

STUDENT CONDUCT AND DISCIPLINARY PROCEDURES

The purpose of this policy is to provide the general guidelines and procedures governing student conduct and discipline in the Toronto City School District.

Guidelines for Procedures

This policy is intended to comply with O.R.C. §§2923.122, 3313.66, 3313.661, 3313.662, 3313.664, 3313.665, 3313.753 and 3327.014, which require each board of education to adopt a policy regarding suspension, expulsion, removal, and permanent exclusion and specify the types of misconduct for which a student may be suspended, expelled, or removed. The Board of Education's primary concern is that students who wish to learn can do so in an environment conducive to learning and that every available disciplinary and prescriptive means be employed on behalf of those who seek to preserve and maintain such an environment. The sole objective of this policy is to ensure fair and equitable handling of disciplinary problems.

This policy is intended to standardize procedures to guarantee equally the rights of every student in the Toronto City School District. It reflects expressed concerns on the part of the community and will be reviewed periodically by the Board of Education to ensure a document which will continuously meet the needs of the educational climate.

Philosophy

Each student has the right to attend school in an environment that is safe, free of disruptive influences, conducive to learning, and which provides ample opportunity to acquire knowledge and skills commensurate with his or her maturity, interests, and abilities. School personnel have the responsibility to develop and maintain an atmosphere that is compatible with this right.

Students vary considerably in their maturity, motivation, academic developments, social background, values, expectations, interests, intelligence, abilities, experience, and economic status. As a result, it is inevitable that problems will occur as people interact and strive to cope with the complexities of a school environment.

Rules and regulations are necessary for the development and maintenance of an orderly and safe environment. Consequently, certain behaviors are recognized as being inappropriate and unacceptable. Such behaviors, and their consequences, must be communicated to students and their parents.

Teachers are responsible for successfully coping with student behavior and are expected to make every effort to correct and handle discipline problems that occur within their range of responsibilities. In addition, teachers are expected to employ sound preventive measures as well as to avoid provoking behaviors. When such efforts fail, teachers may refer students to the administration for further disposition. The administration is then responsible for determining the necessity for, and the nature of, further disciplinary action.

When dealing with student misconduct, the school staff must be fair, consistent, and just. Furthermore, judgments must be based on sound evidence, and the individual rights of students must be taken into consideration. Students are to be given the opportunity to explain their behavior, and in cases involving a suspension or an expulsion, due process shall be accorded every student as prescribed by statutory law. Emphasis must be placed on attempting to stimulate appropriate behavior and to help the student understand that certain behaviors are unacceptable and cannot be tolerated within the school environment. The Board feels that a sound discipline policy is necessary for that training which develops self-control, character, orderliness, and efficiency.

Zero Tolerance

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students must conform with school and district regulations and comply with directions from school personnel. The Board has zero tolerance for violent, disruptive, or inappropriate behavior by its students. A student who fails to comply with established school or district rules or with any reasonable request made by school personnel shall be subject to discipline in accordance with the Board's Student Conduct and Disciplinary Procedures and the Code of Student Conduct. The Superintendent or designee shall develop strategies ranging from prevention to intervention to address student misbehavior.

Procedural Standards

The following policy sets forth rules prohibiting certain types of conduct by students of the Toronto City School District. This policy specifies the activities which may subject a student to suspension, expulsion, removal from school, permanent exclusion, or other disciplinary action. Additionally, the procedure to be followed by school officials where such disciplinary actions are contemplated and/or imposed is outlined.

During the time of suspension, expulsion, or removal, the student (if he/she is eighteen (18) years of age or older) and/or the parents, guardians, or custodian are responsible for the conduct of the student. While suspended, expelled, or removed from school, students are not permitted to attend or participate in curricular or extracurricular activities, or be on school property for any reason unless a prior appointment has been made with school officials. If a student is removed only from a particular class or activity, the student may not attend the class or participate in the activity for the duration of the removal.

The suspended or expelled student will not receive credit for work which takes place in the classroom while he/she is on suspension or expulsion. The suspended or expelled student also forfeits any privileges of making up work, and the days of suspension or expulsion shall be considered to be unexcused absences.

A student who is suspended or expelled from his or her vocational program through the Jefferson County Joint Vocational School District is also to be regarded as suspended or expelled from the Toronto City School District.

The District may deny credit for post-secondary courses, any portion of which were taken during the period of an expulsion imposed by the Superintendent or Board.

Definitions

Suspension is defined as the denial to a student for a period of at least one (1) but not more than ten (10) school days of permission to attend school and to take part in any school function.

Expulsion is defined as the denial to a student of permission to attend school and to take part in any school function, for a period exceeding ten (10) school days but not exceeding the greater of eighty (80) school days or the number of school days remaining in the semester or term in which the incident that gives rise to the expulsion takes place, unless the expulsion is extended pursuant to O.R.C. §3313.66(F).

Emergency Removal is defined as the denial to a student whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, for a period not exceeding three (3) school days, of permission to attend school and to take part in any school function.

Disciplinary Removal is an action less severe than suspension, expulsion, or emergency removal and defined as the denial to a student of permission to attend the classes in which he/she is enrolled for a period of less than one (1) school day.

Permanent Exclusion means the prohibition of a student forever from attending any public school in this state that is operated by a city, local, exempted village, or joint vocational school district.

In-School Suspension means a suspension served in a supervised learning environment within a school setting in the District.

Expulsion

The Superintendent is the only school administrator who may expel a student. Whenever an incident occurs that may lead to an expulsion, the principal or assistant principal may suspend a student prior to the expulsion hearing. In addition, the principal or assistant principal will send written notice within one (1) school day of his recommendation for expulsion to the Superintendent and to the parent(s). The Superintendent shall give the student and his/her parent, guardian, or custodian written notice of the intention to expel the student and provide the student and his/her parent, guardian, custodian, or representative an opportunity to appear before the Superintendent or designee to challenge the reasons for the intended expulsion or otherwise explain his/her actions. The notice must include:

- The reason(s) for the intended expulsion.
- Notification of the right of the student and the parent, guardian, custodian or representative to appear on request before the Superintendent or designee to challenge the reason(s) for the intended expulsion or to otherwise explain the

student's action. This hearing cannot be compelled by the administrator. The Superintendent or designee may utilize the service of counsel if deemed appropriate.

