Youngstown City School District values the importance of positive school culture and climate that prioritizes safe and nurturing learning environments. We invite students and their families, along with community partners and stakeholders to share in our commitment to improving the lives of our children on their journey to academic excellence and lifelong success.
CHIEF EXECUTIVE OFFICER’S MESSAGE

Dear YCSD Families,

At Youngstown City Schools, we are committed to creating supportive and safe schools centered on academic excellence and positive behavioral supports. Our vision is to establish an inspiring and innovative social culture that encourages our students to reach for their dreams while securing lifelong success.

We want to provide our students with clear expectations of positive behavior and reinforce good behavior through District-wide implementation of Positive Behavioral and Intervention Supports ("PBIS") and Restorative Practices, which emphasize that all students receive an education rather than be excluded from the classroom. The focus remains on improving our children’s quality of life while reducing problem behaviors.

My Leadership team and I are dedicated to increasing academic achievement for all students and providing individualized supports needed to elevate student success. Combining high-quality instruction and a caring school environment will produce valued outcomes for children and their families.

Families play a critical role in their children’s success at school. Please take the time to read this important document and discuss it with your children. We understand that family support of our positive change in school culture will lead to a safe and orderly school community. We all share in the responsibility of transforming Youngstown City Schools for the benefit of our children so that they may reach their fullest potential. Working Together, Our Students Succeed.

If you have questions or concerns regarding this Code of Conduct or the supports we offer, please contact the Office of Student Services.

Sincerely,

Krish Mohip
Chief Executive Officer
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I, __________________________ (print student’s name) have received and read the Student Code of Conduct for Youngstown City Schools. I am aware of my rights and responsibilities under the Student Code of Conduct. Furthermore, I understand that acts of misconduct or inappropriate student behavior will result in interventions and consequences as stated under the Code.

_________________________________________  ______________
Student Signature                               Date

Parent/Guardian Agreement

Dear Parent or Guardian:

Youngstown City Schools believes that you should be informed regarding our effort to create and maintain a safe and secure learning environment for all students. Please read the Student Code of Conduct and sign the document below to acknowledge your receipt and understanding of it.

I am the parent or guardian of the above named student. I have received and read the Student Code of Conduct. I understand that by signing this document, I agree to support and promote the goals of Youngstown City Schools and make every effort to work with the school in resolving all disciplinary matters.

_________________________________________  ______________
Parent/Guardian Signature                       Date
POSITIVE SCHOOL CULTURE AND CLIMATE PLAN

With academic achievement as the District's first goal, creating supportive school environments is the engine that powers student success. In order for learning to take place, students must experience a level of safety, respect, and support from educators, non-instructional staff and peers on a daily basis. A culture of positive behavior must replace student discipline issues. Students must be appropriately challenged and encouraged to achieve their academic and career goals, with support from those around them in school.

Youngstown City School District will focus on supporting the whole child with every student. Teachers will tailor instruction and fully support students with exceptional needs. We will expand advanced and specialty course offerings to better engage students, as well as prepare them for a variety of post-secondary and career opportunities. The District will implement a positive behavior approach (Positive Behavior Interventions and Supports or PBIS), which framework is included in this Code, and expand after-school opportunities to engage students.

Maintaining a safe, productive environment inside our schools and classrooms is a priority at Youngstown City Schools so that our students will learn, grow in character and maturity, and graduate ready for success.

RESTORATIVE PRACTICES

Restorative practices are based on mutual respect and responsibility with embedded principles that focus on repairing and restoring relationships among students, staff and the community. It is our aim to address the school climate, culture, and the social-emotional growth of our students through implementation of these principles. Our vision is to create alternatives to traditional, punitive discipline, which are often exclusionary, and instead keep our kids in school in a safe learning environment. With this philosophy our educators will seek to create a sense of community ownership among our students by empowering our youth to self-regulate without the need for formal discipline.

With these problem-solving strategies included in this Code, Youngstown City Schools will effect positive change in student behavior and maximize appropriate conduct, promote healing for all those impacted by the behavior, generate social capital, empower victims and their families along with offenders through shared responsibility and constructive resolutions, and engage in collective responsibility for both the victim’s and offender’s support system for making amends and shaping future behavior. Ultimately, our goal is to reduce problem behavior and improve school culture and climate and academic performance through meaningful instruction and guidance to offer students an opportunity to learn from their mistakes and contribute back to the school community.
POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS (PBIS)

Positive Behavior Intervention and Supports (PBIS) serves as the foundation to creating a positive school culture. It is a data-driver, prevention-focused approach for meeting the behavioral needs of all students. This PBIS framework is part of Youngstown City Schools’ Pyramid of Interventions, a step-by-step process that use both prevention and intervention techniques to meet the needs of the whole child.

Tier of Interventions

PBIS consists of three tiers of intervention:

Schoolwide, Targeted and Intensive
THE DISTRICT BELIEVES THAT ALL STUDENTS HAVE THE RIGHT TO LEARN, AND NO STUDENT HAS THE RIGHT TO DISRUPT THE LEARNING ACTIVITIES OF OTHERS. IT FURTHER RECOGNIZES THAT STUDENT CONDUCT IS CLOSELY RELATED TO LEARNING. AS SUCH, THE DISTRICT HAS PROVIDED GUIDELINES FOR THE TEACHING AND IMPLEMENTATION OF EXPECTED BEHAVIORS.

**Student Expectations**

- Respect all members of the school community
- Respect the person and property of others
- Preserve the degree of order necessary to the educational program in which you are engaged
- Respect the rights of others
- Respectfully respond to those who hold positions of authority
- Comply with the District’s attendance, dress code, unlawful harassment and bullying policies
- Behave in a manner that focuses on academic success
- Be responsible and accountable for following school rules

At the beginning of the school year or upon entering the District students and their families will be provided annually with this Code of Conduct. The information provided herein includes definitions of behavior infractions that if committed by students will be addressed by the administration. This Code further includes activities for teaching and encouraging expected behaviors through positive reinforcement along with restorative practices for providing interventions, supports and consequences for negative behavior.
Our vision is to address student behavior through instruction and guidance, restorative practices, working with families, and to utilize community supports and resources to assist our children in meeting District behavioral expectations.

