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# **CODE OF CONDUCT**

# **SOLON CITY SCHOOLS**

**EFFECTIVE: AUGUST 2009**



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**SOLON CITY SCHOOLS**

**STUDENT RIGHTS, RESPONSIBILITIES  
AND DISCIPLINE**

**I. INTRODUCTION**

The primary goals of the Solon City Schools are to develop each child’s potential for learning and to foster positive interpersonal relationships. Essential to the achievement of these goals is reasonable and necessary order in the educational institution itself. No institution or organization can endure or operate effectively without some form of control over the people it serves, be it home, church, school, or government. All parties participating in the school community must share the responsibility for maintaining this control.

The Solon Board of Education believes that good discipline is best thought of as being positive, not negative; of helping a student to adjust, rather than as punishment; of turning unacceptable conduct into acceptable conduct. It is important that each individual assume responsibility for his/her own action in accordance with socially acceptable conduct and the rules, regulations, and policies of the school setting. Behaviors exhibited must be within the bounds of law and order and must respect the rights of others as individuals.

Parents or guardians have the primary responsibility for establishing and maintaining positive discipline with their children. While students are in school, however, members of the school staff must act in the place of parents in maintaining discipline. Members of the school staff are expected to make every effort to correct and effectively resolve disciplinary problems that occur within their range of responsibilities. Therefore, they shall have the authority necessary to maintain a proper learning climate using reasonable enforcement to prevent and stop any act of interference with the scholarly, disciplined atmosphere of the school. They may call upon other school personnel to help in discharging their responsibilities. Teachers may refer students to the building administrator who is then responsible for determining the necessity for, and the nature of, further disciplinary action.

Since the school and the home share responsibility for educating and disciplining students, it is important that they work closely together. The school staff has the obligation to be fair, honest, reasonable, and consistent in their dealings with students. The parents have the obligation to be cooperative, reasonable, and honest in working with school personnel. Only by developing a climate of mutual trust and respect can the school and the home work effectively together toward the best interest of the child.

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Print student name

I have received and read the Code of Conduct Handbook.

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Student Signature

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Parent Signature

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Grade

**NOTE:** Please tear out this signature page and return it to the school office.

U. **Public Display of Affection or Sexual Acts:** Students shall not engage in kissing, embracing or any sexual acts or displays not appropriate to the educational environment.

V. **Violation of Rules:** Students shall not violate the policies of the Board of Education or school rules or regulations. Such policies and rules and regulations will be posted on school bulletin boards. Students are responsible for becoming familiar with those items.

W. **Hazing:** Students shall not threaten, act, or participate in or attempt to threaten, act or participate in any act or acts that injures, degrades, disgraces, or tends to injure, degrade, or disgrace any student.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by any individual subjected to hazing does not lessen the prohibition contained in this policy.

X. **Phone Pagers:** Phone pagers and other electronic communication devices are prohibited at all school functions and events. Students may be suspended and pagers will be confiscated.

Y. **Sexual Harassment:** Ohio and Federal laws define sexual harassment as unwanted sexual advances, or unwanted visual, verbal, or physical conduct of a sexual nature. Such offensive behavior includes, but is not limited to the following:

1. Making or threatening reprisals after a negative response to sexual advances.
2. Non-verbal conduct: leering; making sexual gestures; displaying sexually suggestive objects, pictures, cartoons, or posters.
3. Verbal conduct: making or using derogatory comments, epithets, slurs, or jokes; making sexually based remarks about another person's or one's own body.
4. Verbal abuse of sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations.
5. Physical conduct: touching, assault, impeding or blocking movement.

## II. STUDENT'S RIGHTS AND RESPONSIBILITIES

Students share with members of the professional staff the responsibility for maintaining a proper environment for learning within each school. This environment can best be achieved by all parties working together. Students are entitled to know the framework of procedures within which they are expected to assume personal responsibility for their actions and to know the disciplinary measures to be taken when they fail to show this personal responsibility.

## III. SCHOOL DISCIPLINE

The maintenance of school discipline and proper behavior is essential to the establishment of a proper learning environment. Students have a responsibility to cooperate with and to assist the school staff in the orderly and efficient conduct of the schools. Students are also responsible for abiding by the rules and regulations established by the Solon Board of Education and implemented by school administrators.

A breach of discipline is any conduct of pupils which interferes with the maintenance of a proper learning environment. Acts of behavior which tend to conflict with the educational program or which are antagonistic to the welfare of other students, the staff, and/or Solon City Schools cannot be tolerated.

Student lockers and desks are school property and, as such, may be subject to periodic inspections. In addition, parking on school property is a privilege not a right and cars parked on school property are subject to routine patrols by school officials and cars may be searched when reasonable suspicion is determined. Reasonable suspicion exists when a school official is informed by a fairly credible source the car may contain evidence of violation of school policy or observes objectively suspicious behavior. Any car parked on school property in which evidence of a violation of school policy is in plain view may be searched.

