2009-2010
Student Code of Conduct
PreK-12

BE SAFE • BE RESPECTFUL • BE RESPONSIBLE
Dear Dayton Public Schools Family:

Teaching and learning is our number one priority. Our Student Code of Conduct is a living document that we review and revise annually to reflect current Ohio law and district policy, and design it to ensure safe and orderly schools.

The Student Code of Conduct provides a no-nonsense approach to student behavior, allowing students to take advantage of learning opportunities free of classroom disruption.

To achieve safe and orderly environments, we must accomplish the following:

- Ensure zero tolerance for serious offenses.
- Administer our code uniformly.
- Present clear language that will be understood by members of the Dayton Public Schools family.

Your comments and questions regarding the Student Code of Conduct are welcome. Please contact the DPS Director of Student Services at 937-542-3414. Our wish is that our students will have an excellent school year that is free of disciplinary issues.

Sincerely yours,

Kurt T. Stanic, Ed.D.
SUPERINTENDENT
DAYTON PUBLIC SCHOOLS

Mission Statement
The mission of the Dayton Public Schools is to guarantee a quality education for every student, every day.
The Purpose of the Student Code of Conduct is:

• To provide clear and explicit expectations and regulations governing student behavior, activities, and discipline.
• To provide a framework for building a safe and effective academic community.
• To specify guidelines for teaching and encouraging behaviors necessary to meet the district’s behavioral initiative.
• To describe explicit methods of corrective instruction and consequences for responding to behavioral infractions.

Dayton Public Schools’ Philosophy of Student Conduct and Discipline

Parents, communities, and schools play a key role in shaping student behavior. Developing a student’s self-discipline is a legitimate and constructive goal of education. Schools must maintain standards of conduct and discipline to ensure that students and school personnel have a safe and orderly learning environment. All students have the right to learn, and no student has the right to disrupt the learning process of others. Therefore, students are prohibited from interfering with or engaging in behaviors endangering the safety of others. This includes behavior that occurs before, during, and after school; in school buildings; on school property; at school-related programs, on the way to or from school; and on school vehicles or Regional buses that bring students to or from school.

The district’s Student Code of Conduct provides examples of expected behaviors, definitions of behavioral infractions including its severity (Level I, II, or III), and possible corrective strategies. Some definitions include examples. Examples are not intended to be exhaustive lists; that is, the behaviors covered by the definitions include, but are not limited to, the examples given. Persistent violations (four offenses, either all Level I or in combination with Level II) of the Student Code of Conduct or violations of criminal laws are considered incorrigible conduct. Prompt and effective corrective actions will be taken to address these behaviors. All Dayton Public Schools will have site specific codes of conduct for extra-curricular and co-curricular activities.

Behavioral Expectations and Examples

1. Be Safe

   Examples
   - Obey rules and laws regarding use of alcohol, tobacco and drugs.
   - Choose peer groups that demonstrate safe, respectful, and responsible behavior.
   - Obey the laws of the community.

2. Be Respectful

   Examples
   - Be respectful to all adults and peers.
   - Listen to and follow the directions of school staff.
   - Be respectful toward property.
   - Take care of school materials.
   - Demonstrate positive social skills.
   - Use polite words (e.g., Please, Thank you, You are welcome…).
   - Resolve conflict in a positive manner.

3. Be Responsible

   Examples
   - Bring or request needed materials.
   - Complete work on time.
**Corrective Strategies for Level I Behaviors**

<table>
<thead>
<tr>
<th>District-Wide Behavioral Expectations</th>
<th>Examples of Expected Behavior</th>
<th>Infractions of Behavioral Expectations (Level I Offenses)</th>
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<tbody>
<tr>
<td><strong>BE SAFE</strong></td>
<td>• Stay in assigned area</td>
<td>• Disruptive Behavior</td>
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<td></td>
<td>• Follow directions</td>
<td>• Violating Local School Rules</td>
</tr>
<tr>
<td></td>
<td>• Obey classroom/school rules</td>
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<tr>
<td><strong>BE RESPECTFUL</strong></td>
<td>• Follow school rules</td>
<td>• Parking and Traffic Violations</td>
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<tr>
<td></td>
<td>• Obey classroom directions</td>
<td></td>
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<td><strong>BE RESPONSIBLE</strong></td>
<td>• Arrive at school/class on time</td>
<td>• Excessive Tardiness</td>
</tr>
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<td></td>
<td>• Maintain acceptable attendance</td>
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</tbody>
</table>

**Possible Corrective Strategies** (Multiple options may be selected from the list below depending on individual students’ needs. This is not intended to be an exhaustive list.)  *Items are not listed in any chronological or progressive order. Selections from this list should be made in a least restrictive and progressive manner.*

- Re-teach the behavioral expectations
- Parent conference/contact
- Require the student to complete a community service task/special assignment
- Have the student choose a method of apologizing or making amends to those harmed or offended
- Time-out
- Building level behavioral curriculum activities
- Loss of privileges
- Student conference
- Create a behavior/school contract that includes expected student behaviors, as well as consequences for infractions and incentives for demonstrating expected behaviors
- Provide a reflective activity
- Refer to Intervention Assistance Team
- Detention, during which the student completes work
- Referral to Truancy/Student Service Advisor
- Student mediation
## Corrective Strategies for Level II Behaviors