WORKING WITH FAMILIES

➤ What Families Can Expect Following Misbehavior

➤ Building Principal or designated building administrator will investigate the incident, including meeting with the student and any others involved to allow them to explain the situation.
➤ Notify parent(s) of the outcome of the investigation and if a corrective strategy is utilized.
➤ Building Principal or designated building administrator will send a letter to the family if the corrective strategy is an assignment to an alternative program (Mahoning County High School) informing them of the assignment and the basis for such decision.

➤ Alternative Program – Mahoning County High School

➤ Youngstown City Schools provides an alternative program in lieu of out-of-school suspension and out-of-school expulsion.
➤ Within twenty-four (24) hours the student will be informed in writing of the potential suspension and an explanation of the reasons for the proposed action and the assignment to Mahoning County High School. The parent will also be contacted and provided a copy of the letter.
➤ Student and parent will be provided an opportunity to meet with the Building Principal and/or designated building administrator regarding the assignment and be provided an opportunity to explain the student’s behavior and/or challenge placement at the alternative program.
➤ If it is ultimately determined that the student be assigned to Mahoning County High School, the student and the family will be given information regarding the student’s assignment, including transportation to and from the alternative program, how progress is monitored while attending the program, and if applicable, the process of reintegration into the regular school setting.

➤ Parent/Student Rights – Out-of-School Suspension

➤ Student will be informed in writing of the potential suspension and the reasons for the proposed action.
➤ Student will be provided an opportunity for an informal hearing to challenge the reason(s) for the intended suspension and to explain his/her actions.
➤ An attempt will be made to notify parent(s) or guardian(s) by telephone if a suspension is issued.
➤ Within one (1) school day of the suspension the building principal or other designated administrator will notify the student’s parent(s) or guardian(s).
    ➤ The notice will include the reasons for the suspension and the right of the student and parent(s) or guardian(s) to appeal to the Chief Executive Officer or his designee, the right to be represented at the appeal, and the right to request the appeal be heard before the Chief Executive Officer or his designee.
**Appeal** – If the student or parent(s) or guardian(s) intend to appeal the suspension to the Chief Executive Officer or his designee, such notice of appeal must be filed, in writing, with the Treasurer or the Chief Executive Officer within seven (7) days after the date of the notice to suspend.

**Parent/Student Rights – Expulsion**

- The Chief Executive Officer or designee will give the student and parent(s) or guardian(s) written notice of the intended expulsion, including reasons for the intended expulsion.
- The student and parent(s), guardian(s) or representative have the opportunity to appear before the Chief Executive Officer or designee to challenge the proposed action or to otherwise explain the student’s actions. The written notice will state the time and place to appear, which must not be earlier than three (3) school days nor later than five (5) school days after the notice is given, unless the Chief Executive Officer or designee grants an extension upon request of the student or parent.
- Within one (1) school day of the expulsion, the Chief Executive Officer or designee will notify the parent(s) or guardian(s) of the student.

- The notice will include the reasons for the expulsion and the right of the student or parent(s) or guardian(s) to appeal to the Chief Executive Officer or his designee; the right to be represented at the appeal.

**Appeal** – If the student or parent(s) or guardian(s) intends to appeal the expulsion to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer or the Chief Executive Officer within fourteen (14) calendar days after the date of the notice of expulsion. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.

**Parent/Student Rights – Emergency Removal**

- The Chief Executive Officer or designee, principal or assistant principal may remove a student from curricular activities or from the school premises if a student’s presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on school premises. No prior notice or hearing is required for any emergency removal.
- If the emergency removal exceeds one (1) school day, then a due process hearing will be held within three (3) school days after the removal is ordered. Written notice of the hearing and the reason for the removal and any intended disciplinary action will be given to the student as soon as practical prior to the hearing. The person who ordered or requested the removal will be present at the hearing.
**Parent/Student Rights – Permanent Exclusion**

- A student who is sixteen (16) years of age or older may be permanently excluded from school if the student is convicted in criminal court, found delinquent, or found to have assisted, in connection with any of the following offenses:
  - Illegal conveyance or possession of a deadly weapon or dangerous ordinance; carrying a concealed weapon; possessing, selling or offering to sell controlled substances on property owned or controlled by the District or at an activity under the auspices of the District.
  - Aggravated murder, murder, voluntary or involuntary manslaughter, felonious assault, aggravated assault, rape, gross sexual imposition or felonious sexual penetration involving a district employee on school grounds or at a school function.
- The Chief Executive Officer may consider permanent exclusion based on the severity or number of offenses.

**Discipline for Students with Disabilities**

- All state and federal laws and regulations and District policies and administrative guidelines and procedures shall be followed when disciplining a student with disability.
- Applicable District policy may be accessed on the District’s website.

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**PARENT ADVOCATES**

Parent Advocates (PA) are assigned to each school/program site throughout the District. PAs work directly alongside building-level principals, support staff, intervention teams (including school-based social workers, attendance intervention specialists, and community partners) as liaisons. Through a collaborative approach, PAs encourage, educate and empower parents to engage in safe and nurturing environments that prioritize District policies and equitable practices. PAs are available to connect parents with the proper resources to align families with alternatives that best serve students. Those services may include advocacy, restorative circles and extended wrap-around supports. PAs are part of Parent Pathways, a district-wide institute that organize parents and guardians to recognize that teaching starts at home, first.