The procedures and other elements of the following discipline policy set forth general guidelines for all schools. However, there is a recognized distinction between students of differing ages and maturity and it is reasonable to expect that, at times, resort to the more formal steps of denying educational participation will be tempered by reference to such distinction.

Disciplinary action is determined based primarily on the type of offense committed. Other factors such as the frequency of an offense as well as the child's age are considered. Although the disciplinary actions listed below reflect a progressive disciplinary process, all steps may not be considered or appropriate in a given case. Offenses of a repetitive or more serious nature may result in discipline commensurate with the seriousness of the offense and may justify

suspension and/or expulsion without reference to previous reprimands.

1. Verbal warning
2. Parent notification
3. Detention
4. Removal of privileges
5. Parent conference
6. Saturday School
7. Disciplinary removal
8. In-school suspension
9. Emergency removal
10. Out-of-school suspension
11. Juvenile court
12. Expulsion

## A. DEFINITIONS

The following provides a definition for each of the disciplinary actions listed above.

### 1. Verbal warning

A warning to a student that his/her conduct is in violation of school rules. It may be issued by any authorized school official including teaching or non-teaching personnel.

### 2. Parent notification

Direct contact by telephone or letter with a parent or legal guardian of a student to inform them that their child's conduct was in direct violation of school rules.

### 3. Detention

The assignment of a student to spend time in addition to regular school time for violation of school rules.

### 4. Removal of privileges

The denial of special privileges for violation of school rules.

2. Students already under suspension, expulsion, or removal (emergency or disciplinary) shall not enter upon the grounds or premises of the students' regularly assigned or other school building without the express permission of the principal.

- Q. **Lying:** Students shall not lie about, fabricate, distort, or change information given to school staff or administration or any individual.
- R. **Forgery:** Students shall not forge the writing of another or falsely use the name of another person or falsify times, dates, grades, addresses, or other data on school forms or school-related correspondence.
- S. **Violation of School Bus Conduct Requirement:** Students shall not act or participate in any act or acts or attempt to act or participate in any act which poses or tends to pose a danger to the safe operation of a school bus or conveyance, including, but not limited to, failing to remain seated, throwing objects at passengers, the driver or out of the windows, extending arms or objects out of the windows, and shouting and other disorderly conduct which could cause physical harm, emotional stress, or diversion of the driver's attention.
- T. **Dress and Appearance:** The Solon Board of Education believes that pride in one's self and school is often reflected in the way students dress. In order for a student to look his/her best, he/she should be knowledgeable about health, grooming, and choice of clothing. Poise and confidence are derived from individuals looking his/her best and feeling his/her best.
- Students are to appear in school dressed for an academic setting. Parents and students should make appropriate selections reflecting the important nature of the academic atmosphere and the health and safety of the students. If there are any questions as to the appropriateness of any type of clothing, the school should be contacted in advance. Clothing which is determined to be detrimental to health and safety or disruptive to the academic atmosphere of the school will not be permitted.
- In some cases parents will be notified and asked to bring appropriate clothing to the school so that the student can change and return to class or a student may be sent home to change. In other cases further disciplinary action may be taken.
- Students are not permitted to wear items of clothing advertising or encouraging activities prohibited in other sections of this policy, i.e. drugs or alcohol advertisements.

Students who engage in an assault upon a school employee or other student off school property, at a non-school-sponsored or related activity, function or event, or on school property before or after school hours may, in accordance with the procedures set forth in R.C. 3313.66, be subject to suspension or expulsion from school if it is determined that the students' continued presence in the school is reasonably certain to disrupt or interfere with the educational process or endanger the health or safety of the students or others.

- L. **Profane, Vulgar or Improper Language or Gestures:** Students shall not speak or write profane, vulgar, derogatory, demeaning or other improper or inappropriate language, or use profane, vulgar or other improper or inappropriate gestures or signs or engage or attempt to engage in profane, vulgar or other improper or inappropriate actions.
- M. **Extortion:** Students shall not use or attempt to use an express or implied threat, violence, harassment, coercion or intimidation to obtain money or any other type of property belonging to another student, a school employee or other person.
- N. **Gambling:** Students shall not engage in or promote games of chance, placing of bets, or risk anything of value.
- O. **Truancy, Tardiness or Class Cutting:** Students shall not be absent from all or any portion of the regularly scheduled classes or other mandatory activities without school authorization and parental consent.
  - 1. Unexcused "No Dress" for Physical Education—see Physical Education Handbook. Repeated violations will result in Saturday School followed by In-School Suspension.
  - 2. Solon has a "closed campus." Permission is needed in order to be out of the building during school hours. "Out of the building" has been defined as being outside any of the outer doors of the building during the school year.
- P. **Trespass:**
  - 1. Students shall not enter upon school grounds or premises of a school building to which the students are not assigned during or after school hours except with the express permission of the school principal of that building or to attend or participate in a school-sponsored event in which their regularly assigned school is involved or where students from their regularly assigned school have been invited to attend or participate.

