

UNIFORM DISCIPLINE CODE

Philosophy

We believe that discipline is necessary for a school to achieve an effective climate for learning. The best type of discipline is self-discipline. The school staff must foster students' growth toward self-control and self-discipline by striking a proper balance between internal and external controls, a balance between incremental student freedom and excessive regimentation in each classroom, as well as in the school as a whole.

We believe that discipline and good citizenship are primarily teaching functions of the school staff and secondarily an administrative function of principals. Discipline must be taught, and it can and must be learned by students. Thus, the roots of a well-disciplined school lie in what is learned by students in the total school environment, including the curriculum, classroom, and the behavior of other students in classroom and non-classroom areas. The examples and attitudes of the adults in the building influence significantly the behavior and citizenship of students. When citizenship instruction provided at each grade level and in every course does not produce positive conduct on the part of some students, principals should provide reinforcement and support to teachers by applying other positive and corrective disciplinary measures to referred students.

We believe that quality teaching, consistently experienced by students in all their classes and courses, as well as a positive climate in the school as a whole, will produce interested, motivated, involved, successful learners, and will, as a result reduce the incidence of student misconduct.

We understand that interest, involvement, and assistance in a supportive role with their own children is not only an obligation of parents, but also a necessary condition to the success of teachers and principals in bringing about good conduct and good school citizenship on the part of students. To this end, the Board will expect parents to play their full, responsible role in guiding their children and cooperating with school staff members.

STUDENT RIGHTS AND RESPONSIBILITIES

We believe that students have the following rights and responsibilities:

Student Rights

- Freedom of inquiry, speech, expression and assembly subject to reasonable limitations upon the time, place, and manner of exercising such rights;
- Present petitions, complaints or grievances to school authorities and have the right to prompt replies, subject to reasonable limitations upon the time, place, and manner of exercising such right;
- Use established channels to voice their opinions in the development of curriculum;
- Equal educational opportunity;

- Consult with teachers, counselors, administrators and other school personnel at reasonable and appropriate times;
- Expect fair and equitable treatment from school authorities;
- Upon request, view the contents of the cumulative academic record and be apprised, with parental permission, of the contents of their supplemental record at reasonable times during school hours;
- Know the requirements of a course of study and to know on what basis their grade will be determined;
- Be involved in school activities provided they meet the reasonable qualifications of the sponsoring organization;
- Procedural due process whenever they are subject to disciplinary action;
- Act in their own behalf in matters which affect their role as students at the time they become eighteen years of age, except that parents or guardians of an eighteen year old dependent student shall receive notification of matters affecting such student.

Student Responsibilities

- Attend school daily, be on time and prepared for classes and pursue their course of studies;
- Be aware of all rules governing student behavior and to conduct themselves accordingly;
- Submit to reasonable corrective action or consequence imposed by school authorities;
- Express their opinions and ideas in a respectful manner so as not to libel or slander others;
- Dress in a manner which is not disruptive to the educational process and is not threatening to the health and safety of others;
- Conduct themselves in a manner which will not disrupt or deprive others of their education;
- Follow established procedures in seeking changes in those policies, rules or regulations which affect them and with which they disagree;
- Comply with the lawful instructions of school personnel in the performance of their duties;
- Identify themselves, upon request, to any school District personnel in the school building, on school grounds, and at school-sponsored events, or on school buses.

Each school principal, working in concert with the faculty should:

1. Set standards of student conduct in the classroom, non-classroom areas of the building, on school grounds, and in related school activities;
2. Outline specific types of acceptable conduct;
3. Specify the types of **PREVENTATIVE PROGRAMS**, support services, and aspects of school climate which will be maintained to develop student values and habits leading to good conduct;
4. Specify the types of **CORRECTIVE MEASURES** that will apply to those students who violate school citizenship standards;
5. Provide for appropriate involvement of the student's parents;

6. Outline the rights of the student and parent in instances of misconduct and application of corrective measures;
7. Provide for faculty in-service as well as periodic faculty evaluation and assessment of school climate and discipline.

All members of a school staff should individually implement the school's discipline plan and program in all areas of the school. All members of the school staff shall report student violation of the Uniform Discipline Code to the administration.

