or other dangerous objects on the person or in the control of the pupil;
 - c. for self defense;
 - d. for protection of persons or property.
 - e. to keep a child from running away.
2. Corporal Punishment
 - a. Corporal Punishment Defined: Corporal punishment may be defined as the infliction of bodily pain as a penalty for the commission or omission of an act.
 - b. No employee of the Xenia Community Schools shall use corporal punishment as a means of disciplining a student for violations of school or district rules and regulations.

IV. **ALCOHOLIC BEVERAGES, ILLEGAL DRUGS, MOOD ALTERING CHEMICALS, INHALANTS, DRUG PARAPHERNALIA AND COUNTERFEIT CONTROLLED SUBSTANCES**

A student shall not possess, use, transmit, sell, conceal drug paraphernalia, counterfeit controlled substances or have consumed narcotics, alcohol, mood altering chemicals, steroids or illegal drugs while on school property, on school buses, or at any school-sponsored activity. Xenia Community Schools' Drug Free School Philosophy states that the use of alcohol and other illegal drugs is harmful and wrong for children and youth. (*See Activity Eligibility*)

If a student violates the above policy a second time in the same year or in any successive year regardless of the building to which he/she is assigned, then the student will be suspended for ten (10) days and recommended for expulsion in compliance with due process procedure.

A. POSSESSION, USE, CONCEALMENT OR CONSUMPTION:

1. First Offense
 - a. The student will be suspended for ten (10) days with expulsion recommendation in compliance with due process procedures.
 - b. A recommendation will be made to the Superintendent of Schools that the student be expelled from school for up to 80 days.

- c. A report will be filed with the police department with all evidences and information submitted to the proper authorities.
 - d. Students, cooperating during the investigation and who undergo a chemical dependency assessment with a certified Chemical Dependency counselor and follow the counselor's treatment recommendation, may be excused from the expulsion recommendation and have their suspension reduced to five (5) days.
2. Second Offense
- a. The student will be suspended for ten (10) days with recommendation for expulsion in compliance with due process procedures.
 - b. A recommendation will be made to the Superintendent of Schools that the student be expelled for up to 80 days.
 - c. A report will be filed with the police department against the student for possession and/or being under the influence of narcotics, alcohol, or illegal drugs.
 - d. Students found to be chemically dependent (and presently receiving treatment) at the time of the second offense may be excused from the expulsion recommendation and have their suspension reduced providing all treatment recommendations are met by the student.

B. SALE OF NARCOTICS, ALCOHOL, OR ILLEGAL DRUGS
First Offense

- 1. The student will be suspended for ten (10) days and recommended for expulsion from school.
- 2. A recommendation will be made to the Superintendent of Schools that the student be expelled for up to 80 days.
- 3. A report will be filed with the police department against the student for possession and/or being under the influence of narcotics, alcohol, or illegal drugs.

C. POSSESSION OR SALE OF COUNTERFEIT CONTROLLED SUBSTANCES

A student shall not possess, use, or sell, counterfeit controlled substances on school property, on school buses, or at any school-sponsored activity. (*See Activity Eligibility*)

The possession or sale of counterfeit controlled substances is harmful and injurious to the maintenance of health, safety, and discipline in the Xenia Community School District.

- 1. O.R.C. defines a counterfeit controlled substance as:
 - a. Any drug that bears, or whose container or label bears a trademark, trade name, or other identifying mark used without authorization of the owner or rights to such trademark, trade name or identifying mark.
 - b. Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed or distributed by a person other than the person that manufactured, processed, packed or distributed it.
 - c. Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance.
 - d. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

2. No student shall knowingly possess any counterfeit controlled substance, nor shall any student knowingly make, sell, offer to sell, give, package, or deliver a counterfeit controlled substance.
3. No student shall 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. No student shall directly or indirectly falsely represent a counterfeit controlled substance as a controlled substance.

5. Student who violates Board of Education Policy - Possession or Sale of Counterfeit Controlled Substances:

First Offense:

- a. The student will be suspended for ten (10) days in compliance with due process procedures.
- b. A recommendation will be made to the Superintendent of Schools that the student be expelled from school for up to 80 days.
- c. A report will be filed with the police department and all evidences and information submitted to the proper authorities.
- d. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

Second Offense:

The student will be suspended for ten (10) days and recommended for expulsion in compliance with due process procedures.

- a. A police report will be made.
- b. Students, cooperating during the investigation and who are willing to undergo a professional chemical dependency evaluation, may be excused from the expulsion recommendation and/or the police charge, and have their suspension reduced.

V. SCHOOL ACTIVITY ELIGIBILITY (BOE 5610.05) (Grades 7-12 ONLY)

ALCOHOLIC BEVERAGES, ILLEGAL DRUGS, MOOD ALTERING CHEMICALS, INHALANTS, DRUG PARAPHERNALIA AND COUNTERFEIT CONTROLLED SUBSTANCES

A student shall not possess, use, transmit, sell, conceal drug paraphernalia, counterfeit controlled substances or have consumed narcotics, alcohol, mood altering chemicals, steroids, or illegal drugs while on school property, on school buses, or at any school-sponsored activity. *(See Activity Eligibility)*

- A. ATHLETES
 1. WHERE: While on school property, school buses, at any school-sponsored activity.
 2. WHEN: Twenty-four (24) hours a day, 365 days a year.
 3. REFERRED BY WHOM: Parent(s)/guardian(s) of the athlete, teachers and administrators.