For more information about Parent Pathways, please contact 330.740.8776
RESTORATIVE STRATEGIES – LEVEL I OFFENSES

**Out-of-school suspension/expulsion is not an option for a Level I violation. However, repeated violations may rise to Level II disciplinary action, which may result in a short-term suspension of 1-5 days.**

<table>
<thead>
<tr>
<th>Student Expectations</th>
<th>Infraction of Expectations</th>
<th>RESTORATIVE STRATEGIES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BE SAFE</strong></td>
<td></td>
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<tr>
<td>✓ Stay in assigned areas</td>
<td>1-1 Failure to be in assigned area</td>
<td>Re-teach behavioral expectations.</td>
</tr>
<tr>
<td>✓ Enter and exit the building as directed</td>
<td>1-2 Skipping Class</td>
<td>Parent outreach</td>
</tr>
<tr>
<td>✓ Comply with teacher and building procedures related to hall passes and absence from class</td>
<td>1-3 Leaving a classroom without permission.</td>
<td>Create a behavior contract that includes expected student behaviors, as well as consequences for infractions and incentives for demonstrating expected behaviors</td>
</tr>
<tr>
<td>✓ Comply with all District student dress code guidelines</td>
<td>1-4 Turning off classroom or stairwell lights</td>
<td>Referral to school support services (i.e., school counselors or social workers)</td>
</tr>
<tr>
<td>✓ Keep hands and feet to yourself</td>
<td>1-5 Improper use of school entrance and exit doors</td>
<td>Referral to peer mediation.</td>
</tr>
<tr>
<td>✓ Ask for help if you are not safe</td>
<td>1-6 Entering or remaining in a classroom, in a school building or on school grounds without an authorized purpose</td>
<td>Referral to mentoring program</td>
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<td>1-7 Unauthorized use of school parking lots</td>
<td>Have the student choose a method of apologizing or making amends to those harmed or offended</td>
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<td>1-8 Trespassing</td>
<td>Provide a reflective activity</td>
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<td>1-9 Inappropriate school attire or accessories.</td>
<td>Short-term behavioral progress reports.</td>
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<td>1-10 “Rough housing/horse play”</td>
<td>Referral to community service (with parental consent)</td>
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<td>PASS, during which school work is completed</td>
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<tr>
<td></td>
<td></td>
<td>Restitution</td>
</tr>
<tr>
<td><strong>BE RESPECTFUL</strong></td>
<td>1-11 Disrupting class or assembly, including but not limited to electronic devices.</td>
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<tr>
<td>✓ Follow directions</td>
<td>1-12 Engaging in pranks that do not endanger persons or property</td>
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<tr>
<td>✓ Obey classroom and building rules</td>
<td>1-13 Throwing food or objects</td>
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<tr>
<td>✓ Cops when the answer is “no”</td>
<td>1-14 Use of inappropriate language</td>
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<tr>
<td>✓ Respect and accept other individuals</td>
<td>1-15 Objective conduct – engaging in minor verbal or physical altercations such as insulting, taunting, or challenging another person under circumstances in which such conduct is likely provoke a disruptive response</td>
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<td>1-16 Inappropriate public display of affection</td>
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<tr>
<td>BE RESPONSIBLE</td>
<td>1-17 Violation of attendance policy</td>
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<td>-------------------------------------------------------------------------------</td>
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<tr>
<td>• Tell the truth</td>
<td>1-18 Sleeping during classroom instruction</td>
<td></td>
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<tr>
<td>• Do your own work</td>
<td>1-19 Refusing to identify oneself to school personnel</td>
<td></td>
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<tr>
<td>• Use personal property on school grounds as approved by the District</td>
<td>1-20 Cheating and/or plagiarism.</td>
<td></td>
</tr>
<tr>
<td>• Use school property and supplies as approved by the District</td>
<td>1-21 Forgery/Fraud/False Identification</td>
<td></td>
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<tr>
<td>•</td>
<td>1-23 Inappropriate use of electronic device</td>
<td></td>
</tr>
<tr>
<td>• Abide by attendance policy</td>
<td>1-24 Negligent or reckless care of school textbooks, equipment, supplies and facilities</td>
<td></td>
</tr>
</tbody>
</table>
**RESTORATIVE STRATEGIES – LEVEL II OFFENSES**

**Repeated Level II offenses may rise to Level III disciplinary action, which may result in suspension for up to ten (10) days with a recommendation for expulsion.**

<table>
<thead>
<tr>
<th><strong>Student Expectations</strong></th>
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</thead>
<tbody>
<tr>
<td><strong>BE SAFE</strong></td>
<td>2-1 Fighting or deliberately provoking/inciting another student to fight</td>
<td>The principal or designee must utilize at least one of their selected strategies used at Level I in conjunction with the selected strategies at this Level.</td>
</tr>
<tr>
<td>✓ Solve problems peacefully</td>
<td>2-2 Violent Disorderly Conduct - engaging in a physical or verbal or physical altercations in which such conduct is likely to provoke a violent/physical response</td>
<td>➤ Conference with student</td>
</tr>
<tr>
<td>✓ Keep hands and feet to yourself</td>
<td>2-3 Initiating or participating in a student prank towards another student or district employee or participating in any activity that has the potential of creating an unsafe condition</td>
<td>➤ Parent outreach</td>
</tr>
<tr>
<td>✓ Obey school policy and federal, state and local law with regard to tobacco, alcohol and/or controlled substances</td>
<td>2-4 Hazing</td>
<td>➤ Loss of privilege</td>
</tr>
<tr>
<td>✓ Obey school policy and federal, state and local laws, as well as community expectations with regard to gang affiliation</td>
<td>2-5 Engaging in gang-related/hate activities included but not limited to writing in gang language or symbols on notebooks/book covers/papers, showing colors/wearing gang apparel, initiations, intimidation and recognizing other gang members</td>
<td>➤ Create a behavior contract that includes expected student behaviors, as well as consequences for infractions and incentives for demonstrating expected behaviors</td>
</tr>
<tr>
<td>✓ Ask for help if you are not safe</td>
<td><strong>BE RESPECTFUL</strong></td>
<td>➤ Referral to school support services (i.e., school counselors or social workers)</td>
</tr>
<tr>
<td>✓ Use polite, appropriate and respectful language with all school personnel</td>
<td>2-6 Taking part in an unauthorized student demonstration, walk-out, sit-in, etc.</td>
<td>➤ Have the student choose a method of apologizing or making amends to those harmed or offended</td>
</tr>
<tr>
<td>✓ Consider the rights of others</td>
<td>2-7 Interference with or intimidation of school personnel</td>
<td>➤ Provide a reflective activity</td>
</tr>
<tr>
<td>✓ Comply with anti-harassment and anti-bullying polices</td>
<td>2-8 Seriously offensive language (profane, obscene, and indecent), gestures, or behavior, based on race, sex, gender, gender identity, religious affiliation or disability, directed at an individual or group</td>
<td>➤ Short-term behavioral progress reports</td>
</tr>
<tr>
<td><strong>BE RESPONSIBLE</strong></td>
<td>2-9 Written, verbal or physical conduct that is persistent, pervasive and/or severe enough that it causes emotional distress or substantially interferes with educational opportunities, adversely affects the ability of students to participate in or benefit from school programs or causes a substantial disruption to the orderly operation of schools</td>
<td>➤ Referral to community service (with parental consent)</td>
</tr>
<tr>
<td>✓ Use school property as approved by the District</td>
<td>2-10 Vandalism where damage amounts to less than $250.</td>
<td>➤ Create home/school communication system</td>
</tr>
<tr>
<td>✓ Respect other’s rights to property</td>
<td>2-11 Minor damage to or destruction of school property or property others</td>
<td>➤ Restitution</td>
</tr>
<tr>
<td>✓ Comply with District and building rules with regard to school visitors</td>
<td>2-12 Stealing or possession of stolen property that amounts to less than $250</td>
<td>➤ Require daily or weekly check-ins with administrator for a specific period of time</td>
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<td>2-13 Assisting an individual in entering the school premises through an unauthorized entrance</td>
<td>➤ Detention</td>
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<td>➤ PASS, during which school work is completed</td>
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<td>➤ Time in alternative assignment in lieu of suspension not to exceed five (5) days</td>
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<td>➤ File charges if law is broken</td>
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</table>
**RESTORATIVE STRATEGIES – LEVEL III OFFENSES**