<table>
<thead>
<tr>
<th>District-Wide Behavioral Expectations</th>
<th>Examples of Expected Behavior</th>
<th>Infractions of Behavioral Expectations (Level II Offenses)</th>
</tr>
</thead>
</table>
| **BE SAFE**                          | • Keep hands and feet to yourself  
  • Remain in assigned area  
  • Solve problems peacefully  
  • Be aware of your surroundings  
  • Obey laws regarding smoking and drinking | • Fighting  
  • Inappropriate Bus Behavior  
  • Inciting to Fight and/or Contributing to a Disruptive Situation  
  • Possession of Tobacco/Tobacco Products  
  • Threats to Staff/Students |
| **BE RESPECTFUL**                    | • Consider the feelings of others  
  • Use polite words  
  • Follow the dress code | • Dress Code  
  • Insubordination  
  • Inappropriate Physical Contact  
  • Profanity  
  • Verbal Abuse of Staff |
| **BE RESPONSIBLE**                   | • Ask before borrowing  
  • Follow school rules  
  • Be truthful and honest  
  • Take care of school property  
  • Keep your school clean | • Academic Dishonesty  
  • Destruction of School Property/Inappropriate Internet Usage  
  • Forgery/Falsification  
  • Inappropriate Use of Electronic Devices  
  • Leaving School Without Permission  
  • Repeated Violations of School Rules |

**Possible Corrective Strategies** (Multiple options may be selected from the list below depending on individual students’ needs. This is not intended to be an exhaustive list.). *Items are not listed in any chronological or progressive order. Selections from this list should be made in a least restrictive and progressive manner.*

- Parent conference/contact  
- Create a school-wide behavior contract  
- Restitution  
- Referral for counseling  
- Require class-by-class report check-ins with staff member for a set period of time  
- Complete a Functional Behavioral Assessment/Behavior Intervention Plan  
- Referral to Intervention Assistance Team  
- Office Referral  
- Student conference  
- Written reflection  
- Referral to community agency  
- Create a home/school communication system  
- Identify a mentor and establish a schedule of activities related to school performance  
- Referral to Dayton Mediation Center  
- In-school/Out-of-school suspension  
- Peer mediation

*Also include Corrective Strategies listed in Level I*
## Corrective Strategies for Level III Behaviors

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<tr>
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<th>Infractions of Behavioral Expectations (Level III Offenses)</th>
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<tr>
<td>BE SAFE</td>
<td>• Eat and drink healthy foods</td>
<td>• Arson</td>
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<td>• Ask for help if you are not safe</td>
<td>• Bullying</td>
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<td>• Solve problems peacefully</td>
<td>• Firearm Look-a-Likes</td>
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<td>• Gang Behavior</td>
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<td>• Possession/Intent/Sale/Distribution/Use/Under the Influence of Alcohol/Controlled Drugs</td>
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<td>• Possession/Use of Dangerous Weapon/Look-a-Like Weapon/Incendiary Device</td>
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<td>• Possession/Use/Sale/Distribution of Firearm/Knife</td>
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<td>BE RESPECTFUL</td>
<td>• Accept refusals gracefully</td>
<td>• Extortion</td>
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<td>• Consider the feelings of others</td>
<td>• Harassment/Intimidation</td>
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<td>• Cope with it when the answer is “No”</td>
<td>• Sexual Misconduct</td>
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<td>BE RESPONSIBLE</td>
<td>• Obey laws</td>
<td>• Bomb Threats/False Alarms</td>
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<td>• Choose the right time to celebrate</td>
<td>• Conduct Outside of School Hours or Away from School</td>
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<td>• Respect other people’s property</td>
<td>• Explosive and/or Incendiary Devices</td>
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<td>• Gambling</td>
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<tr>
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<td>• Loitering/Trespassing</td>
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<tr>
<td></td>
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<td>• Theft/Attempt/Possession</td>
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<td></td>
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<td>• Vandalism</td>
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<td>• Violation of School-Wide Contract</td>
</tr>
</tbody>
</table>

### Possible Corrective Strategies

(Multiple options may be selected from the list below depending on individual students’ needs. This is not intended to be an exhaustive list. **Items are not listed in any chronological or progressive order. Selections from this list should be made in a least restrictive and progressive manner.**

- **Mandatory** administrative referral
- Time in an Alternative to Suspension or Expulsion program while support plans are developed
- Press charges against law violators
- Work with juvenile court to identify opportunities for restitution
- Recommendation for expulsion
- Referral made to DPS Drug Assessor/Drug Analysis

Also include Corrective Strategies listed in Levels I and II
DEFINITION OF TERMS FOR LEVEL I OFFENSES

Level I Offenses - (conduct that impedes the orderly operation of classrooms, schools and/or district vehicles) cover students who commit, attempt to commit, aid or abet the commission of, conspire to commit, or participate in any manner, even though unaccomplished, any of the offenses designated in this section. A student charged with behavior that is classified as a Level I offense should receive corrective strategies in the classroom and/or building.

Disruptive Behavior
Intentional acts, behaviors, or conduct in the classroom, in the school, upon school grounds, to or from school or while engaged in school related activities that cause minor disruptions to the educational process.

Excessive Tardiness
Repeated failure to report, without an acceptable excuse, to school or classroom or other instructional area after the “tardy bell.”

Excessive tardiness is defined as:
A) 7 consecutive unexcused tardies
B) 10 unexcused tardies in one month
C) 15 unexcused tardies in one school year

Parking and Traffic Violations
Parking on school property or in designated areas of the parking lot without a permit during instruction, extracurricular activities, or authorized school business is prohibited. Each student who chooses to park a vehicle on school property must purchase a parking permit. Students who purchase a parking permit will be given a decal sticker and parking and traffic regulations. Parking permits must be renewed upon expiration. There will be no student parking at and no permits issued for PK-6 or PK-8 schools. Dayton Public Schools and its employees will not be liable under any circumstance for any loss or damage to students’ vehicles or the content(s) of said vehicles parked on Dayton Public Schools premises.