Attendance Policy

The policy of the East Cleveland City School District mandates that every student enrolled within the District shall attend school every day and on time. Toward that end, school administrators will implement compulsory attendance policies. Additionally, when appropriate, school personnel will seek the support of agencies and persons external to the school District to assist in implementation of these mandates.

Absence from School/Class:

Regular attendance is an important factor in the establishment of a good scholastic record. Work missed through an absence from school is difficult to make up. There is no substitute for the actual participation in the daily classroom discussion and work.

Parents have the responsibility to encourage students to do their best work in school, stress regular and timely school attendance, understand school rules and cooperate with school personnel in enforcing them.

Students have the responsibility to attend school regularly, to be on time to each of his/her classes and to behave in ways, which foster academic excellence and good citizenship.

General Procedures:

1. The school administrator's office shall have on file a completed Registration Form for each student which includes demographic information and the parent's signature made available for comparative purposes when necessary.
2. At the beginning of the school year, the administrator (or his/her designee) shall inform the students and their parents of the East Cleveland City School District Attendance Policy.
3. The administrator shall inform the students, parents, and/or legal guardians that they have the responsibility of notifying the school by telephone and/or by note if a student is going to be absent or tardy to school. A written explanation regarding the student's absence and/or tardiness shall accompany the student when he/she returns to school.
4. Students transported by board-owned vehicles shall be marked "Excused Tardy" if they are late as a result of transportation problems, inclement weather or similar difficulties.

5. The homeroom teacher shall check attendance daily; and keep an accurate record of each student's attendance, absence; and tardiness where applicable on the appropriate forms.
6. Each classroom teacher shall report all absences daily to the office on the appropriate attendance form.
7. The appropriate school personnel shall contact the parent by telephone whenever a student is absent unless prior contact has been made.

Excused Absence:

1. Personal Illness

The approving authority (principal, or his/her designee) may require a doctor's certificate if it is deemed advisable.

2. Quarantine of the Home

Absence under this condition is limited to the length of the quarantine as filed by the proper health authorities.

3. Death in Immediate Family

Absence is limited to a period of three days unless reasonable cause may be shown by the child for a longer absence.

4. Observance of a Religious Holiday

Any child of religious faith may be excused for observance of a religious holiday consistent with his creed or belief.

5. Emergency

Emergency or set of circumstances which in the judgment of the Superintendent of Schools or his/her designee constitutes a good and sufficient cause of absence from school.

Unexcused Absence:

Unexcused absences are those requested by parents for reasons other than those provided above. So varied are the examples of unexcused absences that any listing would be unwise and would suggest there are limits. Good administrative judgment is the prime requisite in deciding when absences may be excused or unexcused.

Any unexcused absence may be considered truancy. All truancy will be referred to the appropriate principal who will in turn take appropriate action.

In the event a student has three absences, the principal/designee will contact the parents of the student to determine the problem and offer assistance.

Once the student has accumulated five unexcused absences, the school will notify the parents that the student is in danger of failing.

Extended Truancy:

Any unexcused absence for ten consecutive days will be considered extended truancy and referred to Pupil Personnel Services (PPS) for appropriate action.

TRUANCY

First Offense: (1-3 days)	Referral to the appropriate principal and notify parents. (Note offense)
Second Offense:(4-6 days)	Parent Conference Detention
Third Offense (7-9 days)	Saturday morning detention (high school) In-school suspension Suspension from school.
Fourth Offense: (10 days)	Referral to Pupil Personnel Services (PPS)

NOTE: Offense: Any infraction or violation of school rules.

Class Attendance (Grades 7-12):

Students who have accumulated ten unexcused absences in a course during the semester, upon the combined recommendation of the classroom teacher and building administrator, may not receive credit for the course for the semester. A student appeal process will be developed. The procedure relating to unauthorized absences from individual classes (class cuts) is as follows:

- All teachers will take attendance and check the absent list in every class.
- All unauthorized absences will be sent to the appropriate office.
- The parent will be notified when the first verified incident of class cutting occurs.
- Confirmation of a second cut will result in one of the following disciplinary measures:
 1. Parent conference
 2. Saturday morning detention
 3. In-school suspension
 4. Confirmation of a third cut will result in a three-day suspension.
 5. Confirmation of a fourth cut will be referred to the building principal/designee for further remediation.

