ONTARIO STUDENT CODE OF CONDUCT

DISCIPLINE, POLICIES & PROCEDURES

POLICY AND PROCEDURES

In order to insure a positive learning environment, it is necessary for students to abide by a uniform code of conduct to keep distractions at a minimum. It is the intent of Ontario High School to abide by all due process procedures in the administration of discipline as provided for each student in state and federal law.

When subject to disciplinary action, the student will be informed of the ***intent*** to suspend (or whatever the appropriate disciplinary action may be) and the reason for the suspension. The student will then be given the opportunity to explain his/her side of the story and state why he/she feels the disciplinary action should not take place. If at this time the administrator feels there is still sufficient cause to administer the discipline, the suspension will be given.

There is an appeal process for discipline of which students and parents should be aware, and it is available for a reasonable time after the discipline is given. Appeals must be heard by someone other than the person who gave the discipline, although he/she may be present at the appeal hearing. Whenever a disciplinary action takes place, the appeal will go up to the next step from where it originated. Appeal hearing requests may be made by contacting the principal in writing or by phone. The principal should always be contacted, even if the appeal is a result of a disciplinary action from his office. The appeal hearing will be scheduled with the Board of Education or its designee.

The following actions may result for violations of the student conduct code

1. ***Detention(s):*** (before or after school) these may be given by either an administrator or a teacher and will be supervised by the person giving the detention. Lunch detention may be assigned by the administration.
2. ***Friday School(s):*** Assigned by the administration. Friday schools are served at the High School from 3:00 p.m. to 6:00 p.m. on designated Fridays. Students that choose not to serve their Friday School will be assigned additional disciplinary consequences.
3. ***Out of School Suspension:*** Assigned by the administration. The student will be removed from the building for a period not to exceed 10 days and may be implemented into the next school year. While suspended, the student may not be on school grounds or attend any school-sponsored activity. The student also loses credit for any work done/due during the suspension.
4. ***Expulsion:*** Recommended to the superintendent by the principal whereby a student may be removed from the building and grounds for up to eighty (80) days or to the extent determined by state law. During this time the student loses credit and is not permitted to attend any school functions or be on school property.
5. ***Appeals***: Questions or concerns regarding discipline should always be addressed first with the school personnel initiating and/or imposing the consequence. Once all facts are known, further concerns may be appealed to the Superintendent.

Expulsions may be for a maximum of eighty (80) days but up to one year for bringing a firearm or knife to school. The superintendent may also permanently exclude a student in accordance with Ohio law. This code of conduct pertains to all school activities, including co-curricular and extra-curricular activities both on and off of school property, and specifically including conduct on Board-owned or chartered buses or other motor vehicles. This confirms that students come to school for an education, and the school will provide a wholesome atmosphere for a positive learning experience. The code of conduct is an attempt to list the main violations and the penalty for each, but other acts not listed could be disciplined if the act is disruptive to the educational process, hinders other students learning or is deemed inappropriate for a school setting. Students aiding or abetting another student in the commission of any school violation may receive a penalty equal to the violation or attempted violation.

GUIDELINES FOR THE OPERATION OF FRIDAY SCHOOL

1. Friday School will meet from 3:00 p.m. until 6:00 p.m. The student will go directly from their last period class to Friday School. No one will be admitted after 3:00 p.m.
2. Students will not be allowed to use their phone except in cases of emergency.
3. Students will not be permitted to go to lockers or anywhere else in the building without permission.
4. Students are required to have schoolwork with them when they attend Friday School.
5. Absolutely no food or beverages are permitted.
6. A restroom break may be permitted at 4:30 p.m. At this time, movement is restricted to the restroom only.
7. If a student is ill on the day of a Friday School, he/she must bring in a medical excuse for that day.
8. The following may result in an out-of-school suspension:
    a. Skipping Friday School
    b. Violation of Friday School or other school rules
    c. Refusal to attend Friday School.

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The Ontario Board of Education recognizes that there should be maintained at all times an atmosphere of mutual respect between students and teachers.