- The date, time and place to appear must not be earlier than three (3) nor later than five (5) school days after the notice is given unless the Superintendent grants an extension of time. Whenever a student has attained eighteen (18) years of age, the rights accorded to the parent of the student shall thereafter only be required of and accorded to the student. If a student refuses to sign the form for the notice to parents or guardian, his/her refusal will be noted in the presence of a witness.
- If the proposed expulsion is based upon a violation listed in O.R.C. §3313.662(A) and the pupil is sixteen (16) years of age or older, the notice shall include a statement that the Superintendent may seek the permanent exclusion of the student if he/she is convicted or adjudicated a delinquent child for that violation.

The Superintendent or designee may grant an extension of time if requested on behalf of the student. If granted, the Superintendent must notify all parties of the new date, time, and place of the hearing. The Superintendent or designee shall conduct the hearing at the appointed time and place. The purpose of the hearing is for both sides to give their side of the story. The student and parents will be given full opportunity to present matters in defense or mitigation.

Compliance with all provisions of the Board of Education policy have been met at this point in the expulsion process. The decision must now be made to expel or not to expel. If the decision is to expel, then within one (1) school day of the decision to expel, the Superintendent must notify the parent, guardian, or custodian of the student and the Treasurer of the Board of Education of the action to expel in writing. If at the time an expulsion is imposed there are fewer than eighty (80) school days remaining in the school year in which the incident that gives rise to the expulsion takes place, the Superintendent may apply any remaining part or all of the period of the expulsion to the following school year. The notice of expulsion must include:

- The reason(s) for the expulsion.
- Notification of the right of the student, parent, guardian, or custodian to appeal to the Board of Education or its designee within fourteen (14) days after the date of the expulsion notice by sending notice by mail to the Board or its designee. The notice shall indicate that the notice of intent to appeal must be postmarked no later than fourteen (14) days after the date of the notice of expulsion.
- The right of representation at the appeal.
- The right to be granted a hearing before the Board of Education or its designee and request the hearing be held in executive session.
- Notification that the expulsion may be subject to extension pursuant to O.R.C. §3313.66(F) if the student is sixteen (16) years of age or older.

- Notification that the Superintendent may seek the student's permanent exclusion if the expulsion is based upon a violation listed in O.R.C. §3313.662(A) that was committed when the child was sixteen (16) years of age or older, if the child is convicted or adjudicated a delinquent child for that violation.
- If the Superintendent expels a student for more than twenty (20) school days or for any period of time if the expulsion will extend into the following semester or school year, the notice of expulsion shall also include the names, addresses, and phone numbers of any public or private agencies that may offer services or programs that work toward improving those aspects of the student's attitudes and behavior that contributed to the incident that gave rise to the student's expulsion.

An appeal of the expulsion must be made within fourteen (14) days of the date of the notice of expulsion. A student or his/her parent, guardian, or custodian may appeal the expulsion to the Board of Education or its designee. The student or the parent, guardian, or custodian may be represented in all such appeal proceedings and shall be granted a hearing before the Board or its designee, which may be in executive session upon the request of the student, parent, guardian, custodian or representative. A verbatim record shall be made of the hearing.

The Board of Education or its designee can act only after a hearing, if requested, has been held. The Board or its designee may affirm, reverse, vacate, or modify the expulsion. The action of the Board or its designee on the expulsion must be in a public meeting. The Treasurer or the Board's designee shall promptly notify the student, parent, guardian, custodian, or representative in writing of the decision. The decision of the Board of Education or its designee may be further appealed to the Court of Common Pleas under O.R.C. Chapter 2506.

Suspension

The Superintendent, principal, or assistant principal are the only school administrators who may suspend a student. Whenever an incident occurs that may lead to a suspension, the principal or assistant principal shall investigate the nature of the alleged offense. Unless the student is unavailable or unwilling to discuss the incident with the principal or assistant principal, this investigation shall include discussion with the student so that the student may be given an opportunity to be heard.

The Superintendent, principal, or assistant principal must give the student written notice of the intention to suspend. This notice must include the reason(s) for the intended suspension, and if the proposed suspension is based on a violation listed in O.R.C. §3313.662(A) and the student is sixteen (16) years of age or older, the notice may include a statement that the Superintendent may seek to permanently exclude the student if he/she is convicted or adjudicated a delinquent child for the violation.

The student shall be provided an opportunity to appear at an informal hearing before the principal, assistant principal, Superintendent or Superintendent's designee to challenge the reason(s) for the intended suspension or to otherwise explain his/her actions. This hearing may take place immediately upon notification of the intention to suspend. Whenever a student has attained

eighteen (18) years of age, the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student. If a student refuses to sign the form for the notice to parents or guardian, the refusal will be noted in the presence of a witness. The principal or assistant principal is not required to permit the presence of counsel or follow any prescribed judicial rules in conducting the hearing. Appeal procedures do not apply.

Compliance with all provisions of the Board of Education policy have been met at this point prior to a suspension. The decision must now be made to suspend or not to suspend. If the decision is to suspend, then within one (1) school day of the decision to suspend, the Superintendent, principal or assistant principal must notify the parent, guardian, or custodian of the student of the action to suspend in writing. If at the time an out of school suspension is imposed there are fewer than ten school days remaining in the school year in which the incident that gives rise to the suspension takes place, the Superintendent shall not apply any remaining part or all of the period of the suspension to the following school year. The Superintendent may instead require the student to participate in a community service program or another alternative consequence for a number of hours equal to the remaining part of the period of the suspension. The student shall be required to begin the student's community service or alternative consequence during the first full week day of summer break. The District, in its discretion, may develop an appropriate list of alternative consequences. In the event that a student fails to complete community service or the assigned alternative consequence, the District may determine the next course of action, which shall not include requiring the student to serve the remaining time of the out-of-school suspension at the beginning of the following school year.