Tardiness to School:

- All students must be in their seats when the tardy bell rings.
- Tardiness to school can be excused only upon presentation of a note signed by a parent or guardian. This note must include the student's name, date, homeroom number and the reason for tardiness. A phone number where the parent can be reached must also be included.
- Tardiness for any reason other than illness, doctor's appointment, or family emergencies is an unexcused tardiness. Any questionable reasons for notes should be referred to the building principal/designee for final determination of status.

CONSEQUENCES

GRADES K-6

1st Tardy	parent notification
4 Tardies	written parent notification
5-6 Tardies	warning letter sent to parent, detention (students 3-6)
7-9 Tardies	One of the following: <ul style="list-style-type: none">➤ parent conference➤ detention/lunch detention➤ essay➤ suspension of student privileges➤ in-school suspension
10th Tardy	referral to Pupil Personnel Services

GRADES 7-12

Any student arriving tardy to school – regardless of the time – must report to his/her Principal's Office and obtain an admission slip. This policy is in effect per semester.

Any school student failing to attend detentions will be subject to suspension from school.

1st Offense	3 unexcused tardies to school 1 day Saturday School or detentions and parent contact by administrator
2nd Offense	1-2 days Saturday School detentions, In-School Suspension(ISS)
3rd Offense	7 unexcused tardies to school – 1-3 days ISS and parent contact
4th Offense	10 unexcused tardies to school –3 days ISS and parent contact or out of school suspension

5th Offense 15 or more unexcused tardies to school – 3 days ISS, 3-10 days suspension and/or referral to Pupil Personnel Service

Tardiness to Class 7-12:

All teachers will admit tardy students to class with or without a pass. Students will be given passing time as determined by the Master Schedule. Students will use this time to attend to personal needs and at the same time maintain an orderly class change. All students who are found in violation of the foregoing rule will be subject to disciplinary measures. This policy is in effect per semester.

Any student arriving tardy must be admitted to class and disciplined by the classroom teacher, except on the incidences designated below in which case a referral should be written and sent to the office.

1st Offense	1 unexcused tardy the student will be disciplined by the classroom teacher
2nd Offense	2 unexcused tardies parent notification must be made by classroom teacher
3rd Offense	3 unexcused tardies to class – 1 day Saturday School or detentions and parent contact by administrator
4th Offense	5 unexcused tardies to class letter home – 1-2 days Saturday School, detentions In-School Suspensions (ISS)
5th Offense	7 unexcused tardies to class 1-3 days ISS and parent contact
6th Offense	10 or more unexcused tardies to class, 3 days ISS and parent contact or out of school suspension
7th Offense	15 or more unexcused tardies to class, 3 days ISS, 3-10 days suspension out of school
8th Offense	referral to Pupil Personnel Service

INFRACTIONS

The following is a list of infractions which are in effect throughout the school day, to and from school, on the school bus and at all school sponsored activities.

CATEGORY 1

- Assault
- Weapons
- Dangerous Firearms
- Arsons
- Controlled Substances / Alcohol – selling, distributing, and/or possessing/under the influence
- Sexual Assaults
- False Alarms/Bomb Threats
- Explosives
- Serious Vandalism
- Robberies
- Major Thefts
- Extortion / Coercion
- Embezzlement
- Burglaries / Breaking and Entering
- Verbal or Written Menacing / Threatening / Stalking
- Gang Policy Violations
- Counterfeit Weapons
- Aiding and Abetting –
- Hazing
- Intimidation/ Bullying
- Gambling / Gambling Devices
- Sexual Misconduct
- Public Indecency
- Tobacco Use / Possession

CATEGORY 2

- Minor Vandalism
- Chronic Fighting
- Fighting and Inciting Violence
- Minor Thefts
- False Reporting of a Serious Matter
- Trespassing
- Counterfeit Controlled Substances
- Chronic Offender / Repeated Violations in Categories 3 & 4
- Improper use of School Computer Network / Internet –
- Gross Disrespect
- Insubordination / Failure to Comply