The teacher and the administrator shall be the personnel in authority to maintain the decorum in the classroom, buildings and grounds, and at all school-related activities. All employees of the District shall share responsibility for supervising the behavior of students and for seeing that they meet the standards of conduct that have been or hereafter shall be established by the Board of Education.

The Ontario Board of Education supports teachers and administrators to the fullest in their efforts to maintain proper decorum among students.

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VIOLATION CLASS A: Students in violation of "Class A" violations may be given a Friday School or a one to ten day out-of-school suspension.

1. Insubordination: the willful failure to respond to or carry out a request by authorized personnel.
2. Fighting or instigating a fight.
3. Forgery/false statements: falsely using, whether orally or in writing, the name of another person in falsifying times, dates, grades, or other data.
4. Truancy: skipping school or class.
5. Minor destruction of school property (student will pay for damage).
6. Leaving school grounds without permission. Being in the parking lot without permission.
7. Hazing-Bullying-Harassment: attempting to embarrass by ridicule, threats or to chronically trouble or annoy another student. (Ontario Local Schools Board Policy 5516, 5517, 5517.01) (see Stay Safe/Speak Up on page 17 of this handbook)
8. The use of obscene or profane language, symbols or gestures.
9. Being in unauthorized areas at unauthorized times (out of assigned area). High School students are not permitted in the Middle School without prior permission.
10. Locker violations.
11. Selling items not approved.
12. No student can possess on person or purse matches, lighters, lighting materials, etc.
13. Disruption or interference with curricular or extra-curricular activities.
14. Inappropriate displays of affection *(Public Display of Affection–PDA, i.e.* close contact, hugging, kissing, etc.).
15. Sexting: The talking, disseminating, transferring, possessing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or pictures, whether by electronic transfer or otherwise (commonly called sexting) is prohibited. Any person taking, disseminating, or sharing lewd or otherwise illegal images or pictures may be punished under the Ontario Student Code of Conduct. The violation of this code may also be reported to the law enforcement and/or other appropriate state or federal agencies.
16. Any action judged by school officials to involve misconduct and not specifically mentioned in other sections may be dealt with as insubordination as determined by the school administration.

VIOLATION CLASS B: Students in violation of "Class B" may be given a Friday School, three to ten day out-of-school suspension or be recommended for expulsion

1. Use, possession or being under the influence of alcohol, drugs, look-a-like drugs, or drug paraphernalia.
2. Tobacco: No student can possess tobacco in any form and shall not use tobacco in any form on school property. This includes but not limited to E-Cigarettes, Vapor Pens and nicotine related products.
3. Disrespect: speaking to any member of the school staff in a discourteous, disrespectful or insulting manner. This includes the use of profanity.
4. Stealing: possession of or attempting to steal property either on school grounds or during school activities.
5. Initiating false fire alarm or 911 call by deliberately setting an alarm, calling 911, tampering with the AED unit, or reporting a false alarm to a staff member.
6. Setting off or attempting to set off fireworks or other explosive devices on school property.
7. Extortion: obtaining something from someone through force or threat.
8. Hazing-Bullying-Harassment: attempting to embarrass by ridicule, threats or to chronically trouble or annoy another student. (Ontario Local Schools Board Policy 5516, 5517, 5517.01) (see Stay Safe/Speak Up on page 17 of this handbook)
9. Repeated Class A violations.

VIOLATION CLASS C: Students in violation of "Class B" may be suspended out-of-school for ten days and be recommended for expulsion or permanent expulsion in accordance with Ohio law.

1. Selling, attempting to sell, purchasing or furnishing illegal drugs, look-a-like drugs or alcohol.
2. Provoking, assaulting, harassing, threatening or striking a school employee.
3. Creating a bomb scare or causing other severe emergency evacuation of the building or inducing any other type of public panic.
4. Possession of firearms or other illegal/dangerous weapons, look-a-like guns/weapons, airsoft guns, paint-ball guns, knives, tasers, lasers, stun-guns, pepper spray, and mace.
5. Destruction of school property in a willful and extensive manner.
6. Attempt to do deliberate and/or severe bodily harm to another person.
7. Assault, sexual assault and sexual harassment.
8. Attempting to acquire, produce, reproduce and/or distribute material that could induce panic, such as directions on how to make a bomb.
9. Unlawful entry onto school property.
10. Repeated B violations.