A notice of suspension must include:

- The reason(s) for the suspension.
- The duration of the suspension.
- Notification of the right of the student, parent, guardian, or custodian to appeal to the Board of Education or its designee within fourteen (14) days after the date of the suspension notice by sending notice by mail to the Board or its designee. The notice shall indicate that the notice of intent to appeal must be postmarked no later than fourteen (14) days after the date of the notice of suspension.
- The right of representation at the appeal.
- The right to be granted a hearing before the Board of Education or its designee and request the hearing be held in executive session.
- Notification that the Superintendent may seek the student's permanent exclusion if the suspension is based on a violation listed in O.R.C. §3313.662(A) that was committed when the child was sixteen (16) years of age or older, if the child is convicted or adjudicated a delinquent child for that violation.

Parameters for Completing and Grading Assignments Missed Due to Suspension

- A student who has been suspended from school shall have the opportunity to do both of the following:
 - i. Complete any classroom assignments missed because of the suspension;
and
 - ii. Receive at least partial credit for a completed assignment.
- A student's grade may be reduced on account of the student's suspension. However, a student shall not receive a failing grade on a completed assignment solely on account of the student's suspension.

A student or the parent, guardian, or custodian may appeal the suspension to the Board of Education or its designee. The student or the parent, guardian, or custodian may be represented in all such appeal proceedings and shall be granted a hearing before the Board or its designee, which may be held in executive session upon the request of the student, parent, guardian, custodian, or representative of the student. A verbatim record of the appeal hearing shall be made.

The Board or designee can act only after a hearing, if requested, has been held. The Board or designee may affirm, reverse, vacate, or modify the suspension. The action of the Board or designee on the suspension must be in a public meeting. The Treasurer or the Board's designee shall promptly notify the student, parent, guardian, custodian, or representative in writing of the decision. The decision of the Board or designee may be further appealed to the Court of Common Pleas under O.R.C. Chapter 2506.

Suspension From Extracurricular Activities

The Superintendent, principal, or assistant principal may deny a student the privilege of participating in any particular or all extracurricular activities of the district or of a school of the district for up to one (1) full school year. The Superintendent, principal, or assistant principal must give the student written notice of the intention to prohibit the student from participating in extracurricular activities. The student shall be provided an opportunity to appear at an informal hearing before the principal, assistant principal, Superintendent or Superintendent's designee to challenge the reason(s) for the intended prohibition or to otherwise explain his/her actions. This hearing may take place immediately upon notification of the intention to prohibit. Whenever a student has attained eighteen (18) years of age, the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student. If a student refuses to sign the form for the notice to parents or guardian, the refusal will be noted in the presence of a witness. The principal, assistant principal, Superintendent, or Superintendent's designee is not required to permit the presence of counsel or follow any prescribed judicial rules in conducting the hearing. Appeal procedures do not apply.

Suspension From School Bus Riding Privileges

The Superintendent, principal, or assistant principal may suspend a student from any particular or all school bus riding privileges of the district for up to one (1) full school year. The Superintendent or principal must give the student written notice of the intention to suspend. The student shall be provided an opportunity to appear at an informal hearing before the principal, assistant principal, Superintendent or Superintendent's designee to challenge the reason(s) for the intended suspension or to otherwise explain his/her actions. This hearing may take place immediately upon notification of the intention to suspend. Whenever a student has attained eighteen (18) years of age, the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student. If a student refuses to sign the form for the notice to parents or guardian, the refusal will be noted in the presence of a witness. The principal, assistant principal, Superintendent, or Superintendent's designee is not required to permit the presence of counsel or follow any prescribed judicial rules in conducting the hearing. Appeal procedures do not apply.

Emergency Removal by Teacher

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 within a classroom or elsewhere on the school premises, a teacher may remove a student from curricular or extracurricular activities under his/her supervision, but not from the premises.

During school hours the student must be sent to the office. If a teacher makes an emergency removal for one (1) school day or more, the reasons(s) for the removal must be submitted to the principal or assistant principal in writing as soon after the removal as practicable.

A due process hearing must be held on the next school day after removal is ordered. Procedures for this hearing are the same as for a suspension or expulsion hearing. Written notice of the hearing and of the reason(s) for the removal shall be given to the student as soon as practicable prior to the hearing. The individual who ordered, caused, or requested the removal to be made shall be present at the hearing.

If the Superintendent or principal reinstates a student prior to the hearing, the teacher, upon request, will receive written reasons for the action. The teacher cannot refuse to reinstate a student even though reasons are not given. In an emergency removal, a student can be kept from class until the matter of his/her misconduct is disposed of either by reinstatement, suspension, or expulsion.

Emergency Removal by Administrator

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 within a classroom or elsewhere on the school premises, the Superintendent, principal, or assistant principal may remove a student from curricular or extracurricular activities or from the school premises.

If it is intended that the student be removed for more than one (1) school day, a due process hearing must be held on the next school day after the removal is ordered. Procedures for this hearing are the

same as for a suspension or expulsion hearing. Written notice of the hearing and of the reason(s) for the removal shall be given to the student as soon as practicable prior to the hearing. The individual who ordered, caused, or requested the removal to be made shall be present at the hearing.

In an emergency removal a student can be kept from class or off school premises until the matter of the student's misconduct is disposed of either by reinstatement, suspension, or expulsion.

Disciplinary Removal

A student shall be given written notification of the charges against him/her by the administrator. The student must have the opportunity to appear at an informal hearing before the principal, or assistant principal to challenge the reasons for the intended removal or otherwise to explain his/her actions. Students shall be given an opportunity to challenge the charges and present their side of the story.