CATEGORY 3

- Endangering Self or Others
- Disrespectfulness

- Forgery
- Plagiarism
- Failure to Identify Oneself / Student ID Badges
- Leaving Campus
- Throwing Objects
- Failure to Disperse

CATEGORY 4

- Failure to follow class/school rules including but not limited to:
 - Littering
 - Hall Pass
 - Lying
 - Cheating
 - Inappropriate Display of Affection – Consensual
 - Attendance Policy Violations
 - Unauthorized Area
 - Failure to follow directions during fire drills or other emergency drills or incidents
 - Unauthorized Fundraising
 - Lunchroom Regulation Violations
 - Inappropriate Dress
 - Disruptive Behavior – including but not limited to:
 - Yelling
 - Name calling
 - Possession of Electronic Devices
 - Tantrums / Disorderly Conduct

LIST OF CONSEQUENCES AND INTERVENTIONS

Category I	Mandatory Expulsion (forfeited credit if expelled) Police Report, where applicable Suspension Forfeited Credit Pupil Services Restitution of damages, if applicable
Category II	To be determined by the circumstances of the offense Expulsion (forfeited credit if expelled) Suspension Referral to Community Resources (Mental Health Agencies, Human Services, Juvenile Court) Police Report, if appropriate Review by Pupil Services Team Restitution of Damages, if applicable

<p>Category III & IV</p>	<p>Progressive Discipline as follows: The reasonable progression of corrective measures to remediate the infraction. These are not necessarily in the order to be administered, but to be determined by the circumstances of the offense. Detention Essays based on misbehavior In-school counseling Supervised time out Denial of privileges Referral to student court Parent conferences 1) phone 2) in person Daily / weekly feedback to parents Schedule conferences to include but not limited to: teachers, students, counselor, parent, administrator Parent education Referral to Special Services Team Behavior Plans Referral to Community Resources (Mental Health Agencies, Human Services, Juvenile Court) School Service Duty Community Service Duty In-School Suspension – up to ten days Removal from school Temporary confiscation of student property which violates Uniform Discipline Code Forfeited assignment credit Warning – written or oral</p>
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DEFINITIONS OF INFRACTIONS

CATEGORY I

Assault

- Cause or attempt to cause serious physical harm to another
- Cause or attempt to cause physical harm to a school official

Weapons

- The possession, handling, transmission, concealing, or ready access to a dangerous weapon or any instrument/object capable of harming another person (including but not limited to: chains, brass knuckles, scissors, mace, pepper spray, etc.).

Dangerous Weapons (Firearms, Knives, Brandished Counterfeit Firearms)

- The Board is committed to providing the students of the District with an educational environment that is free of the dangers of firearms, knives, and other dangerous weapons.
- 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), which includes any explosive, incendiary, or poisonous gas; bomb, grenade, 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. A knife is defined as a cutting instrument having a sharp blade.
- Unless a student is permanently excluded, the Superintendent, shall expel a student from school for a period of one year for bringing a firearm or knife to a school operated by the Board or onto any other property owned or controlled by the Board, or for possessing a firearm or knife at a school or on any other property owned or controlled by the Board, which firearm or knife was initially brought onto school property by another person, except that the Superintendent may reduce the requirement on a case-by-case basis in accordance with this policy. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.
- Matters which might lead to a reduction of the expulsion period, include the student's mental and/or physical characteristics or conditions; the age of the student and its relevance to the punishment; the prior disciplinary history of the student and/or the intent of the perpetrator.

A student is suspended, expelled, removed or permanently excluded from school for misconduct involving a firearm or knife also loses his/her driving privileges. The District must notify the county registrar and juvenile judge within two weeks of the suspension, expulsion or permanent exclusion.

The Board prohibits students from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus if both of the following apply.

The object is indistinguishable from a firearm, whether or not the object is capable of being fired.

The person indicates that the person possesses the object and that it is a firearm or the person knowingly displays or brandishes the object and indicates that it is a firearm.

As defined by Ohio law and for purposes of this policy, an “object that is indistinguishable from a firearm” means an object made, constructed or altered so that, to a reasonable person without specialized training in firearms, the object appears to be a firearm.