*Depending on the nature and severity of the offense, the Chief Executive Officer or designee may expel a student for up to eighty (80) days, or under limited circumstances up to one (1) year.*

<table>
<thead>
<tr>
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<tr>
<td><strong>BE SAFE</strong></td>
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<tr>
<td>✓ Obey school policy and federal, state and local laws as it relates to use and/or possession of drugs and/or alcohol</td>
<td>3-1 Possession, use, attempting to distribute, sell or being under the influence of illegal or controlled substances including alcohol, narcotics, drugs prohibited by state and federal law, over-the-counter medicines and prescription medications not prescribed for use by the student in possession of them</td>
<td>The principal or designee must utilize at least one of their selected strategies used at Level 1 in conjunction with the selected strategies at this Level.</td>
</tr>
<tr>
<td>✓ Obey school policy and federal, state and local laws as it relates to possession of a dangerous weapon</td>
<td>3-2 Possession and/or use of any tobacco product, lighter, matches, pipes, or rolling papers, including e-cigarettes and/or forms of smoking vapor</td>
<td>&gt; Conference with student</td>
</tr>
<tr>
<td>✓ Ask for help if you are not safe</td>
<td>3-3 Possession of a dangerous weapon or a look-alike weapon</td>
<td>&gt; Parent outreach</td>
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<td>&gt; Loss of privilege</td>
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<td>&gt; Create a behavior contract that includes expected student behaviors, as well as consequences for infractions and incentives for demonstrating expected behaviors</td>
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<td>&gt; Referral to school support services (i.e., school counselors or social workers)</td>
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<td>&gt; Have the student choose a method of apologizing or making amends to those harmed or offended</td>
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<td>&gt; Arrange linkage with counseling or mental health agency</td>
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<td>&gt; Create a home/school communication system</td>
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<td>&gt; Require daily check-ins with administrator, counselor or social worker for a specific period of time</td>
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<td>&gt; Identify a mentor and establish a schedule of activities related to school performance</td>
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<td>&gt; Work with juvenile court to identify opportunities for restitution</td>
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<tr>
<td><strong>BE RESPECTFUL</strong></td>
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<tr>
<td>✓ Obey school policy and federal, state and local laws as it relates to the rights and protection of others</td>
<td>3-4 Assault against an employee of the District</td>
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<td>3-5 Making a false report against the District or one of its employees</td>
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<td>3-6 Assault</td>
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<td>3-7 Sexual Assault/Battery</td>
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<td>3-8 Sexting</td>
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<tr>
<td>BE RESPONSIBLE</td>
<td>3-9 Robbery</td>
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<tr>
<td>☑️ Stay out of and way from other people's property and person</td>
<td>3-10 Breaking and entering</td>
<td></td>
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<tr>
<td>☑️ Comply with District and building rules</td>
<td>3-11 False fire alarms or bomb threats/reports</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3-12 Fireworks</td>
<td></td>
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<td>3-13 Tampering with fire alarm system</td>
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<td>3-14 Starting a fire/Arson</td>
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<td>3-15 Inducing panic</td>
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<td>3-16 Vandalism where damage is in excess of $250</td>
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<td></td>
<td>3-17 Stealing or possession of stolen property in excess of $250</td>
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<td></td>
<td>3-18 Extortion, coercion or blackmail</td>
<td></td>
</tr>
<tr>
<td>➤ Time in alternative assignment in lieu or suspension not to exceed ten (10) days or expulsion (expulsion may be required by law depending on offense)</td>
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</tr>
<tr>
<td>➤ File charges if law is broken</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
RELATED TRANSPORTATION INFORMATION

Seating assignments may be made by bus personnel or the administration. The bus driver may stop the bus and have a student removed by school administration or local law enforcement for a serious violation of the Code of Conduct and/or violations that are dangerous or extremely disruptive. When a student is determined by a bus driver to have violated the Code of Conduct requirements set forth above or any other bus rules or regulations, the driver shall issue a bus misconduct notice in the student's name to the principal of the building the student attends. The principal or his/her designee shall meet with the student to review the circumstances and facts and the principal shall return the notice or a copy thereof to the Transportation Department, indicating the corrective action taken. Such corrective may include suspension of bus/vehicle riding privileges.