#### 5. **Parent conference**

A meeting with a parent(s) or legal guardian(s) to discuss specific violations of school rules and the impending action school officials may take.

#### 6. **Saturday School**

A discipline procedure by which a student is required to attend a Saturday detention from 8 a.m. to noon and provides an alternative to in-school suspension.

#### 7. **Disciplinary removal**

The removal of a student from a class or from participation in an extra-curricular activity for less than twenty-four hours. During the disciplinary removal period a student will not be permitted to take part in any school function or activity. In addition, a student will not receive credit for class work during disciplinary removal.

#### 8. **In-school suspension**

The removal of a student from his/her regularly scheduled classes for a period of at least one (1) but not more than ten (10) days. During this period of in-school suspension a student will remain and perform his/her studies in a specified area.

If at the time an in-school suspension is imposed there are fewer than ten (10) school days remaining in the school year in which the incident that gives rise to the suspension takes place, the superintendent may apply any remaining part or all of the period of the in-school suspension to the following school year.

No academic credit will be lost solely because a student is given an in-school suspension.

#### 9. **Emergency removal**

The removal of a student whose presence poses a continuing danger to persons or property or an on-going threat of disrupting the curricular or extra-curricular school activities, for a period not less than twenty-four (24) hours but not to exceed seventy-two (72) hours. During the period of emergency removal, a student will not be permitted to take part in any school function or activity. In addition, a student will not receive credit for class work during this period of emergency removal.

## 10. Out-of-School Suspension

The removal of a student from school for at least one (1) but not more than ten (10) days. During the period of suspension a student will not be permitted to attend any school function or activity. In addition, a student will not receive credit for class work during a period of suspension.

If at the time an out-of-school suspension is imposed there are fewer than ten (10) school days remaining in the school year in which the incident that gives rise to the suspension takes place, the superintendent may apply any remaining part or all of the period of the out-of-school suspension to the following school year.

## 11. Juvenile Court

Referral by a school administrator to juvenile authorities for conduct which is not only in violation of school rules but also the law.

## 12. Expulsion

The removal of a student from school for a period not to exceed the greater of 80 school days or the number of school days remaining in the semester or term in which the incident that gives rise to the removal takes place. This consequence may extend beyond semesters and school years. During the period of expulsion a student will not be permitted to take part in any school function or activity. In addition, a student will not receive credit for class work during the period of expulsion.

## B. PROCEDURE

Disciplinary action such as verbal warning, parent notification, detention, removal of privileges, parent conference, disciplinary removal, and referral to juvenile court do not require special procedures before being implemented.

In the case of Saturday School, in-school suspension, emergency removal, suspension, and expulsion, the following procedures will be used:

### 1. Saturday School

Before a student is assigned to Saturday School, the student shall be given written notice of the intention to impose a Saturday School assignment and the reasons for the intended Saturday School assignment. The student will be given an opportunity to appear at an informal hearing before the

- a. Refusal to serve office detentions within the specified time may result in suspension.
- b. Failure to serve teacher detentions may result in an office detention. A second offense may result in an additional detention being added.

I. **Disrespect:** Students shall not harass any members of the school staff or student body on the basis of sex, color, race, national origin, religion, age, or disability. For the purpose of this Student Rights, Responsibilities and Discipline Code, "harass" includes, but is not limited to, intimidate, insult, annoy persistently or otherwise abuse, physically, orally or in writing.

J. **Weapons, Dangerous Instruments, Fireworks, Any Laser Instruments and Explosives:** Students shall not use, possess, handle, transmit, sell or conceal any object that can be classified as a weapon or dangerous instrument. Weapons and dangerous instruments shall include any object which is used or may be used to inflict physical harm or property damage or to threaten to inflict such harm or damage.

Students shall not possess, handle, transmit, sell, conceal or bring upon school grounds any fireworks, explosives, or munitions, nor shall students ignite, explode or detonate or attempt to ignite, explode or detonate fireworks, explosives, or munitions.

Ten (10) days Out-of-School Suspension and a recommendation for expulsion will be the recommended penalty for violation in this area. All offenders will be referred to the proper legal authority.

K. **Misconduct Away from School:** Students who sell or transmit any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, cocaine, marijuana, intoxicating inhalant, or any other controlled substance or drug of abuse off school property or at a non-school-sponsored or related activity, function or event, or on school property before or after school, may in accordance with the procedures set forth in R.C. 3133.66, be subject to suspension or expulsion from school if the superintendent determines that the students' continued presence in the school is reasonably certain to disrupt or interfere with the educational process or endanger the health or safety of the students or others.