The administrator shall make the decision to remove or not to remove, and shall notify the student orally of that decision. If the student is removed, the administrator shall notify the parent or guardian within one (1) school day, in writing, of the removal, including the length of the removal and reason(s) for the removal.

Less than Twenty-Four (24) Hour Removal

In all cases of normal disciplinary procedures where a student is removed from a curricular activity or school premises for less than one (1) school day and is not subject to suspension or expulsion, or in the case of a student given an in-school suspension served in a school setting, the due process requirements of this policy do not apply.

Students in Grades Pre-Kindergarten Through Three

1. Emergency Removal
 - a. A student in any of grades pre-kindergarten through three may be removed only for the remainder of the school day and shall be permitted to return to curricular and extracurricular activities on the school day following the day in which the student was removed. If returned to curricular and extracurricular activities the following school day, a hearing regarding the removal need not occur.
 - b. A suspension or expulsion proceeding shall not be initiated against a student in any of grades pre-kindergarten through three who was removed from a curricular or extracurricular activity, unless the student has committed an act described in O.R.C. §3313.668(B)(1)(a) or (b).

2. Out-of-School Suspension and Expulsion

The District shall not implement an out-of-school suspension or expulsion of a student in any of grades pre-kindergarten through three, except in accordance with the following:

- a. The District may issue an out-of-school suspension or expulsion to a student who has engaged in any of the behaviors described in O.R.C. §3313.66(B)(2) to (5).
- b. The District may issue an out-of-school suspension not to exceed ten days or an expulsion to a student who has not engaged in any of the behaviors described in O.R.C. §3313.66(B)(2) to (5) only as necessary to protect the immediate health and safety of the student, the student's fellow classmates, the classroom staff and teachers, or other school employees.
- c. Whenever possible, the principal shall consult with a mental health professional under contract with the District prior to suspending or expelling a student in any of grades pre-kindergarten through three. If the events leading up to suspension or expulsion indicate a need for additional mental health services, the student's principal or the District's mental health professional shall, in any manner that does not result in a financial burden to the District, assist the student's parent or guardian with locating providers or obtaining those services, including referral to an independent mental health professional.
- d. A student who is suspended or expelled shall be afforded the same notice and hearing, procedural, and educational opportunities as prescribed for a suspension or expulsion of District students in grades four through twelve.
- e. Students in grades pre-kindergarten through three may be issued in-school suspensions, provided the in-school suspension is served in a supervised learning environment.

Permanent Exclusion

A student may be permanently excluded from attending any of the public schools of this state if the student is convicted of or adjudicated a delinquent child for committing, when he/she was sixteen (16) years of age or older, an act that would be a criminal offense if committed by an adult and if the act is any of the following:

- a. O.R.C. §2923.122 which includes a person knowingly conveying or attempting to convey or possess any deadly weapon or dangerous ordinance or any object which is indistinguishable from a firearm whether or not the object is capable of being fired and represents the object to be a firearm onto any property owned or controlled by (including a school bus), or to any activity held under the auspices of the Board;

- b. O.R.C. §2923.12 or of a substantially similar municipal ordinance which makes it unlawful for a person to knowingly carry or have, conceal on his/her person or conceal ready-at-hand, any deadly weapon or dangerous ordinance on property owned or controlled by, or at an activity held under the auspices of the Board;
- c. O.R.C. §2925.03 which makes it illegal to traffic in drugs if the trafficking was committed on property owned by or controlled by, or at an activity held under the auspices of the Board;
- d. O.R.C. §2925.11 which makes it illegal to obtain, possess, or use a controlled substance, other than a minor drug possession offense, if on property owned or controlled by, or at an activity held under the auspices of the Board;
- e. A violation of the following sections if the violation was committed on property owned or controlled by or at an activity held under the auspices of the Board of Education, if the victim at the time of the commission of the act was an employee of the Board of Education:
 - 1. O.R.C. §2903.01, aggravated murder;
 - 2. O.R.C. §2903.02, murder;
 - 3. O.R.C. §2903.03, voluntary manslaughter;
 - 4. O.R.C. §2903.04, involuntary manslaughter;
 - 5. O.R.C. §2903.11, felonious assault;
 - 6. O.R.C. §2903.12, aggravated assault;
 - 7. O.R.C. §2907.02, rape;
 - 8. O.R.C. §2907.05, gross sexual imposition; or
 - 9. O.R.C. §2907.12, felonious sexual penetration.
- f. Complicity in any violation set forth in the above section on reasons for permanent exclusion that was alleged to have been committed in the manner described above, regardless of whether the act of complicity was committed on property owned or controlled by, or at an activity held under the auspices of the Board.

If the Superintendent obtains or receives proof that a student has been convicted of committing a violation listed in the section on reasons for permanent exclusion when he/she was sixteen (16) years of age or older or was adjudicated a delinquent child for the commission, when he/she was sixteen (16) years of age or older, of a violation listed in the section on reasons for permanent

exclusion, the Superintendent may issue to the Board of Education a request that the student be permanently excluded from public school attendance if the following apply:

- a. After obtaining or receiving proof of the conviction or adjudication, the Superintendent or designee determines that the student's continued attendance in school may endanger the health and safety of other students or school employees and gives the student and his/her parent, guardian, or custodian, written notice that the Superintendent intends to recommend to the Board that the Board adopt a resolution requesting the Superintendent of Public Instruction to permanently exclude the student from public school attendance.
- b. The Superintendent or designee forwards to the Board the Superintendent's written recommendation which includes the determination that the Superintendent made pursuant to this Board policy and a copy of the proof he/she received showing that the student has been convicted of or adjudicated a delinquent child for a violation listed in the section on reasons for permanent exclusion that was committed when the student was sixteen (16) years of age or older.
- c. Within fourteen (14) days after receipt of a recommendation from the Superintendent that a student be permanently excluded from public school attendance, the Board may adopt a resolution requesting the Superintendent of Public Instruction to permanently exclude the student who is the subject of the recommendation from public school attendance, only after review and consideration of all of the following available information:
 1. The academic record of the student and a record of any extracurricular activities in which he/she was previously involved;
 2. The disciplinary record of the student and any available records of his/her prior behavioral problems other than the behavioral problems contained in the disciplinary record;
 3. The social history of the student;
 4. The student's response to the imposition of prior discipline and sanctions imposed for behavioral problems;
 5. Evidence regarding the seriousness of and any aggravating factors related to the offense that is the basis of the resolution seeking permanent exclusion;
 6. Any mitigating circumstances surrounding the offense that gave rise to the request for permanent exclusion;
 7. Evidence regarding the probable danger posed to the health and safety of other students or of school employees by the continued presence of the student in a public school setting;

8. Evidence regarding the probable disruption of the teaching of any graded course of study by the continued presence of the student in a public school setting;
9. Evidence regarding the availability of alternative sanctions of a less serious nature than permanent exclusion that would enable the student to remain in a public school setting without posing a significant danger to the health and safety of other students or of school employees and without posing a threat of the disruption of the teaching of the district's graded course of study.

If the Board does not adopt a resolution requesting the Superintendent of Public Instruction to permanently exclude the student, it shall immediately send written notice of that fact to the Superintendent, to the student who was the subject of the proposed resolution, and to that student's parent, guardian, or custodian.

If the Board adopts a resolution requesting the Superintendent of Public Instruction to permanently exclude the student, the Board shall immediately forward to the Superintendent of Public Instruction the written resolution, proof of the conviction or adjudication that is the basis of the resolution, a copy of the student's entire school record, and any other relevant information, and shall forward a copy of the resolution to the student who is the subject of the recommendation and to his/her parent, guardian, or custodian.

The Board shall designate a representative to present its case for permanent exclusion to the Superintendent of Public Instruction or referee appointed by him/her. At the adjudication hearing held pursuant to O.R.C. §3301.121, the representative of the Board shall present evidence in support of the requested permanent exclusion.

Recommendation for Revocation of Permanent Exclusion

The Superintendent, upon determining that the school attendance of a student who has been permanently excluded from public school attendance will no longer endanger the health and safety of other students or school employees, may issue to the Board a recommendation, including the reasons for the recommendation, that the permanent exclusion of a student be revoked and the student be allowed to return to the public schools of the State.

Upon receipt of the recommendation of the Superintendent that the permanent exclusion of a student be revoked, the Board may adopt a resolution by a majority vote of its members requesting that the Superintendent of Public Instruction revoke the permanent exclusion of the student. Upon adoption of the resolution, the Board shall forward a copy of the resolution, the reasons for the resolution, and any other relevant information to the Superintendent of Public Instruction.

Probation

A student who has been permanently excluded pursuant to this policy and O.R.C. §3301.121 may request that the Superintendent admit the student on a probationary basis for a period not to exceed

ninety (90) school days. Upon receiving the request, the Superintendent and principal may enter into discussions with the student and with the student's parent, guardian, or custodian, or a person designated by the student's parent, guardian, or custodian to develop a probationary admission plan designed to assist the student's probationary admission to the school. The plan may include a treatment program, a behavioral modification program, or any other program reasonably designed to meet the educational needs of the student and the disciplinary requirements of the school.

If the Superintendent, the student, and the student's parent, guardian, or custodian, or a person designated by the student's parent, guardian, or custodian, agree upon a probationary admission plan, the Superintendent shall issue to the Board of Education a recommendation that the student be allowed to attend school within the district under probationary admission, the reasons for the recommendation, and a copy of the agreed-upon probationary admission plan. Within fourteen (14) days after the Board receives the recommendation, reasons, and plan, the Board may adopt the recommendation by a majority vote of its members. If the Board adopts the recommendation, the student may attend school under probationary admission for a period not to exceed ninety (90) days or any additional probationary period permitted under this policy.

If a student is permitted to attend school under probationary admission pursuant to this policy and fails to comply with the probationary admission plan, the Superintendent may immediately remove the student from the school and issue to the Board a recommendation that the probationary admission be revoked. Within five (5) days after the Board receives the recommendation, the Board may adopt the recommendation to revoke the student's probationary admission by a majority vote of its members. If a majority of the Board does not adopt the recommendation to revoke the student's probationary admission, the student shall continue to attend school in compliance with the probationary admission plan.

If a student who is permitted to attend school under probationary admission pursuant to this policy, complies with the probationary admission plan prepared pursuant to this policy, the student or his/her parent, guardian, or custodian, at any time before the expiration of the ninety (90) day probationary admission period, may request the Superintendent to extend the terms and period of his/her probationary admission for a period not to exceed ninety (90) days or to issue a recommendation that the student's permanent exclusion be revoked and the student be allowed to return to the public schools of the State.

If a student is granted an extension of his/her probationary admission, the student or his/her parent, guardian, or custodian, in the manner described in this policy, may request and the Superintendent and Board, in the manner described, may recommend and grant subsequent probationary admission periods not to exceed ninety (90) days each. If a student who is permitted to attend school under an extension of a probationary admission plan complies with the probationary admission plan prepared pursuant to the extension, he/she or his/her parent, guardian, or custodian, may request a revocation of the student's permanent exclusion in the manner described in this policy.

Any extension of a probationary admission requested by a student, his/her parent, guardian, or custodian, pursuant to this policy shall be subject to the adoption and approval of a probationary admission plan in the manner described in this policy, and may be terminated as provided herein.

If the student has complied with any probationary admission plan and the Superintendent issues a recommendation that seeks revocation of the student's permanent exclusion pursuant to this policy, the student's compliance with any probationary admission plan may be considered along with other relevant factors in any determination or adjudication conducted pursuant to this policy.