B. STUDENTS IN ACTIVITIES

Any student involved in school activities such as athletics, co-curricular and extra-curricular and who violates the above policy, shall be removed for one (1) year from all activities.

The removal shall be for a one (1) year period from the date of infraction with a review after 90 calendar days for elementary; 90 calendar days for the middle school; and 90 calendar days for the high school, from the time of the infraction.

1. WHERE: School campus, school buses, school activities.
2. WHEN: During school day or school activity.
3. REFERRED BY WHOM: Teachers and administrators.

C. REVIEW

The review, if the student, parent(s)/guardian(s) initiates such a request, will be conducted by the activity director, building Principal, and all activity supervision involved. Parent(s) and/or guardian(s) shall attend the review. Decision pertinent to reinstatement is the responsibility of the review board.

D. SMOKING (BOE 5512)

1. A student shall not knowingly possess, use, or smoke cigarettes, cigars, chewing tobacco, snuff or tobacco of any kind on school grounds nor at any school activity, function or event. (*See Student Activity Eligibility*)
 - a. Athletes
 - WHERE: At any place.
 - WHEN: At any time, twenty-four (24) hours a day, 365 days a year.
 - REFERRED BY WHOM: Parent(s)/guardian(s) of the athlete, teachers or administrators.
 - b. Students in Activities Other Than Athletics
 - WHERE: School campus, school buses, school activities.
 - WHEN: During school day or school activity.
 - REFERRED BY WHOM: Teachers and administrators.
2. Any student involved in school activities such as athletics, co-curricular and extra-curricular activities and who violates the above policy, shall be removed for one (1) year from all activities. The removal shall be for a one (1) year period from the date of infraction with a review after 90 calendar days for elementary; 90 calendar days for the middle school; and 90 calendar days for the high school, from the time of the infraction.
3. The review, if the student, parent(s)/guardian(s) initiates such a request, will be conducted by the activity director, building Principal, and all activity supervision involved. Parent(s) and/or guardian(s) shall attend the review. Decision pertinent to reinstatement is the responsibility of the review board.

VII. SAFE SCHOOL POLICY (BOE 5840)

The Xenia Board of Education is committed to ensuring the safety of all students and staff and recognizes the rights of students to receive an education. Because the presence of gangs and gang-related activities can cause a substantial disruption of or material interference with the learning process and other school activities by arousing fear, alarm, resentment, anger, hostility, or violence, thereby creating an intimidating, threatening, or distracting school environment, and; because the presence of gangs and gang-related activities in the schools and at school-sponsored activities has a substantial impact on the Board's ability to provide for the safety and welfare of students, staff, and visitors, and;

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students must conform with school and district regulations and comply with directions from school personnel. The Board has zero tolerance for violent, disruptive, or

inappropriate behavior, including excessive truancy, by its students. A student who fails to comply with established school or district rules or with any reasonable request made by school personnel shall be subject to discipline in accordance with the Board's Student Conduct and Disciplinary Procedures and the Code of Student Conduct. The Superintendent or designee shall develop strategies ranging from prevention to intervention to address student misbehavior.

Because the Xenia Board of Education has determined that more detailed policies are necessary to clarify that disruptive activities on the part of any student, including gang members, will not be tolerated, the Board of Education hereby acts to prohibit disruptive, threatening, and intimidating gang-related conduct as follows:

A. DEFINITIONS:

"Gang" is defined as a group of individuals who share a unique name, identifiable marks or symbols, claim territory or "turf," associate on a regular basis, violate the school rules, and engage in criminal or antisocial behavior. A gang is any non school-sponsored group, whose membership may be secret or exclusive, and whose purposes, practices, or intent is to commit violent or illegal acts, or threaten the safety or welfare of others.

A "school-sponsored activity" includes any activity including, but not limited to athletic events, school social events, theater productions, vocal or instrumental competitions, and any other interscholastic competitions, club meetings, club activities, field trips, and any other events sponsored, approved, recognized, or paid for, in whole or in part, by the Xenia Community Schools in which the Board may be legally liable for the safety and welfare of those participating or attending. School-sponsored activities include students arriving or departing from school property during school-sponsored activities.

B. PROHIBITED ACTIVITY:

1. No student on or about school property or at any school-sponsored activity shall wear, possess, use, distribute, display, or sell any clothing, medallions, or other jewelry, insignia, emblem, badge, patch, symbol, sign, tattoo (whether permanent or temporary), scar or mark, hair style, or other elements which identify a gang or which are evidence of membership or affiliation in any gang or which otherwise disrupts the academic process.
2. No student on or about school property or at any school-sponsored activity shall engage in conduct or use any speech, whether verbal or nonverbal (i.e., gestures, hand signals, handshakes, etc.) showing membership or affiliation in a gang when such conduct or speech is intended to cause disruption, or when one knows or has reason to believe that such conduct or speech arouses fear, alarm, resentment, anger, hostility, or violence.
3. Students who violate any of the remaining provisions of this policy will be subject to the appropriate disciplinary action up to and including suspension and/or expulsion. Students will be prosecuted to the fullest extent of the law for any criminal conduct, including, but not limited to, trespassing, vandalism, or assault in violation of this section. Depending on the seriousness of the violation under this paragraph, the intervention

program may be used to suspend any part of a school suspension and/or expulsion ordered by the Administration.