Violating Local School Rules
Noncompliance with established procedures for playground activities, hallway behavior, proper assembly conduct, use of the lunchroom facilities, and/or codes of conduct that are specific to respective buildings and school buses/vehicles. Students responsible for being an accessory to (e.g., assisting, planning, participating, and/or encouraging) any violation of school rules are subject to the same corrective action as students, who are actively involved in committing such offenses.
DEFINITION OF TERMS FOR

LEVEL II OFFENSES

Level II Offenses - (serious misconduct) cover students who commit, attempt to commit, aid or abet the commission of, conspire to commit, or participate in any manner, even though unaccomplished in the commission of any of the offenses designated in this section. A student charged with behavior that is classified as a Level II offense may be removed from the building.

Academic Dishonesty
No student will copy the work of another without citation. This includes previously written work, or part thereof, on a test or assignment, or improperly consulting notes or other answer sources (e.g., Cha Cha).

Destruction of School Property/Inappropriate Internet Usage
Loss, destruction, defacement, inappropriate use of textbooks, media center materials, computers and/or computer related materials. All students are required to comply with the district’s internet acceptable usage guidelines included in this booklet.

Dress Code
Dressing or grooming in a manner that disrupts the teaching or learning of others as determined by local school communities; including, but not limited to, ski masks; hats; doo rag; bare midriffs; clothing with drug, alcohol, sex, vulgar or hate messages; skirts or dresses above mid-thigh; pants worn below the waist line; or any full-face covering(s) are prohibited. This also includes failure to follow uniform dress code in applicable buildings.

Fighting
A physical altercation between two or more students, in which a student’s actions do not represent reasonable self defense. This also includes the mutual participation in an incident involving physical violence.

Forgery/Falsification
Acts, not limited to, falsifying school records, forging signatures, making or providing false statements, counterfeiting, bribery, and/or using an unauthorized computer user ID or passwords.

Inappropriate Bus Behavior
Any behavior or action that distracts a bus driver, causes a dangerous situation or disturbs the orderly operation of a bus. Students must comply with the Ohio Department of Transportation (ODOT) regulations posted on the bus. Eating, drinking, being out of seat, transporting of animals or glass containers, spitting, throwing of any objects, extending any body parts through a school bus/vehicle window, or using the emergency exit when there is no emergency are prohibited. State law prohibits parents or any unauthorized individual from boarding or impeding the orderly boarding or departing of students on school buses. Should there be a situation or problem relating to the school bus, the parent(s) must contact the building principal to resolve any concerns.

Inappropriate Physical Contact
No fondling, touching, or kissing in school facilities, on school grounds, or at school related activities, or while on buses transporting students to and from school related events is permitted.

Inappropriate Use of Electronic Devices
Devices that impede or interrupt the educational process including, but not limited to, video games, beepers, cellular phones, radios, CD/tape players, MP3 players, iPods, laser pens and others. Such electronic devices are not to be seen, used, or heard in the school building during school hours and shall not be used at anytime to disrupt the educational process. Devices will be confiscated and returned only to parent/guardian. DPS will not be held responsible/liable for any lost, stolen, or damaged cell phones/electronic devices.

1st offense- Conference with student and/or parent/guardian.
2nd offense- 3-day suspension with student placed on behavior contract.
3rd offense/subsequent offense(s) and contract violation- Referral to Student Expulsion Hearing Committee.

Inciting to Fight and/or Contributing to a Disruptive Situation
The intent to promote or engage another student in physical conflict and/or continuous harassment; the promotion of misconduct for any purpose.

Insubordination
Refusing to comply with a reasonable request from school personnel or disobeying any general rule of the school, including not following directions of teachers, school administrators, or other staff members (e.g., refusing to leave an area or stop engaging in aggressive/disruptive behavior).

Leaving School Without Permission
Leaving class, school, or school grounds during the designated school day without first obtaining permission from the principal or principal’s designated representative and/or not reporting or returning to class or school activities.

Possession of Tobacco or Tobacco Products
Smoking or the use of any tobacco products shall be prohibited on all lands and inside all facilities and motor vehicles owned or leased by the district. The use of, or the possession of any form of tobacco or tobacco products while in or upon the school premises is prohibited.

Profanity
Swearing and/or cursing in school buildings, on school buses/vehicles or on school grounds.
Repeated Violations of School Rules
Four offenses either all Level I or in combination with Level II or violations of the criminal laws.

Threats to Staff
Intentional threat by word or action to do violence to a staff member, his/her property, or the doing of any act which creates a well-founded fear within the staff member.

Threats to Student
Intentional threat by word or action to do violence to another student, his/her property, or the doing of any act which creates a well-founded fear within the student.

Truancy
Truancy is an unexcused absence from school.

Verbal Abuse of Staff
Any profane or insulting remarks or gestures directed at any Dayton Public Schools’ staff member, volunteer, visitor, student, teacher or bus driver.
DEFINITION OF TERMS FOR
LEVEL III OFFENSES

Level III Offenses - (illegal and/or serious misconduct that is life or health-threatening as defined by state, county, or federal laws and/or school standards) a student charged with behavior that is classified as Level III may be removed from the school immediately and recommended for expulsion.

Arson
Setting fire, or attempting to set fire to school property, any property belonging to, rented by, or on loan to the school district, or the property of persons employed by the school or in attendance at the school.