SEARCH AND SEIZURE

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

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicles, of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.
Possessing a wireless communication device is not a violation of the Code of Conduct. However, a student shall not use such device, for any purpose, while at school, on a school bus or school vehicle, at after-school activities and/or any school related or school sponsored functions such as field trips, dances, and any athletic or co-curricular activities.

If the above-referenced rule is violated and/or the possession of a wireless communication device disrupts or interferes with the educational process or the safety and welfare of students or staff, the following disciplinary actions will be taken:

First offense: The wireless communication device will be confiscated. The phone will be returned to the student at the end of the school day.

Second offense: The wireless communication device will be confiscated. The device will be returned to the parent/guardian at the end of the school day in the school office.

Third offense: The wireless communication device will be confiscated. The device will be returned to the parent/guardian at the end of the school day in the school office. The student will be placed in PASS for up to three (3) days.

The District, the school and its staff shall not assume responsibility for devices that are damage, lost, or stolen when brought to school or after being confiscated for violation of this policy.

If a student refuses to turn-over or comply with the confiscation of his/her device, the student shall be placed into the PASS program for 3-5 days. Repeated offenses of refusal will result in a student serving a 1 day out-of-school suspension.
DRESS CODE

While all Youngstown City School District students are preparing for college and career readiness, student attire should be in alignment with students' college and career goals; the promotion of positive school, community, and family ties; as well as the health, safety and welfare of all students. Students are encouraged and expected to adhere to the following guidelines regarding their appearance while on school property and during school-related events:

➢ Shirts, blouses, and tops should fully cover backs, “bellies”, torsos, and cleavage (on males, females and gender non-conformists), without any indecent exposure including undergarments and associated undergarment straps.

➢ Pants, trousers, and bottoms should fully cover undergarments, without any indecent exposure including underwear linings and underwear bands. Skirts and shorts should fully cover the entire thigh. If leggings/yoga pants are worn, shirts should cover the buttocks.

➢ If students decide to wear clothing and, or accessories with messaging, messages must be positive, and not include hateful, offensive, and, or violent/explicit language, images or words.

➢ During the school day students are to store/hang outerwear (i.e., coats, hats, scarves, jackets, gloves…) in designated cubbies, lockers, closets or hooks.

➢ Refrain from wearing baseball caps, hats, bandanas and non-religious head coverings that are considered “caps”, “hats” and, or “hoods.”

➢ Students must wear proper footwear at all times. House-slippers, socks, flip-flops, going barefoot are considered improper and unsafe.

➢ While on school grounds/campus, and during school related events, cover all crew-related, block-related (i.e., “East-side”, “West-side”…), and gang-affiliated tattoos.

➢ Sunglasses are to be worn outside; not on students’ faces and heads during the school day.

➢ Cellphones and personal electronic devices (i.e., iPad, iPod, GoPro camera, Kindle) are not permitted.
ANTI-HARASSMENT POLICY

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means students, administrators, and professional and classified staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
B. Filing a malicious or knowingly false report or complaint of unlawful harassment.

C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

Definitions:

Bullying

Bullying rises to the level of unlawful harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation; and may involve:

A. Teasing;
B. Threats;
C. Intimidation;
D. Stalking;
E. Cyberstalking;
F. Cyberbullying;
G. Physical violation;
H. Theft;
I. Sexual, religious, or racial harassment;
J. Public humiliation; or
K. Destruction of property

Harassment

Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that:

A. Places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
B. Has the effect of substantially interfering with a student’s educational performance, opportunities, or benefits, or an employee’s work performance; or

C. Has the effect of substantially disrupting the orderly operation of a school.

**Sexual Harassment**

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.

B. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.

C. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.

B. Unwanted physical and/or sexual contact.

C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of
employment or education may be adversely affected by not submitting to sexual advances.

D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.

E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.

F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.

G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.

H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

I. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.

J. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

NOTE: Sexual conduct/relationships with students by District employees or any other adult member of the School District community is prohibited, and any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery" as set forth in R.C. 2907.03. The issue of
consent is irrelevant in regard to such criminal charge and/or with respect to the application of this policy to District employees or other adult members of the School District community.

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin/Ancestry Harassment

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.
Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

Reports and Complaints of Harassing Conduct

Students and all other members of the School District community and third parties are encouraged to promptly report incidents of harassing conduct to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the District’s Anti-Harassment Compliance Officer at his/her first convenience within two (2) school days.

Members of the School District community, which includes students, or third parties who believe they have been unlawfully harassed are entitled to utilize the Board’s complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual’s employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 - Bullying and Other Forms of Aggressive Behavior, the Principal believes that the reported misconduct may have created a hostile work environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior and/or harassment to one of the Anti-Harassment Compliance Officers who shall investigate the allegation in accordance with this policy. While the Compliance Officer investigates the allegation, the Principal shall suspend his/her Policy 5517.01 investigation to await the Compliance Officer’s written report. The Compliance Officer shall keep the Principal informed of the status of the Policy 5517 investigation and provide him/her with a copy of the resulting written report.
Anti-Harassment Compliance Officers

The Board designates the following individuals to serve as "Anti-Harassment Compliance Officers" for the District. They are hereinafter referred to as the "Compliance Officers."

<table>
<thead>
<tr>
<th>Chief of Student Services</th>
<th>Deputy Chief of School Culture &amp; Community Innovation</th>
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<tbody>
<tr>
<td>Youngstown Board of Ed.</td>
<td>Youngstown Board of Ed.</td>
</tr>
<tr>
<td>20 West Wood Street</td>
<td>20 West Wood Street</td>
</tr>
<tr>
<td>P.O. Box 550</td>
<td>P.O. Box 550</td>
</tr>
<tr>
<td>Youngstown, OH 44501-0550</td>
<td>Youngstown, OH 44501-0550</td>
</tr>
<tr>
<td>Phone: 330.744.6965</td>
<td>Phone: 330.744.6970</td>
</tr>
</tbody>
</table>

The names, titles, and contact information of these individuals will be published annually, in the parent and staff handbooks, in the School District Annual Report to the public, on the School District's web site, and/or are available upon request from the Superintendent’s Office.