4. No student, on or about school property or at any school-sponsored activity, shall use any speech or commit any act which is disruptive, intimidating, or threatening, including but not limited to, the following gang-related activities:
 - a. soliciting membership in, or affiliation with, any gang.
 - b. soliciting any person to pay for "protection" or threatening any person, explicitly or implicitly, with any other illegal or prohibited act.
 - c. painting, writing, tattooing or otherwise inscribing gang-related graffiti, messages, symbols, or signs, on school property or personal property of others during school-sponsored activities.
 - d. engaging in violence, extortion, or any illegal act or other violation of school policy.
 - e. soliciting any person to engage in physical violence against any student or school employee or visitor (whether during school or school-sponsored activity or on the way to or from a school-sponsored activity) or inciting others to act with physical violence.
 - f. copying or distributing any gang-related material on school property or at school-sponsored activities.
 - g. marching, congregating, massing together with the intent to disrupt or intimidate, or when one has reason to believe that such conduct will arouse fear, alarm, resentment, anger, hostility, or violence. Such meetings or congregations are contrary to the purpose of the educational institution and will be considered trespassing. Such offense will be prosecuted.
5. Any student, while on school property, or at a school-sponsored activity, who is found to be recruiting another student for gang membership, or who is found to be threatening, insulting, or intimidating another student into joining a gang or preventing another student from getting out of a gang, shall be immediately suspended and/or recommended for expulsion from school.
6. Any person who is involved in a gang-related attack, or who threatens a gang-related attack, on a student or school employee or school property, or at a school-sponsored activity, shall be immediately suspended and recommended for expulsion from school. The parents and students will be held liable for damages and repair costs to buildings and school property which result from the actions of the student who was involved in gang activity.

VIII. SEARCH AND SEIZURE (BOE 5771)

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 (weapons, dangerous instruments, narcotics, alcoholic beverages, stimulant drugs, 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 on his person, 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, should be subject to restrictions outlined in the above sections.

D. 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:

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

IX. HAZING (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. 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.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

Administrators, faculty members, and all other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. If hazing or planned hazing is discovered, involved students shall be informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all hazing activities immediately. All hazing incidents shall be reported immediately to the building Principal for investigation and possible disciplinary action.

Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action, and may be liable for civil and criminal penalties in accordance with Ohio Law Section 2903.31.

The contents of this policy shall be distributed in writing to all students and school district employees each year. In addition, this policy shall be incorporated into building, staff, and student handbooks, and shall be the subject of discussion at annual employee staff meetings or inservice programs.

X. HARASSMENT (BOE 5517)

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

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

Harassment includes display or circulation of written materials or pictures degrading to either gender or to racial, ethnic, or religious groups; and verbal abuse or insults directed at or made in the presence of members of a racial, ethnic, or minority group. Harassment also refers to behavior which is personally offensive, impairs morale, and interferes with the learning effectiveness of students. Any harassment of a student by other students or school employees will not be permitted, regardless of their school relationship.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other offensive verbal or physical conduct that is sexual in nature. Sexual harassment undermines the health, safety and welfare of students by creating an intimidating, hostile, or offensive school environment and will not be tolerated.

In fulfilling its obligation to maintain a positive and productive school environment, the administrative and teaching staff is expected to immediately halt any harassment of which they become aware by emphasizing the board policy, and when necessary, by more direct disciplinary action.

XI. DRESS AND GROOMING (BOE 5511)

Pursuant to School Dress Code 5500 and 5511 students are advised that clothing styles may be regulated when style of dress is degrading, embarrassing, distracting to the educational process, odorous, presents a health or safety hazard, promotes gang activity, sex, drugs, alcohol, tobacco or violence. The following styles of clothing are considered unacceptable and violators are subject to suspension. (No Warnings)*

A. XENIA HIGH SCHOOL

1. No student on or about school property or at any school sponsored activity shall wear, possess, use, distribute, display or sell any clothing, medallions, or other jewelry, insignia, emblem, badge, patch, symbol, sign, tattoo (whether permanent or temporary), scar or mark, hairstyle, or other elements which identify a **GANG** (or which are evidence of membership or affiliation of any GANG) or which disrupts the academic process. (BOE 5840)
2. Clothing, jewelry, or other items of expression which "advertise or promote a drug substance, drug paraphernalia, alcohol, or make sexual reference or display profane words, or carry a wide variety of connotations or interpretations."
3. The body or undergarments should not show through clothing (obvious lack or appropriate undergarments. No undergarments can be visible. This applies to males and females. Boxers are undergarments.
4. Hats, hoods, stocking caps, scarves, bandannas, headbands, and sunglasses **are prohibited** throughout the building. Upon entering or leaving the building all

- headwear must be removed within ten(10) feet of the entrance/exit door.
5. No chains may be worn as any part of the dress.
 6. Coats and jackets designed for outdoor wear may not be worn to, in, or from classes. All coats and jackets are to be kept in your locker. **NO EXCEPTIONS!**
 7. Book bags, backpacks, backpack purses, briefcases, and gym bags must be stored in lockers during the school day.
 8. Capri pants are permitted.
 9. Shorts are permitted with the following guidelines:
 - a. Shorts must be at least mid-thigh in length.
 - b. Shorts must be worn where the waistband is.

Sagging pants/shorts that expose undergarments will not be tolerated.