Assault/Battery
A physical attack that does not result in serious bodily injury and the student’s actions do not represent reasonable self-defense.

Bomb Threats/False Alarms
Making a knowingly false statement regarding the possession or location of explosive materials. Reporting a fire when no fire exists or attempting to activate the fire alarm system on school property or buses.

Bullying
Repeatedly forcing an individual to act by either physical force or intimidation (e.g., verbal fighting, threatening or intimidating students without actual physical contact, and attempting to hurt another, or actions which cause reasonable fear of immediate bodily harm).

Conduct Outside of School Hours or Away From School
Any conduct outside of school hours or away from school which may adversely affect the educational process or endanger the health, safety, morals, reputation, and/or well-being of other students, teachers, or other employees of the school system.

Explosive and/or Incendiary Devices
Any destructive device, which includes a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce and a mine or similar device. This definition would also include any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter.

Extortion
Solicitation of money, or anything of value from another person in return for protection or in connection with a threat to inflict harm.

Firearm Look-a-Likes
Any item that resembles a firearm but does not have the explosive characteristics of a firearm but may use a spring loaded device or air pressure by which to propel an object of substance (e.g., toy guns, cap guns, bb guns, pellet guns and any other look-a-like firearm).

Gambling
Betting money or items on card games, dice games, the outcome of games or activities and/or possession of gambling materials or paraphernalia.

Gang Behavior
Determined gang behavior(s) whether a member, imitator or by verbal admission that includes, but is not limited to, recruiting gang members; wearing gang colors; or using hand gestures/signals, graffiti, literature, names, rap, pictures, or other paraphernalia, whether in possession of or on the person, school grounds, school buses, or in a locker.

Harassment/Intimidation
Repeatedly annoying or attacking someone using physical, verbal, written, or electronic action that creates fear of harm, an intimidating or hostile education, without displaying a weapon and without subjecting the victim to actual physical attack (e.g., hazing and threat of harm).

Loitering/Trespassing
Refusing to leave any school property after being instructed by school staff or law enforcement staff, or visiting/returning to school property during the instructional day without appropriate authorization.

Possession/Intent/Sale/Distribution/Use of Controlled Drugs
Possessing, carrying, using, selling, distributing, or concealing any controlled drug other than prescription medication that has been administered in accordance with the district’s policies. No such items shall be in possession at school-related activities, buses, or in students’ desks or lockers; neither shall they be found any place on any property of Dayton Public Schools.

Consuming and/or showing evidence of having consumed drugs or other illegal substances and/or attending school while under the influence of drugs will result in:

1st Offense- 10-day suspension/drug education/treatment program and behavior contract.
2nd Offense- 10-day suspension, violation of contract, recommendation to the Student Expulsion Hearing Officer.

Possession/Intent/Sale/Distribution of Drug Paraphernalia/Look-a-Likes/Non-Controlled Substances
Possessing, carrying, and/or concealing drugs or items that may be considered as look-alike drugs or substances represented to be drugs of the seller or distributor and/or thought to be drugs by the buyer or receiver. Attempting to sell or distribute any prescription and over-the-counter medicines, chemical substances, and all other legal substances. Drug related paraphernalia includes, but is not limited to, pipes, clips, rolling papers, and other items used or related to drug use. No such items shall be in possession at school-related activities, buses, or in students’ desks or lockers; neither shall they be found any place on any property of Dayton Public Schools.

Possession/Under the Influence of Alcohol
Possessing, carrying, concealing, consuming or showing evidence of having consumed alcoholic beverages.
DEFINITION OF TERMS FOR LEVEL III OFFENSES (Cont.)

Possession/Intent/Sale/Distribution/Use of Controlled Drugs
Possessing, carrying, using, selling, distributing, or concealing any controlled drug other than prescription medication that has been administered in accordance with the district’s policies. No such items shall be in possession at school-related activities, buses, or in students’ desks or lockers; neither shall they be found any place on any property of Dayton Public Schools.

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Possession/Under the Influence of Alcohol
Possessing, carrying, consuming, or showing evidence of having consumed alcoholic beverages.

Possession/Use of a Dangerous Weapon/Look-a-Like Weapon/Incendiary Device (other than a firearm)
Possession of, on or about their person (locker, desk, book bags, bus, etc.) or at school/school-related activities, a weapon, device, instrument, rattaliab comb, body material or substance designed as a weapon or used as a weapon that is capable of causing death or serious bodily injury. This also includes, but is not limited to, gas repellent, stun gun, razor, chemical sprays, az handles, or martial arts devices (e.g., throwing stars, nunchakus, darts, blackjacks, chains, clubs, metal/brass or any artificial knuckles, rings, pipes, studded or pointed bracelets).

Possession/Use/Sale/Distribution of a Firearm
A firearm is any weapon which will, 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 machine gun. This includes zip guns, starter guns, and flare guns. Firearm look-a-likes should not be reported with this option. Possession of a firearm will result in an expulsion for one (1) full year. The Superintendent may lessen this expulsion based on intent, age, previous discipline record, academic record, and/or disability on a case-by-case basis.

Possession/Use/Sale of a Dangerous Weapon (Knife) other than a firearm or explosive, incendiary or poison gas.
Possession of, on or about their person (e.g., locker, desk, book bags or bus); any weapon, device, instrument, material or substance, animate or inanimate, that is used, or, is readily capable of causing death or serious bodily injury, except that such a term does not include a pocket knife with a blade of less than 2 1/2 inches in length (e.g., Bowie, dirk, lock blade, hunting or switchblade). Possession of a knife max result in an expulsion for one (1) full year.