Students found in violation of numbers 1 and 2 above may be reported to the local police authority and may be prosecuted under state criminal statutes, as well as disciplined in accordance with the provisions of the District's Uniform Discipline Code and Ohio law.

Arson

- Cause or create risk of harm to persons, and/or any property of another, by means of intentional setting of fire or explosion.

Controlled Substances – Selling & Distributing and/or Possessing

- Possession, handling, transmission, concealing or selling any alcoholic beverage, marijuana, narcotic, controlled substance (as defined by Ohio Revised Code 2925.01) or any substance that may cause physical or mental change without legal authorization.

Sexual Assault

- Engage in any sexual activity with another without his/her consent or when the victim does not have the ability to appraise the situation.
- Cause another to participate in sexual activity without his/her consent.

False Alarms / Bomb Threats

- Cause or attempt to cause a false alarm or bomb threat.
- Damage or tamper with a fire alarm or other emergency notification equipment.
- Initiate or circulate a report or impending fire, explosion, crime or other catastrophe knowing it is false.

Explosives

- Possession, handling, transmission, concealing or use of any explosive device or substance which can be used as an explosive (fire works, caps, firecrackers, homemade bombs, etc.).

Serious Vandalism

- Purposely cause or attempt to cause damage to private or school property whereby destruction or defacement of property is over \$150.00.

Burglary / Breaking and Entering

- By means of force, stealth or deception enters onto school property or unauthorized area.

Robbery

- Take another person's money or property by force or harm, or by threat of or harm.

Major Theft

- Take or attempt to take the money or property of another (valued over \$150.00) – without consent of the owner or authorized person to give consent.

Extortion / Coercion

- Obtain or attempt to obtain another person's property, services or valuable benefit by threat or coercion, expressed or implied.
- Expose or threaten to expose any matter tending to subject any person to hatred, contempt or ridicule.

Embezzlement

- Take money or property for one's use when it is entrusted to the person for another purpose (example – treasurer of an organization uses the organization's money for himself/herself).

Controlled Substances / Alcohol Use, Under the Influence

- Use, consume or be under the influence of any alcoholic beverage, marijuana, narcotic, dangerous drug, controlled substance (as defined by Ohio Revised Code 2925.01) or any unauthorized or controlled substance on school property or at any school function. (See also Alcohol Use by Students/Student Drug Abuse District Policy and Procedures Manual.

Verbal or Written Assaults / Threats

- Willful intimidation or threats of harm to another's person, family or property; causing mental distress to other persons.

Aiding and Abetting

- To aid and/or encourage another who is violating a Category 1

Hazing

- To persecute or harass with meaningless, difficult, or humiliating tasks or to initiate by exacting humiliating performances from, or playing rough practical jokes upon another; causing or creating substantial risk of causing mental or physical harm to any person.

Gang Policy Violations

- Violations of East Cleveland City School Gang Policy (See East Cleveland City Schools' Policy and Procedures Manual).

Tobacco Use / Possession

- Any smoking or possession of cigarettes or other tobacco substance in school building or school grounds or during school sponsored activities.

Counterfeit Weapons

- Counterfeit weapons, such as toy guns, starter guns, etc., or any items that simulate real/actual weapons, the possession, handling, transmission or concealing of such a counterfeit weapon is prohibited.

Gambling / Gambling Devices

- Engaging in any unauthorized game of chance or contest wherein money or items of value are wagered or being in possession of gambling devices such as, but not limited to dice, playing cards, electronic games, etc.
- Knowingly receiving any funds directly or indirectly procured from gambling activities.

Sexual Misconduct

- Any sexually suggestive behavior which disrupts the educational process.

Public Indecency

- Recklessly exposing his/her private parts or masturbating, engaging in sexual intercourse, engaging in intercourse appearing to ordinary observer to be sexual intercourse or masturbation.

Intimidation / Bullying

- Forcing another person to do something against his/her will by threats to destruction of reputation, coercion.
- Willfully engaging in activities that are known to make another feel fearful.

CATEGORY II

Minor Vandalism

- Causing or attempting to cause damage to private or school property whereby destruction or defacement of property is \$150.00 or less.

Minor Theft

- Taking or attempting to take the property of another without consent of the owner or authorized person.