 Pants are to be worn so that the entire waistband is above the highest point of the hip bone. Pants and shorts may not have inappropriate holes, tears cuts.
 10. Clothing should cover the body (halter tops, crop tops, tube tops, bare midriffs, miniskirts, knit sweat suits, mesh shirts, and tank style shirts ***are not*** permitted.) Any shirt that could ***NOT*** be tucked in and stay tucked in will ***NOT*** be permitted. Skirts and shorts if permitted must touch the top of the kneecap. Skirts and shorts are permitted according to building regulations.
 11. Skirts are permitted with the following guidelines:
 - a. Skirts must be at least mid-thigh in length.
 - b. Cheerleading skirts must follow the same guidelines.
 12. Shirts must be long enough to either be tucked in or, when arms are extended upward, the bottom of the shirt must overlap at the waist with pants/shorts/skirts.
 13. No slippers or sleepwear except on approved days during Spirit Week.
 14. Clothing should be worn as designed.

** Dress code evaluation and judgement by the XHS administration is final.*

B. MIDDLE SCHOOLS

1. No student on or about school property or at any school-sponsored activity shall wear, possess, use, distribute, display or sell any clothing, medallions, or other jewelry, insignia, emblem, badge, patch, symbol, sign, tattoo (whether permanent or temporary), scar or mark, hairstyle, or other elements which identify a **GANG** (or which are evidence of membership or affiliation of any GANG) or which disrupts the academic process. (BOE 5840)
2. Clothing, jewelry, or other items of expression which "advertise or promote a drug substance, drug paraphernalia, alcohol, or make sexual reference or display profane words," or carry a wide variety of connotations or interpretations.
3. The body should not show through clothing (obvious lack of appropriate undergarments).
4. Shoes must be worn at all times. Health and safety of the student must be maintained.
5. Clothing should cover the body (halter tops, crop tops, tube tops, bare midriffs, miniskirts, knit sweat suits, mesh shirts, and tank style shirts ***are not*** permitted.) Any shirt that could ***NOT*** be tucked in and stay tucked in will ***NOT*** be permitted. Skirts and shorts if permitted must touch the top of the kneecap. Skirts and shorts are permitted according to building regulations.
6. Hats, hoods, stocking caps, scarfs, bandannas, headbands, and sun glasses ***are not*** to be worn in the building. Upon entering or leaving the building, all head wear must be removed within (10) feet of the Exit door.

7. Pants and trouser styles must be worn where the waistband is. (For example, sagging pants that expose undergarments are unacceptable. Any sagging pant style is unacceptable.)
8. No chains may be worn as any part of the dress.
9. Coats and jackets designed for outdoor wear may not be worn to - in - or from classes. All coats and jackets are to be kept in your locker. **NO EXCEPTIONS!** (Suit or sports blazers are not included.)
10. Book bags, back packs, briefcases, and gym bags must be stored in lockers during the school day.
11. Clothing should be worn as designed.

**** Dress code evaluation and judgement by the CMS, and WMS, administration is final. Dress code regulations may vary from the above. Refer to your child's school handbook.***

C. ELEMENTARY DRESS CODE

Clothing styles and grooming may be regulated when:

1. The health or safety of students is endangered.
2. Potential and/or proven disruption is in evidence or anything that disrupts the education process. (i.e. gang related apparel - racial and/or ethnic reference.)
3. The school or community is degraded or embarrassed.
4. Promotes sex, drugs, alcohol, tobacco, violence, or gang activity.
 5. Clothing, jewelry, or other items of expression which "advertise or promote a drug substance, drug paraphernalia, alcohol, or make sexual reference or display profane words," or carry a wide variety of connotations or interpretations.
 6. The body should not show through clothing (obvious lack of appropriate undergarments).
 7. Shoes must be worn at all times. Flip flops are prohibited. Health and safety of the student must be maintained.
 8. No chains may be worn as any part of the dress.
 9. No pajamas or house slippers may be worn during school hours.
 10. Shorts are permitted according to building regulations.

**** Dress code evaluation and judgement by the Elementary School administration is final. Dress code regulations may vary from the above. Refer to your child's school handbook.***

XII. FREEDOM OF EXPRESSION (BOE 3310)

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

- A. TYPES OF STUDENT EXPRESSION:
 1. expression by speech;
 2. expression by writing;
 3. expression through hair styles;
 4. expression through clothing;

5. expression through buttons, badges, etc.;
6. expression through physical gestures; should not be prohibited unless:

B. STUDENT EXPRESSION SHOULD NOT BE PROHIBITED UNLESS:

1. it clearly endangers the health or safety of students;
2. it potentially disrupts the educational process of the school;
3. it is libelous or of an obscene nature;
4. it threatens any person or group within the school;
5. it advocates violation of the law or official regulations;
6. it is considered false in the light of available facts.
7. it promotes sex, drugs, alcohol, tobacco, or violence.

C. Students who continually refuse to abide by these guidelines may forfeit their right to an education through suspension and/or expulsion.

XIII. 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 parents(s) or the student in compliance with law, and yet be guarded as confidential information. Requested copies of records will be available within two business days with appropriate identification.

XIV. SCHOOL ACTIVITIES (BOE 5610.05, 2431)

No student shall be denied the privileges of participation in a school-sponsored activity for any reason other than the student's ability to perform.

- A. This regulation cannot violate rules and regulations of the OHSAA, North Central Accrediting Association, State Board of Education or other legally constituted regulatory agency.
- B. 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.
- C. The director of an activity has the obligation of establishing training rules consistent with the activity.
- D. 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 grades 7 or 8 must be currently enrolled and must have been enrolled in school the immediately preceding grading period and received passing grades during that grading period in 75% of those subjects carried the preceding grading period which met five (5) days per week of its equivalent.