The Compliance Officers will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student, other member of the School District community or third party in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Compliance Officers shall accept complaints of unlawful harassment directly from any member of the School District community or a visitor to the District, or receive complaints that are initially filed within a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a Compliance Officer will begin either an informal or formal process (depending on the request of the person alleging the harassment or the nature of the alleged harassment), or the Compliance Officer will designate a specific individual to conduct such a process. In the case of a formal complaint, the Compliance Officer will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of harassment that are reported to them to the Compliance Officer within two (2) business days of learning of the incident.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Compliance Officers within two (2) business days. Additionally, any Board employee who observes an act of unlawful harassment is expected to intervene to stop the harassment, unless circumstances make such an
intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the harassment. Thereafter, the Compliance Officer or designee must contact the student, if age eighteen (18) or older, or the student's parents if under the age eighteen (18), within two (2) school days to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Compliance Officer or designee to conduct an investigation following all the procedures outlined for a formal complaint.

Investigation and Complaint Procedure

Any student who believes that s/he has been subjected to unlawful harassment may seek resolution of his/her complaint through either the informal or formal procedures as described below. Further, a process for investigating claims of harassment or retaliation and a process for rendering a decision regarding whether the claim of legally prohibited harassment or retaliation was substantiated are set forth below.

Due to the sensitivity surrounding complaints of unlawful harassment or retaliation, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The informal and formal procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of unlawful harassment or retaliation with the United States Department of Education Office for Civil Rights.

Informal Complaint Procedure

The goal of the informal complaint procedure is to stop inappropriate behavior and to investigate and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who believes s/he has been unlawfully harassed or retaliated against. This informal procedure is not required as a precursor to the filing of a formal complaint.

Students who believe that they have been unlawfully harassed may initiate their complaint through this informal complaint process, but are not required to do so. The informal process is only available in those circumstances where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in the informal process.
Students who believe that they have been unlawfully harassed may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

However, all complaints of harassment involving a District employee or any other adult member of the School District community against a student will be formally investigated. Similarly, any allegations of sexual violence will be formally investigated.

As an initial course of action, if a student feels that s/he is being unlawfully harassed and s/he is able and feels safe doing so, the individual should tell or otherwise inform the harasser that the conduct is unwelcome and must stop. Such direct communication should not be utilized in circumstances involving sexual violence. The complaining individual should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officers are available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the harasser of his/her complaint is not prohibited from otherwise filing an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

A student who believes s/he has been unlawfully harassed may make an informal complaint, either orally or in writing: (1) to a teacher, other employee, or building administrator in the school the student attends; (2) to the Superintendent or other District-level employee; and/or (3) directly to one of the Compliance Officers.

All informal complaints must be reported to one of the Compliance Officers who will either facilitate an informal resolution as described below on his/her own, or appoint another individual to facilitate an informal resolution.

The School District's informal complaint procedure is designed to provide students who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the student claiming unlawful harassment, informal resolution may involve, but not be limited to, one or more of the following:

A. Advising the student about how to communicate the unwelcome nature of the behavior to the alleged harasser.
B. Distributing a copy of the anti-harassment policy as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends.

C. If both parties agree, the Compliance Officer may arrange and facilitate a meeting between the student claiming harassment and the individual accused of harassment to work out a mutual resolution. Such a meeting is not appropriate in circumstances involving sexual violence.

While there are no set time limits within which an informal complaint must be resolved, the Compliance Officer or designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint. And, as stated above, parties may request that the informal process be terminated at any time to move to the formal complaint process.

All materials generated as part of the informal complaint process will be retained by the Compliance Officers in accordance with the School Board’s records retention policy and/or Student records policy. (See Policy 8310 and Policy 8330)

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or if the student elects to file a formal complaint initially, the formal complaint process shall be implemented.

A student who believes s/he has been subjected to offensive conduct/harassment/retaliation hereinafter referred to as the "Complainant", may file a formal complaint, either orally or in writing, with a teacher, principal, or other District employee at the student’s school, the Compliance Officer, Superintendent, or another District employee who works at another school or at the district level. Due to the sensitivity surrounding complaints of unlawful harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, principal, or other District employee at the student’s school, Superintendent, or other District employee, either orally or in writing, about any complaint of harassment, that employee must report such information to the Compliance Officer or designee within two (2) business days.
Throughout the course of the process, the Compliance Officer should keep the parties informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in, offensive conduct/harassment/retaliation; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter, the Compliance Officer will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the Compliance Officer will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the alleged harasser. In making such a determination, the Compliance Officer should consult the Complainant to assess his/her agreement to the proposed action. If the Complainant is unwilling to consent to the proposed change, the Compliance Officer may still take whatever actions s/he deem appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the Compliance Officer or a designee will initiate a formal investigation to determine whether the Complainant has been subjected to offensive conduct/harassment/retaliation. A Principal will not conduct an investigation unless directed to do so by the Compliance Officer.

Simultaneously, the Compliance Officer will inform the individual alleged to have engaged in the harassing or retaliatory conduct, hereinafter referred to as the "Respondent", that a complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant administrative guidelines, including the Board’s Anti-Harassment policy. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the Compliance Officer or a designee will attempt to complete an investigation into the allegations of harassment/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

A. Interviews with the Complainant;

B. Interviews with the Respondent;
C. Interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;

D. Consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the Compliance Officer or the designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful harassment. The Compliance Officer’s recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used. The Compliance Officer may consult with the Board’s legal counsel before finalizing the report to the Superintendent.

Absent extenuating circumstances, within ten (10) school days of receiving the report of the Compliance Officer or the designee, the Superintendent must either issue a final decision regarding whether the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent’s final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within ten (10) school days. At the conclusion of the additional investigation, the Superintendent shall issue a final written decision as described above. A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the Superintendent’s final decision.