School Disturbance
Acts which cause disruption of the school environment and/or threaten the safety or well-being of other students and/or staff, which may include, but is not limited to walking-outs, sit-ins, rioting, picketing, trespassing, reckless or careless operation of a vehicle on or near school property or near a school bus or inciting disturbances, threats to the school, pranks, or actual violence during a period of disruption.

Serious Bodily Injury
An incident that results or is intended to result in serious bodily injury to oneself or others. Serious Bodily Injury is defined as; “A Bodily injury that involves substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ or faculty.”

Sexual Misconduct
Engagement of any sexual acts including, but not limited to, vulgar/obscene words or gestures, indecent exposure, possession of profane/vulgar/obscene material, possession/distribution of derogatory/offensive posters, cards, pictures, cartoons, graffiti, or drawings on school property/buses or at school-sponsored activities.

Unwelcome Sexual Conduct
Unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive education or work environment (i.e., pinching, grabbing, suggestive comments, gestures or jokes or pressure to engage in sexual activity).

Theft/Attempt/Possession
Unlawful taking or disposition of another’s property with the intent to deprive the person of the property. Receiving stolen property or attempted theft by deception, including public property, possession of stolen property, counterfeit items or missing items and/or possession of any federal, state or district mandated test(s). Students are encouraged not to bring inappropriate non-instructional or valuable items and large sums of money to school.

Violation of Dayton Public Schools will not be liable for any loss, stolen or damaged items brought to school.

Vandalism
 Destruction/damage/attempt/threat/vandalism or threats to destroy/damage/deface school, private, or public property. It is also the willful destruction or defacement of school or personal property. This includes, but is not limited to, setting fires, attempting to destroy/damage/deface a school or staff property or property used by the school including, but not limited to, breaking windows, graffiti, destroying restroom fixtures, using paints or any other materials to deface school property (e.g., furnishings and equipment housed within or upon the school property). Student must make restitution for damage to school property.

Violation of School-Wide Contract
Violations while on local school and/or system-wide contract, or violation of conditional enrollment in the school system.
Table of Offense Codes

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<th>Offense Title</th>
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**Level II Offenses**

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**Level III Offenses**

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<td>Violation of School-Wide Contract</td>
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The district’s Student Code of Conduct provides examples of expected behaviors, definitions of behavioral infractions including its severity (Level I, II, or III), and possible corrective strategies. Some definitions include examples. Examples are not intended to be exhaustive lists; that is, the behaviors covered by the definitions include, but are not limited to, the examples given. Persistent violations (four offenses, either all Level I or in combination with Level II) of the Student Code of Conduct or violations of criminal laws are considered incorrigible conduct. Prompt and effective corrective actions will be taken to address these behaviors. All Dayton Public Schools will have site specific codes of conduct for extra-curricular and co-curricular activities.

Behavioral Expectations and Examples

1. Be Safe
   Examples
   - Obey rules and laws regarding use of alcohol, tobacco and drugs.
   - Choose peer groups that demonstrate safe, respectful, and responsible behavior.
   - Obey the laws of the community.

2. Be Respectful
   Examples
   - Be respectful to all adults and peers.
   - Listen to and follow the directions of school staff.
   - Be respectful toward property.
   - Take care of school materials.
   - Demonstrate positive social skills.
   - Use polite words (e.g., Please, Thank you, You are welcome…).
   - Resolve conflict in a positive manner.

3. Be Responsible
   Examples
   - Bring or request needed materials.
   - Complete work on time.
   - Students shall abide by the Dayton Public Schools’ Acceptable Use Policy as it relates to computer use and access to the Internet. Students will not use the district system to access material that is profane or obscene (pornography), advocates illegal acts, violence or discrimination towards other people (hate literature), or that promotes entertainment, criminal skills, non-educational chat groups, dating, and matchmaking. If users inadvertently access such information, they should immediately disclose the inadvertent access in a manner specified by their school. This will protect users against an allegation that they have intentionally violated the Acceptable Use Regulations.

   Computer and Internet Acceptable Use Guidelines

To ensure personal safety, students will:
- Not post personal contact information about themselves or other people.
- Not agree to meet with someone they have met online.
- Promptly disclose to their teacher or other school employees any message they receive that is inappropriate or makes them feel uncomfortable.

To prevent illegal activities, students will:
- Not attempt to gain unauthorized access to the district system or to any other computer system through the district system, or go beyond their authorized access.
- Not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means.
- Not use the district system to engage or promote any illegal act, such as arranging for a drug sale, purchasing alcohol, engaging in criminal gang activity, or threatening the safety of any person(s).

To maintain system security, students will:
- Be responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account.
- Avoid the inadvertent spread of computer viruses by following the district virus protection procedures when downloading files.
- Not attach a modem, or any personal device to a district computer connected to the district system.

To demonstrate respect for resource limits, students will:
- Use the system only for educational and professional or career development activities with no time limit, but limit (no more than 1 hour per week) high-quality, self-discovery activities.
- Not download large files unless absolutely necessary.
- Not post chain letters or engage in “spamming.”
- Subscribe only to high-quality discussion group mail lists that are relevant to their educational, professional, or career development.

To prevent plagiarism and copyright infringement, students will:
- Not plagiarize works that they find on the internet.
- Respect the rights of copyright owners.

To respect the integrity of others, students will:
- Not post malicious or harassing information or comments on social networking websites or gossip websites, and will not create false profiles on social networking websites such as MySpace, Facebook, JuicyCampus, etc.
- Refrain from Cyber-bullying via text message, IM or e-mail or any other electronic communication.