XV. ATTENDANCE (BOE 5200)

A. ATTENDANCE REGULATIONS

1. Past absence from school or class is to be excused by the school for the following

reasons:

- a. Personal illness (a doctor's excuse may be required of parents in absences of five (5) or more consecutive days).
 - b. Illness in family and a child 14 or over who must be kept home to help.
 - c. Quarantine of home.
 - d. Death of relative.

 - e. Absence of parents or guardian from home (emergency only) for those 14 and up.
 - f. Religious holidays
 - g. Emergency or other good reasons which, in the judgment of the principal, are valid reasons for absence from school. (Doctor and dental appointments, court appearances, college visits, out of town trips taken with parents where advance approval is obtained, etc.)
2. Written requests for future limited absence from school may be granted to a child over fourteen by the principal for the purpose of performing necessary work directly and exclusively for his parents or legal guardian (ORC).
 3. The following are examples of being truant from school. Make-up work will be permitted for this type of absences... if requested, although **NO** credit will be given. A failing grade will be given for any work missed.
 - a. Missed bus unless breakdown is involved.
 - b. Oversleeping
 - c. Flat tire/vehicle difficulties
 - d. Students' transportation did not arrive
 - e. Personal photo appointment
 - f. Driver Education field exam
 - g. Xenia Community Schools does not recognize Senior Skip Day.
 4. A pupil must be present more than one half (½) a school day to be considered present for the day. The following excuses for pupil absence will be accepted: Personal illness or quarantine of home; illness or death in immediate family; religious holidays; any other occurrence or situation which in the judgement of individual principals may necessitate absence from school.
 5. The administration reserves the right to verify and approve all notes.
 6. The principal or his designee will review the attendance pattern of all students who have missed ten (10) or more school days, to determine if extenuating circumstance does exist. If not, the principal may require a doctor's note to excuse all future absences.

Early Release

Parent/Guardian wishing to sign out a student must be listed on the student's Emergency/Medical Card. The parent/guardian will be required to present a photo I.D. or drivers license upon request.

B. ATTENDANCE STANDARDS FOR XENIA COMMUNITY SCHOOLS

Xenia Community Schools places a high priority on attending school each and every day; therefore, any unexcused absence from class or school for eighteen (18) or more days during the school year, and/or nine (9) or more days per semester, may result in the student being retained.

1. A warning letter shall be mailed to the parents or guardian when a student has accumulated five (5) days of unexcused absence.
 2. The parent or guardian must notify the school starting an excused absence.

- a. If all absences are excused and the work is satisfactorily made up within 48 hours, the student can receive credit for the makeup work. The student is given one day for each excused day absent to makeup work and receive credit.
- b. If all absences are excused but the missed work is not made up as indicated in 2a, the student will receive failing grades for the period of time he or she was absent.
- c. Students must have a note from the parent or guardian, brought to school within 48 hours, stating an excused absence to receive make up work.
3. The principal may not award credit to any student who has been absent without an excuse for eighteen (18) or more days per year, and/or nine (9) or more days per semester, unless an attendance waiver has been granted.
4. Parents or guardians of students who have failed a course or grade level due to any unexcused absence from school for eighteen (18) or more days, and/or nine (9) or more days per semester, may request an attendance hearing with the principal if extenuating circumstances exist, such as:
 - a. Extended hospital or house illness covered by a doctor's excuse.
 - b. Written requests for future absence excused by the principal for emergencies in the home, vacation, college visits, job interviews, etc.
 - c. Extended quarantine of the home.
 - d. Abnormal number of serious illnesses or deaths in the family.
 - e. Pregnancy complications or serious illness until home instruction is arranged.
 - f. Other reasons which in the opinion of the principal are classified as unavoidable absence from school.
5. If a hearing is granted, the principal may request the District Attendance Officer to assist in the review of the case.
6. Student vacations (5202)
 - a. In addition to the vacation days established by the school district, a student may be granted vacation time upon request by the student's parent or guardian. Vacation time in excess of five (5) days shall not be considered as excused absence.
 - b. Written request should be made at least five (5) days prior to leaving school for vacation.
 - c. The building principal must approve the written request. A student's attendance record shall be considered in the decision making process.
 - d. The student must make arrangements regarding make-up work with all teachers prior to leaving school for the vacation.
 - e. Make-up work must be completed according to BOE 5202.
 - f. Students who do not follow these procedures shall not be permitted to make-up school work and the absence shall be considered as unexcused.
 - g. Vacation Request Forms are available in the schools' main office.

XVI. STUDENT DRIVING (BOE 5515) (AGES 16 AND UP ONLY)

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 the building principal. Single line traffic must be followed, both entering and leaving the parking areas, and the 5 mph speed limit obeyed at all times. All vehicles are to be registered in the main office and display registration sticker. All vehicles must be parked between the parallel lines. Revocation of driving privileges for violation of these and other reasonable driving rules is at the discretion of the building principal, since driving to school is a privilege and not a right.

A. DRIVING

1. Students are to show good judgement when entering or leaving the parking lot. No speeding or reckless driving will be tolerated. Five miles per hour is the speed limit in the school parking lot. Violators of the above regulations will forfeit their parking permit immediately, and are subject to disciplinary action.

2. 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.

3. Students are to abide by all Ohio Driving laws.

B. 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. All off-campus parking is prohibited. If you drive to school, you are to park in the students parking lot **ONLY**.

2. Park between the lines marked for parking. Do not occupy more than one space. Do not park in the spaces adjacent to the sidewalk.