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board’s disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. The decision of the Board will be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment/retribution regardless of whether the student alleging the unlawful harassment/retribution pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.
Privacy/Confidentiality

The School District will employ all reasonable efforts to protect the rights of the Complainant, the
individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent
with the Board’s legal obligations to investigate, to take appropriate action, and to conform with
any discovery or disclosure obligations. All records generated under the terms of this policy and
related administrative guidelines shall be maintained as confidential to the extent permitted by law.
Confidentiality, however, cannot be guaranteed. All Complainants proceeding through the formal
investigation process will be advised that their identities may be disclosed to the Respondent.

During the course of a formal investigation, the Compliance Officer or his/her designee will
instruct all members of the School District community and third parties who are interviewed about
the importance of maintaining confidentiality. Any individual who is interviewed as part of a
harassment investigation is expected not to disclose any information that s/he learns or that s/he
provides during the course of the investigation.

All records created as a part of an investigation of a complaint of harassment will be maintained
by the Compliance Officer in accordance with the Board's records retention policy. Any records
that are considered student education records in accordance with the Family Educational Rights
and Privacy Act or under Ohio’s student records law will be maintained in a manner consistent
with the provisions of the Federal and State law.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful harassment by taking
appropriate action reasonably calculated to stop the harassment and prevent further such
harassment. While observing the principles of due process, a violation of this policy may result in
disciplinary action up to and including the discharge of an employee or the suspension/expulsion
of a student. All disciplinary action will be taken in accordance with applicable State law and the
terms of the relevant collective bargaining agreement(s). When imposing discipline, the
Superintendent shall consider the totality of the circumstances involved in the matter, including
the ages and maturity levels of those involved. In those cases where unlawful harassment is not
substantiated, the Board may consider whether the alleged conduct nevertheless warrants
discipline in accordance with other Board policies, consistent with the terms of the relevant
collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of
the School District community, all subsequent sanctions imposed by the Board and/or
Superintendent shall be reasonably calculated to end such conduct, prevent its reoccurrence, and
remedy its effects.
Retaliation

Any act of retaliation against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation is prohibited.

Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct

State law requires any school teacher or school employee who knows or suspects that a child with a disability under the age of twenty-one (21) or that a child under the age of eighteen (18) has suffered or faces a threat of suffering a physical or mental wound, disability or condition of a nature that reasonably indicates abuse or neglect of a child to immediately report that knowledge or suspicion to the county children's services agency. If, during the course of a harassment investigation, the Compliance Officer or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the Complainant, a report of such knowledge must be made in accordance with State law and Board Policy.

State law defines certain contact between a teacher and a student as "sexual battery." If the Compliance Officer or a designee has reason to believe that the Complainant has been the victim of criminal conduct as defined in Ohio's Criminal Code, such knowledge should be immediately reported to local law enforcement.

Any reports made to a county children's services agency or to local law enforcement shall not terminate the Compliance Officer or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Compliance Officer or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

Allegations Involving Conduct Unbecoming the Teaching Profession/Suspension

The Superintendent will report to the Ohio Department of Education, on forms provided for that purpose, matters of misconduct on the part of licensed professional staff members convicted of sexual battery, and will, in accordance with Policy 8141, suspend such employee from all duties that concern or involve the care, custody, or control of a child during the pendency of any criminal action for which that person has been arrested, summoned and/or indicted in that regard.

Education and Training

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where
appropriate. All training, as well as all information, provided regarding the Board’s policy and harassment in general, will be age and content appropriate.

ANTI-BULLYING POLICY

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

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school’s control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education’s Model Policy.

Harassment, intimidation, or bullying means:

A. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
B. violence within a dating relationship.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless handheld device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the Building Principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the Building Principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The Building Principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to
discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the Building Director or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.
If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the Building Director or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

**Complaints**

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the Building Director for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the Building Director for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

**Privacy/Confidentiality**

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board’s legal
obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

**Reporting Requirement**

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

**Immunity**

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

**Notification**

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian. The statement may be sent with regular student report cards or may be delivered electronically.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

**Education and Training**
In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board’s policy and administrative guidelines about aggressive behavior and bullying in general, will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy to the extent that State or Federal funds are appropriated for this purpose.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the Building Director to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students, to the extent that State or Federal funds are appropriated for these purposes. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

In accordance with Board Policy 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.
BULLYING/HARASSMENT COMPLAINT FORM

Date of Notification__________________

PARENT/STUDENT COMPLAINT FORM (BULLYING/HARASSMENT)

Alleged Victim ___________________________

Parent of Alleged Victim ___________________________

Parent Contact Info ___________________________

Check ALL that apply:

✓ I (or my child) was bullied and/or harassment by a student or group of students.

   List the name(s) of the student(s) who you allege participated in this conduct (attach a list if necessary):
   • __________________________________________
   • __________________________________________
   • __________________________________________

✓ The bullying and/or harassing conduct was:
   ✓ Written
   ✓ Verbal
   ✓ Expressed through electronic means
   ✓ Physical Conduct

✓ The above-referenced conduct happened:
   ✓ During regular school hours
   ✓ During participation in extracurricular/after-school activity
   ✓ While on school property
   ✓ While attending a school-sponsored or school-related activity
   ✓ In a bus or vehicle operated by the District
   ✓ Outside regular school hours and off school property

✓ The above-referenced conduct had or may have the effect of:
   ✓ Physical harm
   ✓ Damage to property
   ✓ Fear of harm
   ✓ Fear of damage to property
   ✓ Intimidation
   ✓ Abuse
   ✓ Threat

✓ The above-referenced conduct has occurred how many times:
   ✓ This is the first occurrence
More than once
Continually
Please indicate a time frame if applicable

Please provide a written statement of the issues and/or concerns regarding this situation. Please attach any additional information you believe relates to this report.