Except as provided in this policy, any information regarding the permanent exclusion of a student shall be included in the student's official records, and shall be included in any records sent to any school district that requests the student's records.

When a student, who has been permanently excluded from public school attendance, reaches the age of twenty-two (22) or when the permanent exclusion of a student has been revoked, all references to the permanent exclusion from the student's file shall be removed and destroyed. A student who has reached the age of twenty-two (22) or whose permanent exclusion has been revoked, may send a written notice to the Superintendent requesting the Superintendent to ensure that the records are removed from the student's file and destroyed. Upon receipt of the request and a determination that the student is twenty-two (22) years of age or older, or that the student's permanent exclusion has been revoked, the Superintendent shall ensure that the records are removed from the student's file and destroyed.

This policy does not and shall not be construed to prohibit any person who has been permanently excluded pursuant to this policy and O.R.C. §3301.121 from seeking a certificate of high school equivalence. A person who has been permanently excluded may be permitted to participate in a course of study in preparation for the tests of general educational development, except that he/she shall not participate during normal school hours in that course of study in any building or structure owned or controlled by this Board of Education.

This policy does not, and shall not be construed to relieve this Board from any requirement under O.R.C. §§2151.357 or 3313.64 to pay for the costs of educating any student who has been permanently excluded pursuant to this policy. Except as otherwise authorized by O.R.C. §§2151.358, 3301.121, and 3313.662, any school employee in possession of or having access to sealed adjudication records of a student that were the basis of the student's permanent exclusion who knowingly releases, disseminates, or makes available for any purpose involving employment, bonding, licensing, or education to any person or to any department, agency, or other instrumentality of the state, or of any of its political subdivisions, any information or other data concerning any arrest, complaint, trial, hearing, adjudication, or correctional supervision, the records of which have been expunged or sealed pursuant to this section, is guilty of divulging confidential information, a misdemeanor of the fourth degree.

The failure of the Superintendent or the Board to provide the information regarding the possibility of permanent exclusion in the notice required by this policy is not jurisdictional, and the failure shall not affect the validity of any suspension or expulsion procedure that is conducted in accordance with this policy or the validity of a permanent exclusion procedure that is conducted in accordance with O.R.C. §§3301.121 and 3313.662.

In-School Suspension

If a student is issued an in-school suspension, the student shall be permitted to complete any classroom assignments missed because of the in-school suspension. Furthermore, the Superintendent or principal shall ensure the student is serving the in-school suspension in a supervised learning environment.

Dangerous Weapons, Criminal Acts, and Bomb Threats

The Board is committed to providing the students of the district with an educational environment which is free of the dangers of firearms, knives and other dangerous weapons in the schools.

The definition of a firearm shall include any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 U.S.C.A. Sections 921-924), which includes but is not limited to any explosive, incendiary, or poisonous gas; bomb, grenade, or rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above.

Students are prohibited from bringing or possessing a firearm or an object indistinguishable from a firearm, whether or not the object is capable of being fired, on school property, in a school vehicle (including a school bus), to an interscholastic competition, an extracurricular event, or to any other school sponsored program or activity that is not located in a school or on property that is owned or controlled by the district. If a student brings or possesses a firearm on school property, in a school vehicle, to an interscholastic competition, an extracurricular event, or to any school program or activity that is not located in a school or on property that is owned or controlled by the district, the Superintendent shall expel the student from school for a period of one (1) calendar year and notify the appropriate criminal justice or juvenile delinquency authorities. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. The Superintendent may reduce this requirement on a case-by-case basis in accordance with State law and this policy.

Matters which might lead to a reduction of the expulsion period include: An incident involving a disabled student and the incident is a manifestation of the disability; the age of the student and its relevance to the punishment; the prior disciplinary history of the student; and/or the intent of the student perpetrator.

Students are also prohibited from bringing or possessing knives on school property, in a school vehicle, to an interscholastic competition, an extracurricular event, or to any school program or activity sponsored by the school district or in which the district is a participant. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a sharp blade fastened to a handle which is capable of causing serious bodily injury. If a student brings or possesses a knife on school property, in a school vehicle or to any school-sponsored activity, the Superintendent may expel the student from school for a period not to exceed one (1) calendar year, with the same expulsion implications as noted above.

The Board extends the right to expel a student for reasons beyond the possession of a firearm or knife. Students who possess or use other dangerous weapons, which are defined but not limited to metal knuckles, straight razors, explosives, noxious irritation or poisonous gases, poisons, drugs or other items possessed with the intent to use, sell, harm, threaten or harass students, staff members, parents or community members, may be subject to expulsion.

The Superintendent may also expel a student for a period not to exceed one (1) calendar year for committing an act that is a criminal offense when committed by an adult and that results in serious physical harm to persons or property while the student is at school, on any other property owned or controlled by the Board, or at any interscholastic competition, extracurricular event, or any other school program or activity. Any expulsion shall extend as necessary into the school year following the school year in which the incident occurred, and may be reduced by the Superintendent on a case-by-case basis for the reasons set forth above.

Finally, the Superintendent may expel a student for a period of one (1) calendar year for making a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat. Any expulsion shall extend as necessary into the school year following the school year in which the incident occurred, and may be reduced by the Superintendent on a case-by-case basis for the reasons set forth above.

Disabled Students

It shall be the policy of this Board of Education that a child with a disability shall be disciplined only in accordance with state and federal law.

Posting

A copy of this policy together with the Code of Student Conduct shall be posted in a central location in each school in the district and made available to students upon request.

Corporal Punishment

The use of corporal punishment as a means of discipline is prohibited in the Toronto City School District. This policy shall not prohibit the use of force or restraint in accordance with O.R.C. §3319.41(G).

Student Handbooks

Disciplinary procedures and codes of conduct shall be developed by building administrators, shall appear in their handbooks, and shall be approved by the Board of Education.