3. Students have five minutes to park the car and report directly to the building. Students are not to loiter in their cars once they are parked on school property.

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.

C. LOSS OF DRIVING PRIVILEGES (Ages 16 and up ONLY)

1. Due to Habitual Truancy

Board of Education Policy 5500

Whenever any student under the age of 18 has more than ten consecutive absences or at least fifteen 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 the Registrar of Motor Vehicles on Form 2239 and the Judge of Juvenile Court in writing of the student's excessive absenteeism (ORC §3321.13 (B) (2)).

2. Due to Withdrawal from School for Expulsion

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 Judge of Greene County Juvenile Court. 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.

After receiving such information from the Superintendent, the Registrar of Motor Vehicles is required 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 is prohibited from issuing a temporary permit or a license. Any denial of driving privileges would remain in effect until the student reaches the age of 18 or until the denial of driving privileges is terminated or another reason allowable under Ohio law.

3. Due to Suspension or Expulsion for Possession or Use of Drugs

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.

4. 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 18 or until the denial of driving privileges is terminated for another reason allowable under the 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.

XVII. SPECIAL RULES: XENIA HIGH SCHOOL MIDDLE SCHOOLS + ELEMENTARY =

Certain rules which have not been emphasized elsewhere, are outlined below. In our efforts to communicate clearly to our students, we list important procedures to be followed at Xenia Community Schools.

A. DROP OFF AND PICK-UP OF STUDENTS: In order to provide traffic safety

1. All students to be dropped off or picked up at XHS must be at the Yellowstone student parking lot.
2. In order to improve traffic safety, cars should pull up as near as possible to the curb nearest the flag pole to drop off a student.

B. ARRIVAL/DISMISSAL PROCEDURES

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 suspension**.

1. All students upon arrival are to use Kinsey Road or Yellowstone Drive entrances to the building.
2. All students who arrive before 7:00 a.m. are to report to the cafeteria, after 7:00 a.m. students are to report to their homeroom area. No student is to go to their locker before 7:00 a.m.
3. Arrival by car: All students dropped off or picked up must be from the student (Yellowstone) parking lot. Do not enter Bus Loading Zone.
4. Arrival by driving: Students have five (5) minutes to park the car and report directly to the building upon arrival. Students are not to loiter in their cars once they are on school property.
5. Arrival by bus: Students are to report directly to the building.
6. Arrival by walking: Students are to enter the building immediately after arriving on campus.
7. During the school day: Students are not to leave the building once they are in the building, without permission of the principal.
8. All students are required to sign in and out upon late arrival and approved early dismissals.

9. Dismissal: All students should leave the building promptly (by 2:33 p.m.) unless a special supervised activity requires them to stay. Students waiting for rides after 2:33 p.m. should do so from the main lobby.
 - a. Students waiting for a P.M. ride. 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. Students are to walk immediately to "walk off-campus" zones (sidewalks - paths).
 - c. Dismissal by driving. There is to be no loitering in the student parking lot. Students are to go to car and exit the parking lot.
 - d. Dismissal by bus. Students are to report directly to 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 bus. There is to be no loitering (standing around) in the bus loading area.
- C. OFF LIMITS AREAS
 1. All outside areas during school hours; all grass or seeded areas; use sidewalks or paved areas only. Use interior hallways only.
 2. Auditorium, gym complex, except P.E. classes, and mezzanines unless supervision is present.
 3. During lunch time, those areas in the building where classes are in session while you are assigned to lunch.
- D. HALL PASSES
 1. No student is to be in a hallway without a pass.
 2. A pass must be in hand and shown to a hall monitor or hall duty teacher.
 3. Students must complete the hall pass registration form.
 4. There is to be no intimidation of monitors by any student. If a monitor requests to see your pass, it must be shown to him or her without hesitation.
- = ● + E. BEVERAGES IN SCHOOL
No student is to bring beverages of any kind to school. No food of any type is to be taken out of the cafeteria. No glass containers/under discretion of building administrator.
- = ● + F. AUDIO/VIDEO DEVICES
Students are not permitted to have radios, video/audio recorders (i.e. CD's, digital players, etc.), paging devices/transmitting devices, cellular phones, tape recorders, cameras, iPod, MP3 player, electronic games, and other such devices at school. Written permission can be obtained from the principal for instructional purposes. The school will not accept responsibility if items are lost or stolen.
 1. Students are not permitted to tamper with or touch school safety/monitoring equipment.
- = ● + G. DEFACING SCHOOL PROPERTY
 1. There is to be no writing on desk, walls, or tables in the classroom.
 2. Electrical switches or instruments on walls are not to be tampered with.
 3. Students defacing school property will be held financially liable, referred to court, and subject to expulsion.
 4. Lockers: There are to be no posters, pictures, decals, etc. put on

lockers that require using any material except masking tape. None of the items listed are to be affixed to the outside of the locker, unless obtaining prior permission from administration/teacher.

- = ● + H. PUBLIC DISPLAY OF AFFECTION 5500
Pursuant to School Policy 5500 Public Display of Affection, students are advised that the following acts are *considered public displays of affection and considered unacceptable and subject to suspension if violated*:
 1. Petting, amorous embracing, caressing
 2. Kissing
 3. Purposefully body contact, except hand holding or an effort to assist a student who is physically disabled or is physically unable to stand or walk.

- = ● + I. ABSENTEE NOTES 5200
Pursuant to School Policy 5200 all students must have notes/phone call stating the reason for their absence with the parent/guardian phone number when they return to school. Students who are 18 should get special permission from the building principal before they can write their own notes.