Chronic Fighting

- Repeated violations of Uniform Discipline Code fighting offenses.

False Reporting of a Serious Matter

- Communication of false information with the intent to create a threatening or dangerous situation
- Failure to communicate information vital to the prevention of a serious or dangerous situation when asked.
- Causing / initiating or circulating any false alarms, inducing panic that may cause inconvenience or alarm and the evacuation of a public place.

Counterfeit Controlled Substances

The Ohio Revised Code makes it illegal to sell, possess, or deliver controlled substances. In as much as the possession or sale of counterfeit controlled substances is harmful to the maintenance of health, safety and discipline of the school district, such sale or possession is subject to school discipline. A counterfeit controlled substance is defined as:

- Any drug that bears, whose container or label bears, a trademark, trade name, or other identifying mark used without authorization of the owner or rights to such trade mark, trade name or identifying mark.
- Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured processed, packed or distributed.

- Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance.
- Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distributing, or the price for which it is sold or offered for sale.
- No person shall knowingly possess any counterfeit controlled substance nor shall any student knowingly make, sell, offer to sell, give, package, or deliver a counterfeit controlled substance.
- No person shall directly or indirectly represent a counterfeit controlled substance by describing either with words or conduct, its effect as being the same, or similar to the physical or mental effects associated with the use of a controlled substance.
- No student shall directly or indirectly falsely represent a counterfeit controlled substance as a controlled substance.

Trespassing

- Being in a school building or on school grounds or unauthorized school area without permission or while under suspension or expulsion.
- Negligently failing or refusing to leave school building or grounds upon being notified to do so by owner or occupant, agent, servant, and/or authorized persons.

Chronic Offender/Repeated Violations in Categories 3 and 4

- Multitude of Uniform Discipline Code violations, during the same school year, which create a pattern of serious misconduct.

Improper Use of School Computer Network/Internet

- Offenses of this policy such as obscenities, use without signed consent, etc. are Category 3 or 4 offenses.

Note: Violations of the School Computer Network/Internet Policy such as threats, vandalism, other illegal activities, etc. are Category 1.

Insubordination / Failure to Comply

- Refusal to comply with school rules or reasonable directives of authorized school personnel.

Gross Disrespectfulness

- Extreme offensive behavior toward students, board employees, school visitors or adults in authoritative roles that interferes with the educational process.
- The use of oral, written or non-verbal expressions of profane and obscene acts.

Fighting and Inciting Violence

- Physical conflict or encouraging others to engage in physical conflicts and/or engaging in food fights.
- Disorderly conduct with the intent to facilitate violence.

CATEGORY III

Endangering Self or Others

- Actions which put the health or safety of oneself or others in jeopardy.
- Failure to follow safety regulations of school or classroom in use of tools or equipment in any activity or utilize equipment, tools, etc. recklessly or in a manner to violate District's Student Safety Policy.

Disrespectfulness

- Offensive behavior toward students, Board employees, school visitors or adults in authoritative roles that interferes with the educational process.

Forgery

- Fraudulent reproduction of the signatures of parents, staff or other persons and/or utilizing documents that have been forged or altered and/or selling or distributing documents that have been forged.

Plagiarism

- Intentionally copying and/or submitting the work of another as one's own.

Failure to Identify Oneself / Student ID Badges

- Refusal to identify oneself on the request of Board employees, visitors, or adults in authoritative roles.
- Failure to wear student identification badge properly.
- Defacing student identification badge.
- Use of another student's identification badge.

Leaving Campus

- During the school day, students are not permitted to leave campus at any time without permission from the proper school authorities.

Failure to Disperse

- Failure to move out of vicinity where any school official orders persons in a vicinity whose presence creates a likelihood of physical harm to persons/property or is causing public inconvenience, annoyance or alarm or is interfering with school official's ability to conduct school business or enforce Uniform Discipline Code.

Throwing Objects

- Throwing any objects that may cause damage, present a safety hazard, disrupt class, or incite hostility such as snowballs, water, water balloons, food, writing utensils, etc.

Aiding and Abetting – Minor

- To aid and/or encourage another who is violating any Category 3 or 4 offense or school / classroom rules.