Student Seeking Admission From Another District

The Toronto School District may temporarily deny admittance to any student who is otherwise entitled to be admitted to a public school if the student has been suspended or expelled from the

schools of another district in the State of Ohio or an out-of-state district and if the period of the suspension or expulsion has not expired.

The student and parent(s) will be provided an opportunity for a hearing upon their request. The hearing will be held before the Superintendent or his designee to determine if the student should be admitted before the end of his/her suspension or expulsion time frame.

The Superintendent will determine the admittance or non-admittance of the student.

Community Service in Conjunction With or in Place of a Suspension or Expulsion

The Superintendent may require a student to perform community service in conjunction with or in place of a suspension or expulsion imposed pursuant to this Board Policy and O.R.C. §3313.66, except for an expulsion imposed pursuant to O.R.C. §3313.66(B)(2) for bringing a firearm to school or any other property owned or controlled by the Board. The community service requirement may be imposed by the Superintendent under the following guidelines:

1. The organization operating the community service program must be approved by the Board for student participation.
2. The community service requirement may be imposed beyond the end of the school year in lieu of applying an expulsion into the following school year.

LEGAL REFS: O.R.C. §§3313.66; 3313.661; 3313.613; 3313.668

Revised: March 21, 2019

TORONTO CITY SCHOOLS
NOTICE OF INTENT TO EXPEL

(To Student and Parent)

TO: _____ Date: _____

This is to notify you that _____ may be expelled from school pursuant to
(Student's Name)

O.R.C. §3313.66(B) for a period of _____. Expulsion from school means that while the child is expelled he/she is not allowed to come to school, attend classes or extracurricular activities, or otherwise participate in other school-related activities. The reason(s) the child may be expelled from school is/are as follows:

in violation of paragraphs _____ of the Code of Student Conduct.

This will also notify you that the Superintendent may seek to permanently exclude the child, if the child is convicted of or adjudicated a delinquent child for a violation listed in O.R.C. §3313.662(A), and if the child was sixteen (16) years of age or older at the time of such violation.

You and your child have the opportunity to appear before the Superintendent or his/her designee to challenge the reasons for the possible expulsion or to otherwise explain the child's actions. The hearing is to be held not less than three (3) nor more than five (5) school days after this notice is given, but if you are unable to attend at the time indicated below, you have the right to request an extension. If an extension is granted you will be notified of the new time and place. If you do not wish to appear for a meeting, please notify me immediately.

The hearing is to be conducted at _____ .m. on _____,
20____, at _____
_____.

Superintendent

TORONTO CITY SCHOOLS
NOTICE OF EXPULSION

(To Parent)

TO: _____ Date: _____

This notice will inform you that _____ has been expelled from
(Student's Name)
school from _____ to _____. The reason(s) for the expulsion is/are as follows:

in violation of paragraphs _____ of the Code of Student Conduct.

You have the right to appeal this decision to the Board of Education or to its designee; to be granted a hearing before the Board or its designee in order to be heard against the expulsion; to be represented in the appeal proceeding by a representative of your choosing; and to request that the hearing be held in executive session. If you wish to schedule an appeal hearing in this matter, please immediately notify the Treasurer of the Board of Education, in writing. You should also inform the Treasurer of those persons who will be present at the hearing, including the name of any representative you may choose to bring. Your written notice of intent to appeal must be postmarked no later than fourteen (14) days after the date of this Notice of Expulsion.

Please be aware the expulsion may be subject to extension pursuant to O.R.C. §3313.66(F), if the pupil was sixteen (16) years of age or older at the time of such violation.

This will also notify you that the Superintendent may seek the pupil's permanent exclusion, if the pupil is convicted of or adjudicated a delinquent child for a violation listed in O.R.C. §3313.662(A), and if the pupil was sixteen (16) years of age or older at the time of such violation.

Superintendent

cc: Treasurer of Board of Education
Student

TORONTO CITY SCHOOLS
NOTICE OF INTENT TO SUSPEND

(To Student)

NAME OF STUDENT _____ DATE _____

ADDRESS _____ GRADE _____

PARENT, GUARDIAN OR CUSTODIAN _____

ADDRESS _____

SCHOOL _____

This notice will inform you that you may be suspended from school pursuant to O.R.C.§3313.66(A). Suspension from school means that while you are suspended you are not allowed to come to school, attend classes or extra-curricular activities, or otherwise participate in other school-related activities. The reason(s) you may be suspended from school is/are as follows:

in violation of paragraphs _____ of the Code of Student Conduct.

This is also to notify you that the Superintendent may seek to permanently exclude you if you are convicted of, or adjudicated a delinquent child for, a violation listed in O.R.C.§3313.662(A), and if you were sixteen (16) years of age or older at the time of such violation.

You now have the opportunity to meet with the appropriate school official (principal, assistant principal, superintendent, or superintendent's designee) at an informal hearing to challenge the reason(s) for the intended suspension, or otherwise explain your actions.

Superintendent, Principal, or Assistant Principal

I hereby acknowledge receipt of this Notice of Intent to Suspend and if age eighteen (18) or older, I consent to notification of my parent, guardian, or custodian.

Signature of Student

Date

**TORONTO CITY SCHOOLS
NOTICE OF SUSPENSION**

(To Parent)

TO: _____ Date: _____

This letter is to officially notify you that as of _____, your child,
(date)

_____, is suspended from school for a period of
(Student's Name)

_____ school days. The incident which caused this suspension has been discussed with your
child at an informal hearing. The reason(s) for the suspension is/are as follows:

in violation of paragraphs _____ of the Code of Student Conduct.

During this suspension, your child will not be permitted to participate in any school activities or to enter any school premises. Academic credit will be lost during the period of the suspension. Your child will be permitted to return to school on _____.
(date)

You have the right to appeal this suspension to the Board of Education, or the Board's appointed designee, if applicable; to have a hearing before the Board of Education or its designee in order to be heard against the suspension; to request that the hearing be held in executive session; and to be represented at the hearing. If you wish to schedule an appeal hearing in this matter, please immediately notify the Treasurer of the Board of Education, in writing. Your written notice of intent to appeal must be postmarked no later than fourteen (14) days after the date of this Notice of Suspension.