- = ● + J. MEDICATION
It is the policy of the Xenia Community Schools that all medications are administered by a parent at home **whenever possible**. Under certain circumstances, medication **prescribed** may be administered at school.
 1. All medication **must** be brought to school in the original bottle by the parent and stored in the school clinic **only**. Medication administered during school hours must be approved by the school nurse upon **completion** of the required registration form.
 2. The medication form must be signed and dated by the parent/guardian **and** physician.
 3. All medication must be administered upon approval and only under clinic supervision.
 4. Parents may administer non-prescription unregistered medication under clinic supervision during school hours.

- = ● + K. CLINIC
 1. All medication will be kept and administered in the clinic per Board of Education Policy 5330. Students' are responsible for requesting medications.
 2. Student Illness: A student who becomes ill during class will be sent directly to the nurse; clinic aide or the grade level counselor by the teacher.
 3. Students are not to report to the clinic or guidance office without a pass from their teacher.
 4. If there is a necessity to go home, a parent or guardian will be notified by the clinic. Students **ARE NOT** to contact parents without following the above procedures.
 5. ***Students are not to lounge in restroom claiming to be sick!***

- L. SCHOOL DANCES/PROMS (Xenia High School)
Middle School students or younger and guests 21 years or older may not attend dances and proms. All guests **must** be pre-approved by Xenia High School administration and/or the sponsoring organization five (5) business days prior to the event. Alcohol and tobacco are prohibited. All dances will end prior to 12:00 p.m.!

XVIII. GUIDANCE AND COUNSELING (Grades 6-12 ONLY)

The school counselor through the Guidance Department seek to provide service to students, parents, and teachers. An effective program is one that enables students to better understand themselves, their abilities and interests, and to relate these factors to the needs of society so that they may make appropriate decisions.

A. PROCEDURE FOR STUDENT TO SEE COUNSELOR (XENIA HIGH SCHOOL ONLY)

1. Guidance request sheets are available in counselors waiting room. Student completes

guidance request sheet - designating period or recommended desired day of conference.

2. Complete the guidance request form and leave it in the grade level counselor's request box. Do not wait in office or be late to your next class.

3. Students **ARE NOT** to report to the Guidance Office without being sent for by their counselor. Teachers will not send students to Guidance Office unless it is an emergency.

● + B. TEACHER INITIATED REFERRAL OF STUDENT TO COUNSELOR

Student Counseling Referral Form. After the counselor has had a conference with the referred student, one copy of the form indicating results of conference will be mailed to the parents, one copy returned to the teacher, and one copy placed in the student's counseling folder.

C. WRITING CLASS ADMIT SLIPS FOR SUSPENDED STUDENTS (Grades 6-12 ONLY)

All admit slips for students returning from suspension will be written by his or her **grade level counselor**. Homeroom teachers should send those students coming off suspension to their counselor if they come to homeroom before going to their counselor. All teachers, including homeroom teachers, are to ask these students to see their admit slip. **Do not admit them to your class without an admit slip from their counselor**. If they attempt to come to class without an admit slip, send them to their counselor.

XIX. COMPUTER TECHNOLOGY AND NETWORKS DISCIPLINE CODE 5500

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. Any student unable to log

into the network for *any reason* will be subject to the penalties below.

- 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 diskettes 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 Internet Use Consent 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, World Wide Web, 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.
Penalties: Penalty 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 changed 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.

* Building administrators will enforce the Student Discipline Code when applicable. Penalties for Discipline Code infractions may include suspension and expulsion if warranted.

XX. CONDUCT & ARRIVAL/DEPARTURE PROCEDURE FOR GCCC STUDENTS RIDING SHUTTLE TO AND FROM XENIA HIGH SCHOOL

All Xenia GCCC students riding a bus to GCCC will be bused to Xenia High School and then shuttled to GCCC. The conduct of GCCC students as well as Xenia High students should reflect a positive climate for all students. The following paragraph needs your

attention and compliance. There will be no warnings. Violators will be referred for disciplinary action. *The Xenia High School students' rights and responsibilities will apply to all students riding buses.*

Arrival Procedure: Pursuant to Board Policy, all GCCC students arriving by bus, being dropped off, or walking to Xenia High School to catch a shuttle are to adhere to the following guidelines: Students are not to leave school property. They must go directly to their shuttle bus (to leave the shuttle bus, permission must be obtained from the driver). Violators will be subject to suspension.

GCCC students are not to arrive on XHS campus to catch their shuttle before 7:10 a.m. of their shuttle. After arriving on campus, they must go directly to their shuttle. ***Do not enter the building unless you are on official business. (Official business means you are restricted to the Main Office or Guidance Office ONLY). You must report to the Main Office and obtain a pass to be anywhere in the building.***

A. ARRIVAL BY CAR

All GCCC students being brought to XHS to catch a shuttle to GCCC must be dropped off from the student (Yellowstone) parking lot. No drop offs are permitted from the bus loading area. The same applies for picking up students. Students have five (5) minutes to leave car and board their shuttles.

B. ARRIVAL BY DRIVING

NONE. No GCCC student may drive their car to XHS, park it, and catch the shuttle bus. Violators' cars will be towed away and the guilty student will be suspended from school.

C. ARRIVAL BY BUS

Report directly to shuttle bus.