CATEGORY IV

Failure to follow Class/School rules such as but not limited to:

Littering

- Throwing paper, trash or other materials on the floor, inside school buildings or grounds.

Hall Pass

- All students in the halls during classes must have a pass from a teacher, nurse, administrator, or support staff person. Hall sweeps and lockouts may be used at the discretion of the administration to enforce this rule.

Lying

- Having knowledge of events and/or people but when questioned deliberately giving false information.

Cheating

- Using, submitting or attempting to obtain data or answers deceitfully.

Inappropriate Display of Affection

- To knowingly touch private areas of another's body, including but not limited to kissing and caressing with consent of the other person.

Attendance Policy Violations

- Violations include: Failure to check into school properly when tardy or absent, truancy, class cutting, tardiness to class or school.

Unauthorized Area

- Students are prohibited from entering or gathering in unauthorized areas (ex. Teachers lounges, boiler room, unattended classrooms, etc.).

Failure to Follow Directions During Fire Drills or Other Emergency Drills or Incidents

- Students are to remain with assigned teacher during all fire or other emergency drills. Students are to immediately exit the building quickly according to regulations for fire drills and quietly follow directions of staff. Evacuation of the building is not complete until all students are evacuated to the roadside sidewalk. Students are not to remain near the building during any tornado drill. Students are to abide by all regulations for these procedures.

Unauthorized Fundraising

- Selling items that are not part of an officially sanctioned school fund raiser.

Lunchroom Regulation Violations

- Failure to adhere to any of the school's lunchroom regulations.

Inappropriate Dress

- Any dress that is unclean, hazardous to one's safety or the safety of others, or distracts from the educational process or is in violation of Board Policy in accordance with Board Administrative Policy: Student Dress Code Policy adopted January 10, 2000.

Participate in Disruptive Behavior such as but not limited to:

Yelling

- Intentionally calling in a loud voice in order to gain another's attention.

Name Calling

- Calling another person a derogatory name or making derogatory statements about a person which may disrupt the educational process. Examples include, but are not limited to, racial or gender slurs, put downs, etc.

Possession of Electronic Devices, Tape Recorders, Radios, CD Players, Pagers, Cell Phones, Video Cameras, Walkmans, and any Electronic Devices

- Students are not to bring tape recorders, radios, cell phones, pagers, beepers, walkmans, or other electronic devices to school without prior approval from administrative staff.
- Violating District Policy: Use of Electronic Communications Equipment by Students.

Tantrums / Disorderly Conduct

- Continuously and intentionally making noise or acting in a manner so as to interfere with a teacher's or other's ability to conduct a class or extracurricular activity.

DUE PROCESS

To insure that the rights of the student have not been violated and that fairness and consistency are practiced, the East Cleveland City Schools shall maintain the following procedures:

Emergency Removal

Students may be removed from the school premises or school activity whenever the Superintendent, Principal, or designee determines that the student poses a threat to persons, property, or the educational atmosphere of the building.

Except in cases of disruptive behavior that interferes with the normal continuance of the school day, no student shall be removed from the school without proper notification to the parent(s)/guardian.

Suspensions

1. The Superintendent or Principal may suspend a student from school 1-10 days for violation of the Uniform Discipline Code following proper notice of intent to suspend and an informal hearing has been held.
2. Prior to suspension, a written notice of the intent to suspend, which shall include the reason, must be given to the student. A telephone call to the parent(s) guardian informing them of this intent shall be made whenever possible.
3. The Superintendent or Principal/designee must provide the student an opportunity to challenge the reasons for the intended suspension or to explain his/her actions in an informal hearing normally held within 24 hours of the written notice. There need not be any delay between the written notice of intent to suspend and the informal hearing.
4. Following the informal hearing, a decision will be made to suspend or not. If the decision is to suspend, the suspension may begin immediately.
5. The above proceedings must be followed if the student is to be assigned to an in-school suspension program.
6. Within 24 hours of the student's suspension, the Superintendent or Principal shall provide written notice of the suspension to the students (parent(s) guardian of the student, Pupil Services and the Treasurer of the Board of Education. The notice shall include reasons for suspension, the length of the suspension and the right of the student/parent(s)/guardian and /or representative to appeal the suspension to the designated Board's appeals officer. The notice shall also state that the concerned party has the right to legal representation at appeal proceedings. The notice should also state that the student is not permitted on East Cleveland City School's property or attend any school-sponsored activity during the term of the suspension.