**Violation of the above is considered a Level II offense.**
ABSENCES AND TRUANCY

Absences
An excused absence is one which has been classified excused by the building administration. An absence which falls under one of the seven (7) Board of Education approved reasons for absences will be classified excused if the building attendance procedures are followed by the student, parent or person acting as parent if a student is absent. The parent/guardian shall call the school as soon as possible. The student must bring a signed note from the parent/guardian stating the reason(s) for non-attendance upon returning to school. Absences shall be excused for the following reasons:

- Illness of student
- Illness in the family
- Death in the family
- Quarantine for contagious disease
- Those approved in advance by the principal upon written request by the parent, or adult student
- An act of God
- Homelessness (verified by district homeless liaison)

Daily attendance impacts academic success. Excessive absences can contribute to school failure. Therefore, when an absence is necessary, a student’s parent(s)/guardian(s)/legal custodian(s) should report the absence to school officials before the assigned school starting time.

Truancy
Students found in the community during school hours may be stopped by designated officials and asked to show just cause for being absent from school. If the student cannot provide appropriate documentation, he/she will be detained at the district’s Truancy Center (Phone: 542-3228). Parent(s) will be contacted and the student will only be released to the parent(s)/guardian(s)/custodian(s).

The City of Dayton School Truancy Ordinance states that students found in the community during school hours can be detained if:

1. The student is between the ages of 6 and 17 years old.
2. The student is on the public streets, in a public place, or in a place of commerce/amusement/entertainment.
3. It is between the hours of 8:00 a.m. and 1:45 p.m.

Appropriate documentation includes:

1. The student has written permission from school authorities excusing him/her from school at that particular time.
2. The student is with a parent(s)/guardian(s)/custodian(s).
3. The student’s school is not in session – not counting students that are expelled or suspended.
4. The student has a work permit – travel to and from the job only.
5. The person is on an emergency errand – this will be verified.

Parent(s)/Guardian(s)/Custodian(s) are responsible for:

1. Picking up the student from the Truancy Center.
2. Meeting with Truancy Center staff for conferencing and referral(s) to appropriate community service agencies/others for problem resolution.

The district will:

1. Provide the parent and/or student with the Truancy Legal Notice.
2. Refer the student to Juvenile Court for chronic or habitual tardies/absences, parental failure to send the student to school, or parent contributing to the student’s absences/tardies.
3. Consider a student truant because of a lack of appropriate documentation for his/her absences/tardies.
4. Consider a student as a chronic truant, if the parent(s)/guardian(s)/custodian(s) repeatedly fails to get the child to school. The district shall file a complaint in the juvenile court jointly against the child and the parent(s)/guardian(s)/custodian(s). The complaint will state that the child is a ‘delinquent child’ by virtue of being a chronic truant, and that the parent(s)/guardian(s)/custodian(s) have violated the school attendance law.
5. Investigate and may file charges of parental educational neglect against parent(s)/guardian(s)/custodian(s) of students who are determined to be habitual truants. The district may file a complaint in juvenile court jointly against the child and the parent(s)/guardian(s)/custodian(s). The complaint will state that the child is an ‘unruly child’ by virtue of being an ‘habitual truant’, and that the parent(s)/guardian(s)/custodian(s) have violated the school attendance law. The juvenile court shall require the parent(s)/guardian(s)/custodian(s) of an alleged delinquent child, unruly child, or juvenile traffic offender to attend all proceedings of the court regarding the child. Failure to do so may be treated as contempt.

Regarding ‘habitual’ truants, the Board directs the Superintendent to take as an intervention strategy any appropriate action permitted by the board policy. Note: Youth found unruly are subject to intervention, treatment, and community service sanctions. Youths found delinquent are subject to tougher sanctions including detention in the case of a violation of a court order.

The administration of Dayton Public Schools strongly discourages the use of suspension and/or expulsion from school to enforce attendance or to deter unexcused absences or tardies.
GLOSSARY

Alternative Program/Building-Longfellow Alternative School
A student who is expelled from Dayton Public Schools may be referred to this program for academic support and counseling in lieu of expulsion. As a condition of enrollment, the student may not be on any other Dayton Public Schools' property nor attend or participate in any Dayton Public Schools' sanctioned activities or events. Any additional violations of the Student Code of Conduct or the rules of the alternative school will terminate enrollment in the alternative program and expulsion can be implemented for the original and/or new offense.

Behavior Contract
A school-wide/system-wide behavior contract by the school administrator, Expulsion Hearing Officer, or the Dayton Board of Education outlining adherence to rules and regulations. Failure to do so may result in further disciplinary action, including possible referral to the Expulsion Hearing Officer.

Chronic Truant
A school-age child who is absent from school without legitimate excuses for seven (7) or more consecutive days, ten (10) or more days in a school month, or fifteen (15) days or more in a school year.

Detention
The detaining of a student outside of regular school hours, either before school or after school.

Excused Absence
An excused absence is defined by the Ohio law as personal illness, illness in the immediate family (mother, father, sister and/or brother), quarantine of home, death of immediate family member(s) (mother, father, sister, brother, grandmother and/or grandfather), an act of God, homelessness and those approved in advance by the principal upon written request by parent or adult student.

Expulsion
Expulsion is the involuntary removal of a student from school by the superintendent. In most cases, the expulsion should not exceed 80 days, or the number of days remaining in a school semester. In situations where a student brought or possessed a firearm to school or property owned by the school, the Superintendent shall expel a pupil from school for a period of one (1) year. In these cases, the Great Oaks Free School Act requires the expulsion of the student. The student is not permitted to participate in extracurricular activities, be on any school property or in any district vehicle (including buses).