This will also notify you that the Superintendent may seek your child's permanent exclusion if he/she is convicted of, or adjudicated a delinquent child for a violation listed in O.R.C. §3313.662(A), and if the pupil was sixteen (16) years of age or older at the time of such violation.

Superintendent, Principal, or Assistant Principal

cc: Treasurer of Board of Education
Student

TORONTO CITY SCHOOLS
NOTICE OF ASSISTANCE PROGRAMS

Pursuant to O.R.C. §3313.66(D), when a pupil is expelled from school for more than twenty (20) school days or for any period of time if the expulsion will extend into the following semester or school year, this notice is provided to the pupil and his/her parent, guardian, or custodian.

This is to provide notice of the names, addresses, and phone numbers of public and private agencies which provide services or programs that work toward improving those aspects of the pupil's attitudes and behaviors that contributed to the incident which gave rise to the expulsion.

NAMES

ADDRESSES

PHONE NUMBERS

TORONTO CITY SCHOOL DISTRICT
NOTICE OF INTENDED PLACEMENT
in IN-SCHOOL SUSPENSION

Name of Student

Date

This notice is to tell you that you may be placed in In-School Suspension. To be placed in In-School Suspension means that you are to report to a designated area and remain there for the full length of normal school hours. During this time you are to complete your assignments for your classes without the aid of your teachers, and you are to be prepared with study materials for the entire day.

The reason(s) you may be placed in In-School Suspension are:

You will have the chance to meet with me at an informal hearing to ask questions, tell me your side of what happened, question my reasons for the placement in in-school suspension and explain what you did or what happened.

Signature of School Official

I have received a copy of this notice of intended placement in in-school suspension.

Signature of Student

TORONTO CITY SCHOOL DISTRICT
NOTICE OF PLACEMENT IN IN-SCHOOL SUSPENSION
TO PARENT, GUARDIAN, or CUSTODIAN

Name of Parent/Guardian/Custodian

Date

Street

City State Zip Code

Dear _____:

I regret to inform you that _____
Name of Student
has been placed in In-School Suspension during regular school hours for the following days:
_____. The last
_____ of these days are probationary depending on the behavior of your child and his/her
accomplishments in this class.

The reason(s) for placement in the In-School Suspension are:

Your child is to report to a designated area for the normal school hours.

The In-School Suspension is provided as an alternative to suspension which is corrective rather than punitive. While in In-School Suspension your child must keep up with his studies. Failure to attend school may result in further disciplinary action.

It is our desire that your child return to the regular classroom after this experience prepared to conduct himself/herself properly in the serious business of obtaining a proper education.

Sincerely,

Signature of Principal

CC: Superintendent

TORONTO CITY SCHOOL DISTRICT
NOTICE OF INTENDED REMOVAL FROM
EXTRA-CURRICULAR ACTIVITY

_____ (Name of Student) _____ (Date)

This notice is to tell you that you may be removed from _____. To be removed from _____ means you may not participate for the remainder of the _____. The reason(s) you may be removed from _____ is _____

This removal will include all activities such as banquets, awards, etc., which pertain to this extra-curricular function. You will have the chance to meet with me at an informal hearing to ask questions, tell me your side of what happened, question my reasons for the removal and explain what you did or what happened.

(Signature of School Official)

I have received a copy of this notice of intended removal.

(Signature of Student)

FOR 18 YEAR OLD STUDENTS ONLY:

I hereby consent to your release of this notice to my parent, guardian or custodian.

(Signature of Student)

BUS CONDUCT REPORT	STUDENT'S NAME		CLASS-GRADE
	DATE OF INCIDENT	__ 1 ST NOTICE __ 2 ND NOTICE __ 3 RD NOTICE	
	BUS NO.	TRIP NO.	DRIVER'S NAME
NOTICE TO PARENTS			
1. The purpose of this report is to inform you of a disciplinary incident involving the student on the school bus. 2. You are urged to both appreciate the action taken by the driver and to cooperate with the corrective action initiated today.			
DRIVER'S REPORT:			
<input type="checkbox"/> VIOLATION OF SAFETY PROCEDURES <input type="checkbox"/> EXCESSIVE MISCHIEF <input type="checkbox"/> EATING - DRINKING - LITTERING <input type="checkbox"/> DESTRUCTION OF PROPERTY <input type="checkbox"/> WRITING <input type="checkbox"/> RUDE - DISCOURTEOUS - ANNOYING <input type="checkbox"/> FIGHTING - PUSHING - TRIPPING <input type="checkbox"/> SMOKING <input type="checkbox"/> UNACCEPTABLE LANGUAGE <input type="checkbox"/> _____			
PRELIMINARY ACTION:		PRESENT ACTION AND RECOMMENDATIONS:	
<input type="checkbox"/> CHECKED STUDENT'S FOLDER <input type="checkbox"/> HELD CONFERENCE WITH STUDENT <input type="checkbox"/> CONSULTED COUNSELOR <input type="checkbox"/> TELEPHONE PARENT <input type="checkbox"/> _____ _____ _____		<input type="checkbox"/> STUDENT REGRETFUL, COOPERATIVE <input type="checkbox"/> PLACED ON PROBATION <input type="checkbox"/> RECURRENCES WILL BE REPORTED <input type="checkbox"/> SUSPENDED <input type="checkbox"/> DENIED BUS PRIVILEGE UNTIL _____ <input type="checkbox"/> CASE REFERRED TO: _____ <input type="checkbox"/> _____ _____ _____	

Driver's Signature: _____ Administrator's Signature _____ Date: _____

If a check is entered in this box, Parent please sign and return: _____

PARENTS' COPY – WHITE OFFICE COPY – BLUE TRANSPORTATION COPY – PINK DRIVER'S COPY - YELLOW