Expulsions

A student may be expelled from school by the Superintendent for a period not to exceed beyond the end of the current semester or as otherwise authorized by state law.

1. Following a student's violation of a Category I or Category II infraction, written notice and an informal hearing may be held at the building level, (procedure stated herein).
2. After the informal hearing, if the decision is to recommend that the student be expelled, the building principal must provide written notice to the student of this recommendation. The building principal should provide a written recommendation to the Superintendent.
3. A student may be expelled for violation of Category I or Category II infractions of the Uniform Discipline Code after notice and the opportunity for a hearing have been provided.
4. Prior to expulsion, written notice to the student and parents(s)/guardian of the intent to expel must be provided. This notice shall include the specific infraction charged against the student. The notice shall also inform the student, parent(s) guardian of the time of the opportunity for a hearing between three and five days after notice is given, the place of the hearing and the student's right to representation.

5. After the expulsion hearing, if the decision is to expel, the expulsion becomes effective immediately. Within 24 hours, written notice of the expulsion will be provided to the student, parent(s)/guardian, and the Clerk Treasurer of the Board of Education. The notice shall also include the reason(s) for the expulsion and the right to appeal the decision to expel to the Board of Education's designated hearing officer. The notice must also include the right to legal representation at the appeal and to request the hearing be held in executive session.

Appeal

A student or his parent(s) guardian may appeal his/her expulsion or suspension to the designated hearing officer of the East Cleveland City Schools. Because suspension and expulsion commence immediately after the decision to suspend or expel has been made after a hearing, it is the policy of the Board of Education to provide an appeal as soon as possible.

1. A student or his parent(s)/guardian or representative may appeal his/her suspension or expulsion to the Board's hearing officer.
2. An appeal must be commenced within three school days of the receipt of the notice of suspension or expulsion by giving written notice of the intent to appeal to the Principal of the student's school.
3. Such student or his/her parent(s)/guardian or representative may be represented in all such appeal proceedings. At the request of the student or his/her parent(s)/guardian or representative, the hearing officer may hold the hearing in executive session but shall act upon such suspension or expulsion only in a public meeting. The hearing officer will make his/her recommendation to the Board of Education, which by management vote, affirms the order of suspension or expulsion or may reinstate such student or otherwise reverse, vacate or modify the order of suspension or expulsion. No student shall be suspended or expelled from any school beyond the current semester, or as otherwise authorized by state law.
4. The hearing officer shall make a verbatim record of the hearing held under the above paragraph. The decision of the hearing officer may be appealed under Chapter 2506 of the Ohio Revised Code of the State of Ohio.

OTHER PROCEDURES

Physical Force or Restraint

Properly authorized school officials are authorized within the scope of their employment to use the amount of force as is reasonable and necessary to:

1. Quell a disturbance threatening physical injury to others.
2. Obtain weapons or other dangerous objects on the person or in the control of a student.
3. For self-defense.
4. For the protection of persons or property.

Search of a Student's Person or Personal Effects

Properly authorized school officials may search a student, his personal effects on school property occupied by a student, such as his/her locker or desk, if the school officials have reasonable grounds to believe that such a search will turn up evidence that the student has violated or is violating the law or rules of the school or is needed to maintain order in the school.

When possible, all searches should be conducted in the presence of the student and another witness or witnesses.

Authorized Use of Detection Devices

In order to better insure the safety and welfare of all individuals including students who enter any of the East Cleveland City School District's buildings or grounds, the Board of Education authorizes the use of various detection devices or means including metal detection equipment. Such equipment will be used by District administrators and security forces on the following basis:

1. Reasonable suspicion inspection
2. Random whole population inspection.

LEGAL REFS: O.R.C. §§2923.122; 3313.66; 3313.661; 3313.662
18 USC 921
20 USC 2701 et seq. – Title IX 9001-9005; 20 USC 8921

Adopted: August 12, 2014