Parent/Student Statement:

________________________________________________________________________

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________________________________________________________________________

Parent/Student Signature   Date

Receiving Administrator/Teacher   Date
GLOSSARY OF TERMS

**Disruptive Behavior** – Students are expected to follow schoolwide behavioral expectations and abide by classroom rules, routines and procedures. Students must not interrupt the learning of others or behave in a manner that causes disruption to the school environment. If a teacher or other school adult is prevented from starting an activity or lesson, or has to stop what he or she is doing to try to stop the student’s behavior, the behavior is considered disruptive. For example, if a student causes a disruption in the classroom by talking, making noises, throwing objects, play fighting, horseplay, or otherwise distracting one or more classmates, the student is engaging in disruptive behavior.

**Insubordination** – Knowingly refusing to comply with reasonable school rule(s) or with reasonable instructions of authorized school personnel.

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

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

**Fraud/False Identification** – Students are expected to be honest. Students must not trick, or cause someone to be tricked, by not telling the truth. Students must not sign or give a name other than their own.

**Trespassing** – Students must stay in designated areas of the school to which they have been assigned. Students must have permission from a building administrator, or be escorted by a parent/caregiver or emergency contact person, to enter a building other than their own. Students must not return to any school while assigned to the Alternative programs, or under expulsion or removal, except with permission from a building administrator and under escort by a parent/caregiver or emergency contact person. During alternative placement, students may not go to any school, or school activity, other than to the school to which they are assigned, except with specific permission and supervision as described in this paragraph.

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

**Cheating** – Students are expected to do their own work. Students must not use, submit or attempt to obtain data or answers dishonestly, by deceit or by means other than those authorized by the teacher. Examples of acts of cheating/plagiarism include any appropriation, literary theft, falsification, counterfeiting, piracy, fraud or unsupervised possession of any federal, state or district-mandated tests. Plagiarism includes, but is not limited to, copying word for word from references such as books, magazines, research materials or the Internet.
Fighting – Conflicts must be resolved peacefully. Students must not physically fight with another person. Fighting is defined as hitting, pushing, shoving, tripping and other physical acts. Self-defense will be considered in the investigation.

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

Stealing or Possession of Stolen Property – Students must use only their own belongings unless explicit permission from the owner is given to borrow an item. Students must not take anything that does not belong to them. Students must not have anything that they know, or have reason to know, has been stolen. Students must not use school-owned or personal equipment to conduct illegal activity.

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

A. Wearing or displaying any clothing, jewelry, colors or insignia that intentionally identifies the student as a member of a gang or otherwise symbolizes support of a gang.
B. Using any word, phrase, written symbol or gesture that intentionally identifies a student as a member of a gang or otherwise symbolizes support of a gang. A student may not display gang affiliation on his or her school notebooks, textbooks or personal items.
C. Engaging in activity or discussion promoting gangs by two or more persons.
D. Recruiting students for gangs or anti-social behavior.

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

Damaging/Destruction of Property – Students must be respectful and take care of school property. Students must not damage, break, destroy or misuse school property or anything that belongs to someone else. Examples of this behavior include writing in school textbooks or library books; ruining bulletin boards; damaging desks or computer equipment such as laptops, tablets and e-readers, including installing or downloading unauthorized/malicious software; intentionally clogging the plumbing system; breaking light bulbs or fixtures; or spray-painting surfaces.

Sexual Misconduct – Student must respect themselves and the privacy of others. Students must not act or behave in an unacceptable way by touching or making reference to, verbally or in writing, their private body parts or those of another person. Included in sexual misconduct are actions involving touching of a sexual nature, with or without consent of the other party.
Bullying/Harassment/Intimidation/Sexting – All communication in the school is to be conducted with respect. Students must not use words (written, verbal, electronic), gestures, photographic images, drawings or any form of communication to intimidate, harass, bully or threaten harm to another person based on race, gender, religious beliefs, nationality, disability or sexual orientation. Appropriate discussions of these issues, in the classroom or other school settings, are encouraged. Bullying, harassment, intimidation or sexting means any repeated written, verbal, graphic or physical act that a student or group of students exhibit toward another particular student or students, including within a dating relationship, or toward school personnel; and the behavior both:

A. Causes mental or physical harm to the other students/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of personal property, and
B. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other students/school personnel.

Hazing – Doing any act or coercing anything, including the victim, to do any act of initiation upon 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 subject to hazing does not lessen the prohibition contained in this Code of Conduct.

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

Alcohol and Drugs – Students must not bring alcohol or illegal drugs to school or school activities. Students must not use, be under the influence of, or buy or sell alcohol or illegal drugs. This section also applies to any substance made to look like, or represented to be, illegal drugs or alcohol and any related paraphernalia. Students are permitted to bring prescribed or over-the-counter medication to school only with permission from parents and with the authorization and supervision of their doctor and school administrator or administrator’s designee. Prescribed or over-the-counter medication is for the student’s use only. A student must not sell or give prescribed or over-the-counter medication to anyone at school. In grades 9-12, with parent’s and administrator’s permission, a student may keep over-the-counter medication in a secure location and access that medication, if needed, through an administrator’s designee.

Physical Assault – Students must get help when needed to solve problems nonviolently. Students must not physically attack another person. Unprovoked hitting, kicking, shoving or otherwise causing physical pain or harm to another outside the context of a mutual conflict is considered physical assault.
**Serious Bodily Injury** – Students must not contribute to or cause bodily injury to themselves or others that involves substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ or bodily capability.

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

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

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

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

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

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

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

**False Fire Alarms or Bomb Reports/Tampering with Fire Alarm System** – Students must obey laws regarding fire safety. Students must not set off a fire alarm at any time unless there is an emergency. Destroying or damaging a fire alarm is prohibited. Students must not make bomb threats, either written or verbal, against any school building. Tampering with the fire alarm means setting off the squeal alarm or the actual alarm when there is not an emergency.
**Sexual Assault** – Students must protect the safety, and respect the rights, of others. Students must not sexually attack nor sexually abuse another person.

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

**Robbery** – Students must not take another person’s property. Students must not take or attempt to take from another person any property by force or threat of force.

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

**Starting a Fire** – Students must protect the safety of themselves and others. Students must not start, or help to start, a fire that may harm any person or property. Students must not create, set off, and attempt to set off or possess any type of explosive device.

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