Expulsion Hearing Officer-Superintendent Designee
An administrator designated by the Superintendent, who has minimal prior knowledge of the case, will hear evidence presented by the student, parent(s)/guardian(s) and principal (i.e., witness statements). The administrator will make recommendations to the Superintendent ranging from returning the student to school, referring the student to an outside agency for intervention, suspension, expulsion, or permanent exclusion. Failure of the parent(s)/guardian(s) to attend the hearing will not stop the process.

Habitual Truant
Is defined as a school-age child who is absent from school without legitimate excuse for five (5) or more consecutive days, seven (7) or more days in a school month, or twelve (12) or more school days in a school year. (“A school month is defined as four school weeks.”)

In-School Suspension-Alternative Learning Center
In-school suspension is the suspension of the student’s normal instructional activities by an administrator due to discipline reasons. The student attends school but is assigned to special placement that allows him/her to do school work but does not specifically address the behavior(s) that resulted in discipline. The student may not attend or participate in extracurricular activities while assigned to in-school suspension.

Out-of-School Suspension
An out-of-school suspension is the denial of attendance at school for a period of one (1) to ten (10) days. This includes the suspension of the student’s normal instructional activities by an administrator due to discipline reasons. Schoolwork missed during one (1) to three (3) day suspensions may be made up when the student returns to school. During suspensions ranging four (4) to ten (10) days, parent(s)/guardian(s) may request schoolwork and pick-up the schoolwork during school hours. Suspended students are not permitted to participate in extracurricular activities, be on any school property or in any district vehicle (including buses).

Parent Hearing
Parent(s)/guardian(s)/custodian(s) and student(s) meet with an administrator to hear the circumstances related to an alleged violation of school rules and to determine guilt, innocence, or the consequences if the student is found responsible. Attorneys are allowed to participate in these meetings; however, they should notify the principal of their intent to attend. Friends or relatives of the student and other members of the public who are not witnesses may not attend the hearing. The decision reached at the hearing may be appealed to the principal and/or appropriate executive director.

Parent/Guardian Conference
An opportunity for school administrator(s) and parent(s)/guardian(s)/custodian(s) to discuss issues related to student behavior and/or discipline.

Removal by Hearing Officer
Those instances in which an impartial state-appointed hearing officer orders the removal of students with disabilities from their current educational placement to an appropriate educational setting for not more than forty-five (45) days based on the hearing officer’s determination that the public agency has demonstrated by substantial evidence that maintaining the student’s current placement is substantially likely to result in injury to the student or others.

Restitution
Parent(s)/Guardian(s) of students responsible for defacing or damaging school property/district vehicles are required to pay the cost of restoring or repairing the property.

Student Conference
An opportunity for school staff and student(s) to discuss issues related to student behavior and/or discipline. A written contract may be generated.

Time Out
The temporary isolation of the student within the classroom or from classmates to another supervised setting within the school.

Truancy Center
The location where students who are found out of school setting during regular school hours and who are unlawfully absent will be transported to.

Waiver of Attending Expulsion Hearing
Parent(s)/guardian(s)/custodian(s) may sign a waiver if they choose not to attend any expulsion hearing. In the event parent(s)/guardian(s)/custodian(s) or the student does not attend the hearing, it will proceed as scheduled.
**Zero Tolerance**

The safety and security of all students and school personnel are our highest priority, and we are committed to providing a safe learning environment. Therefore, Dayton Public Schools uses a Zero Tolerance approach in regards to serious misconducts such as drugs, sexual offenses, possession of a weapon, and any violent and/or criminal behavior in school, on school grounds and/or bases that threatens school safety and order. Any infractions related to the above mentioned are to be subject to a stern and uniform response. This includes a firm application of the district’s Student Code of Conduct with appropriate corrective strategies and criminal charges filed as necessary.

When disciplinary actions are necessary, Dayton Public Schools will strive to maintain a constructive approach that places positive change in behavior and minimizes any interruption of the educational process. Age and maturity level requirements for the type of disciplinary actions, thus, these factors will be considered when corrective measures are necessary.

**Building Security**

In order to provide the safest environment possible, all Dayton Public Schools high school students must submit to a security check and/or metal detector upon entering the building. Students will enter the building at the designated doors and will “walk through” a security system. If necessary, individual security checks may be done with a hand-held wand. In order to expedite security checks, please keep the following in mind:

1. Remove all keys from pockets or purses before going through the security check.
2. Remove all metal items and calculators from book bags.
3. See-through and/or mesh bags are strongly recommended.

Some items (i.e. mace on a student’s key chain and “box cutter”) may be perfectly legal outside of school, but inappropriate for school. Parent(s)/guardian(s) should be aware of what his/her children pack in their book bag and/or purse before leaving home.

**District’s Steps Following Student Misbehavior**

If a student commits or is accused of committing any offense, a school administrator will:

1. Investigate the incident, including meeting with the student and others involved to allow them to explain the situation.
2. Contact the parent(s)/guardian(s), explain the situation, and inform the parent of the corrective strategy that will be used.