D. ARRIVAL BY WALKING

Once a student is in sight of the building he/she must be in the process of walking to the shuttle. ***There will absolutely be no loitering on or near school property.***

E. Rules regarding smoking, drugs, etc. will be strictly enforced.

**2002-2003 THE HANDBOOK OF THE OHIO HIGH
SCHOOL ATHLETIC ASSOCIATION
CONSTITUTION, BYLAW, AND SPORTS REGULATIONS**

SECTION 4. SCHOLARSHIP

- 4-4.1 In order to be eligible in grades 9-12, a student must be currently enrolled and must have been enrolled in school the immediately preceding grading period. During the preceding grading period, the student must have received passing grades in a minimum of five one-credit courses or the equivalent which count toward graduation.
- 4-4.2 The eligibility or ineligibility of a student continues until the start of the fifth (5th) school day of the next grading period, at which time the grades from the immediately preceding grading period become effective. **EXCEPTION:** Eligibility or ineligibility for the first grading period commences with the start of the fall sports season.
- 4-4.3 A student enrolled in the first grading period after advancement from the eighth grade must have passed 75% of those subjects carried the preceding grading period in which the student was enrolled.
- 4-4.4 A student enrolling in the seventh 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 been enrolled in school the immediately preceding grading period and passing 75% of those subjects carried the preceding grading period in which the student was enrolled.
- 4-4.5 The eligibility of a transfer student must be established by school records or verification from sending school. The responsibility for establishing eligibility rests with the receiving school.
- 4-4.6 Summer school grades earned may not be used to substitute for failing grades from the last grading period of the regular school year.

4-4.7 Tutoring or examinations to complete the preceding grading period requirements is permissible provided the inability to complete the required work on time is due to illness or accident verified by a physician and the procedure applies to all students in the school.

4-4.8 The Commissioner may waive the requirement of preceding grading period enrollment if a student has been withdrawn or removed from school because of circumstances due to personal accident, illness or family hardship. **The principal or the official designee of the school shall appeal in writing to the Commissioner.** The appeal shall contain documentation with the school and medical supporting evidence. The decision of the Commissioner may be appealed to the Board of Control.

IMPORTANT NOTE: ATHLETIC ELIGIBILITY FOR FALL SPORTS PARTICIPATION IS BASED ON THE GRADES EARNED DURING THE FINAL GRADING PERIOD OF THE PREVIOUS YEAR. THEREFORE, TO BE ELIGIBLE IN THE FALL OF 2002-2003, YOU MUST EARN YOUR ELIGIBILITY CREDITS DURING THE 4TH GRADING PERIOD OF 2001-2002. EXAM GRADES AND FINAL GRADES DO NOT COUNT TOWARD ELIGIBILITY.

STUDENT ATHLETIC ELIGIBILITY
ATTENTION ALL STUDENTS IN GRADES 7, 8, 9, 10, 11, and 12

XENIA COMMUNITY SCHOOLS BOARD OF EDUCATION
POLICY 2431

Please familiarize yourself with the academic eligibility policy as it relates to athletic participation in the Xenia Community Schools. All student athletes, cheerleaders, managers, statisticians, trainers, and other students governed by the Xenia Athletic Department shall abide by all rules and regulations pertaining to academic eligibility established by the Ohio High School Athletic Association (OHSAA).

If a coach permits an academic ineligible team member to continue participation, he/she must attend and take part in all practices, team meetings, and follow all team rules and policies during the time of academic ineligibility. An academic ineligible team member must also attend all games and events but will not dress or participate, school recognition and/or awards earned shall be given at post-season banquets.

Student athletes, cheerleaders, managers, statisticians, trainers, and other students governed by the Xenia Athletic Department must meet state eligibility rules and regulations before any interschool competition (scrimmage, regular or post-season games) as defined in the Ohio High School Athletic Association (OHSAA) Handbook.

Weekly deficiency information will be provided to head coaches, building administrators, athletic coordinators, academic counselors, and other necessary school personnel for the purpose of assisting student athletes with academic performance and related issues.

INTERSCHOLASTIC EXTRACURRICULAR ELIGIBILITY

Nine week eligibility requirements for participating in interscholastic extracurricular activities must conform with, but may exceed, regulations of the Ohio High School Athletic Association.

Eligibility for students in grades 7-12 includes current enrollment and enrollment in school during the immediate preceding grading period. An exception to this policy is a student who enrolls in the seventh grade for the first time is eligible for the first grading period regardless of previous academic achievement.

During the preceding grading period, 7th and 8th grade students must have passed seventy-five (75%) of classes enrolled while 9th through 12th grade students must have passed a minimum of five (5) one credit courses which count toward graduation.

In addition, a student must maintain a 1.0 grade point average (GPA) during the preceding grading period in order to participate in activities that are governed under this policy. A failing grade will not prohibit participation if all other eligibility criteria have been met.

A student with an IEP is not exempt from the grading provisions set forth in this policy. If a student's GPA falls below a 1.5 during the previous grading period, the student must attend

the district's academic intervention program in order to maintain eligibility. Such intervention will be according to the administrative regulations set forth in 2431.

Activities that fall under the interscholastic extracurricular eligibility policy are as follows:

- * All Academic Competition Teams
- * All Athletic Competition Teams
- * Cheerleaders and Cheerleading Competition Squads
- * Drill Team; Flag Corps; Dance Team; Color Guard; Winter Guard; Drum Line

Failure to comply with the grading period eligibility requirements set forth in this policy will result in extracurricular interscholastic ineligibility for the following grading period.

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