ABUSE OF STAFF PERSONNEL

If a student is referred to the principal's office for verbal abuse of a staff member, such student may be suspended from school for ten (10) school days.

Conference in the office shall determine any other punishment. The second such offense may result in referral to the superintendent for expulsion.

Physical abuse of a staff member by a student shall result in the student being suspended from school for ten (10) school days. Immediate referral will be made to the superintendent for expulsion from school.

CHEATING

While cheating is a matter that should be between the teacher and student, the administration will deal with cheating in accordance with the disciplinary code for other student misconduct.

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CRIMINAL ACTS/CONVICTIONS

Students engaged in criminal acts on school property and/or at school-related activities may be suspended and/or recommended for expulsion. Additionally, these students may be subject to criminal prosecution by local law enforcement. Students convicted of criminal acts that may present a danger to themselves or other students may also be suspended and/or recommended for expulsion.

DRESS CODE POLICY

The school recognizes that the primary responsibility for a student's dress and grooming rest with the parents. The dress code policy is established according to the following guidelines.

1. To help students to understand the need to respect standards of society.
2. To ensure that clothing worn by students is free of safety hazards.
3. To ensure that students wear clothing or accessories to school that do not present an inappropriate public display or disrupt the educational process.

I. In general, dress and grooming should be appropriate for school. It should, at all times, be governed by safety, good sense, good taste, cleanliness, and be non-disruptive to the scheduled daily routine.

II. Items of dress or appearance that are prohibited:

1. No plunging necklines or exposed cleavage
2. No tops that bare the midriff
3. No sleeveless shirts for males or females
4. No pajama bottoms
5. No cut-off, torn, or ripped garments above the knee
6. No extremely short skirts or shorts – must be at the end of fingertips
7. Undergarments should not be visible
8. Shoes must be worn at all times – no slippers
9. Coats are not to be worn during the school day
10. No non-prescription sunglasses
11. No visible piercing of body parts, other than ears, will be permitted
12. Clothing may not promote/advertise drugs, alcohol, or any illegal or unhealthy activity, etc.
13. Hats/caps and other head coverings (hoods, visors, and bandannas) may not be worn in the building. Hats are to be kept in the lockers and not to be carried from class to class. This rule applies to both male and female students.
14. Pants/shorts must be worn at the waist area. The waist area is defined as the area above the hips and immediately below the ribs. Sagging pants / shorts must be belted and worn at waist area.
15. Any dress/appearance deemed inappropriate, distractive or in poor taste by the administration shall be prohibited.

III. Consequences

A first violation may result in:

a. Change inappropriate attire/contact parent to bring in appropriate clothing.
b. Further actions may be taken if situation is not corrected.

Any additional violations:

a. 1-3 Friday School detentions and/or out-of-school suspension(s)/expulsion.

FIREARMS AND WEAPONS

The possession of any firearm, weapon, or instrument intended to cause harm is strictly prohibited on school grounds. Persons found in violation of this may be suspended, recommended for expulsion, criminally charged or subject to any or all of the above. Items considered inclusively as weapons but not exclusively: guns or look-a-like guns intended to represent a real weapon, knives, stun guns, mace or similar substance, gunpowder, fireworks or any club or blunt instrument intended to cause harm to another.

HALL CONDUCT / PASSES

There is to be no horseplay at any time. This often leads to situations that cause fights or inadvertent injury to an innocent bystander. Students are to pass through the halls in an orderly fashion and should not be running or pushing other students. Students must carry a "plastic paddle pass" when in the hall during class time. Violations of any of the above may lead to disciplinary action. Students are to sign out and in when using a hall pass. Students not adhering to this rule may be considered truant.

STUDENT BEHAVIOR AT EXTRA-CURRICULAR EVENTS

Student's behavior at any school-sponsored activity, whether it involves sports, music, dances, etc., are under the same guidelines as when school is in session. Students may also be subject to disciplinary action for violating these guidelines at school-sponsored activities, regardless of where they take place.

June 25, 2015