**Emergency Removal From School**

(A description of the process can be found in ORC 3313.66 (C)) If a pupil’s conduct endangers safety or creates a situation that disrupts the academic process such as setting a fire in the school, school’s property, such as the cafeteria, or other school related misconduct, an administrator may remove a student from curricular activities or from the school premises. Upon receipt of a removal letter, parent(s)/guardian(s) must report to a conference which will be held within three (3) school days. The conference will provide staff, student(s) and parent(s)/guardian(s) an opportunity to discuss the behavior and share perspectives on the matter. Failure to appear at the conference may result in an out-of-school suspension. In the event of an out-of-school suspension is warranted, the initial days of removal will be deducted from the days of out-of-school suspension. Students are to remain home during school hours and not attend/participate in school sponsored function(s) until a conference/hearing occurs.

**Out-of-School Suspension**

1. The superintendent or principal may suspend a student for up to ten (10) school days.
2. Written notice of suspension will be mailed to the student and parent(s)/guardian(s) indicating reasons for suspension.
3. The student will be informed of his/her opportunity to appear before the principal or superintendent to challenge the reason(s) for the suspension or otherwise explain his/her actions.

**Assignment to the Alternative Program in lieu of an Expulsion**

If a student is involved in a Level III offense:

1. The student will be referred to the Expulsion Hearing Officer.
2. A Notice of Intent to Expel letter will be mailed to the parent(s)/guardian(s). The letter will include the date and time of the expulsion hearing.
3. The student and parent(s)/guardian(s) may bring a representative(s) to this hearing.
4. During the hearing, the Expulsion Hearing Officer will review the facts from the investigation to determine if any expulsion is warranted.
5. The student and parent(s)/guardian(s) will be given an opportunity to explain their position.
6. At the end of the hearing, the Expulsion Hearing Officer will decide the corrective strategy to be taken.
7. The parent(s)/guardian(s) must contact Student Services (ph. # 542-3414) the next day to determine if the student is expelled and to receive information on the appeal process. A student may be assigned to an Alternative Program in lieu of expulsion. If a student is assigned to the Alternative Program, the parent(s)/guardian(s) has two (2) school days to accept the placement.
8. If the parent does not attend the hearing, the parent will be notified of the Expulsion Hearing Officer’s decision by regular mail.

**Appeal Process**

Section 3313.66 – Ohio Revised Code

(A) A student, parent, guardian, or custodian may appeal the student’s expulsion by a superintendent or suspension by a superintendent, principal, assistant principal or other administrator to the board of education or its designee. If the student or the student’s parent, guardian, or custodian intends to appeal the expulsion or suspension to the board or its designee, the student or the student’s parent, guardian, or custodian shall notify the board in the manner and by the date specified in the notice provided during division (D) of this section. The student or the student’s parent, guardian, or custodian may be represented in all appeal proceedings and shall be granted a hearing before the board or its designee in order to be heard against the suspension or expulsion. At the request of the student or the student’s parent, guardian, custodian, or attorney, the board or its designee may hold the hearing in executive session but shall act upon the suspension or expulsion only at a public meeting. The board, by a majority vote of its full membership or by the action of its designee, may affirm the order of suspension or expulsion, reinstate the student, or otherwise reverse, vacate, or modify the order of suspension or expulsion.

The board or its designee shall make a verbatim record of hearings held under this division. The decisions of the board or its designee may be appealed under Chapter 2506 of the Revised Code.

Notice of intent to appeal must be filed with the Superintendent’s Office within 10 calendar days of the Superintendent’s decision to expel. Under state law, the decision of the Board may be further appealed to the Court of Common Pleas.

**Permanent Exclusion**

The Board may seek the permanent exclusion of a student 16 years of age or older who is convicted in criminal court, juvenile court, or found to have assisted in connections with any of the following offenses:

1. Illicit drugs, or possession of drugs that bear a deadly weapon or dangerous ordnance; carrying a concealed weapon; trafficking in drugs, including possession or sale of a bulk amount of a controlled substance;
2. Aggravated murder, murder, voluntary or involuntary manslaughter, assault, rape, gross sexual imposition or felonious sexual penetration involving a minor, kidnapping, or evidence of complicity.

The Superintendent may consider permanent exclusion based on the severity or number of offenses.

**What Parents Should Expect**

When the principal finds that a student has committed an offense, the principal or another school administrator will:

1. Notify the parent by telephone as soon as possible that the student has been involved in an offense and may be suspended.
2. Send a letter to the parent’s (guardian’s) residence explaining the student’s suspension.
3. A parent may:
   a. Upon request, meet with the principal to discuss the offense.
   b. Receive a report on the school’s investigation.
   c. Appeal the student’s suspension, if the parent is not satisfied with the principal’s decision.

**Suspension and Expulsion for Students with Disabilities**

All federal and state laws (e.g. Manifestation Determination), Board policies and administrative procedures must be followed in suspending and/or recommending expulsion for students with disabilities/impairments on Individualized Education Program (IEP)/Section 504 Related Aids and Services Plan. This does not necessarily preclude exclusion from school or school buses/vehicles, as a result of a crisis or any emergency or as provided by law.

**Discipline for Pre-K and K Programs**

Due to the maturation level children in the Pre-K and K programs teachers, may experience biting, kicking, and other behavioral problems. It is strongly recommended that building staff, parent(s)/guardian(s), appropriate district personnel, and community agencies work collaboratively to develop and implement corrective strategies for working with difficult and hard to manage students. It is ultimately the decision of the building administrator to determine the most appropriate method. The building administrator must employ corrective strategies that will ensure the safety of all.

The Board’s policy of nondiscrimination and anti-harassment will extend to students, staff, job applicants, the general public and individuals with whom it does business, and will apply to race, national origin, citizenship status, religion, sexual orientation, economic status, age, handicap and other human differences.