Any student who, having arrived on school property, leaves school property to violate school rules will be subject to school discipline. i.e. arriving at school on the bus and leaving the grounds to smoke prior to classes beginning.

be a controlled substance manufactured, processed, packed, or distributed by a person other than the person that manufactured, processed, packed or distributed it;

3. Any substance that is represented to be a controlled substance or is a different controlled substance.

4. 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, distribution, or the price for which it is sold or offered for sale.

b. No student shall possess any counterfeit controlled substance, violations of this provision will be treated in the same manner as Section 1 (possession, purchase, use application or being under the influence).

c. No student shall directly or indirectly represent a counterfeit controlled substance as a controlled substance by describing, either with words or conduct, its effects as being the same or similar to the physical or mental effects associated with use of a controlled substance.

d. No student shall directly or indirectly falsely represent a counterfeit controlled substance as a controlled substance.

e. No student shall knowingly make, offer to sell, give, package or deliver a counterfeit controlled substance. Violations of this provision will be treated in the same manner as Section 2 (selling, supplying, or transmitting).

f. Drug paraphernalia - Students may not possess any item related to drug use including but not limited to pipes, bongs, or rolling papers.

**G. Failure to Comply with Directives (Insubordination):** Students shall comply with directives, and reasonable requests of teachers, student teachers, substitute teachers, educational aides, bus drivers, principals, and other appropriate school personnel.

**H. Failure to Accept Discipline or Punishment:** Students shall not refuse to accept discipline or punishment from teachers, student teachers, substitute teachers, educational aides, bus drivers, principals or other appropriate school personnel.

principal or assistant principal to speak against the reasons for the intended Saturday School assignment or otherwise explain his/her actions. Parents will be notified when a student is assigned to Saturday school.

## 2. **In-School Suspension**

Before a student is placed on in-school suspension, the student shall be given written notice of the intention to impose in-school suspension and the reasons for the intended in-school suspension. The student will be given an opportunity to appear at an informal hearing before the principal to speak against the intended in-school suspension or otherwise explain his/her actions. Parents will be notified when a student is given an in-school suspension.

## 3. **Emergency Removals**

When circumstances are such that a student's continuing presence is reasonably certain to pose a continuing danger to persons or property or an ongoing threat of disrupting curricular or extra-curricular school activities taking place within a classroom or elsewhere on school premises, the superintendent, principal, or assistant principal may remove a student from curricular or extra-curricular activities, or from the school premises without complying with the notice and hearing requirements required prior to suspension or expulsion.

In like circumstances, a teacher or supervising adult may remove a pupil from curricular or extra-curricular activities under his/her supervision, without complying with the notice and hearing requirements required prior to suspension or expulsion. As soon as practicable after making such removal, the teacher shall submit reasons, in writing, for such removal to the principal.

If a student is removed under emergency removal, written notice of the reason(s) for the removal and written notice of the hearing to be held regarding the removal shall be given to the student as soon as practicable prior to the hearing. Parents will be notified when a student is removed under this section.

The hearing shall be held in accordance with the procedure set forth under the suspension procedure, unless it is probable that the student may be subject to expulsion. In that event, the hearings shall be held in accordance with the procedure set forth under the expulsion procedure except that the hearing shall be held within seventy-two (72) hours of the initial removal. The individual who ordered, caused, or requested the student's removal under this Article shall be present at the hearing.

If the superintendent or the principal reinstates a student in a curricular or extra-curricular activity under the teacher's supervision prior to the hearing following a removal under this Article, the teacher shall, upon request, be given the reasons for such reinstatement in writing.

#### 4. **Out-of-School Suspension**

When the alleged misconduct becomes known, the student shall be given written notice of the intention of suspension and the reasons for such action by the principal or superintendent. The student will be given an opportunity to appear at an informal hearing before the principal, superintendent or superintendent's designee and challenge the reasons for the intended suspension or otherwise explain his/her actions.

Within twenty-four (24) hours after the time of a student's suspension, the superintendent or principal shall send written notice of the suspension to the student and his/her parent, guardian, or custodian and the Treasurer of the Board of Education. The notice shall include the duration of the suspension and the reasons therefore. It also shall include notification of the right of the student or his/her parent, guardian, or custodian to appeal the suspension to the Board of Education or its designee within ten (10) days of the suspension to be represented in the appeal proceedings, to be granted a hearing before the Board or its designee in order to be heard against the suspension, and to request such hearing be held in executive session. The Board or its designee, however, shall act upon a suspension only at a public meeting.

The Board, by majority vote of its full membership, or by the action of its designee, may affirm the suspension or may reinstate the affected student or may otherwise reverse, vacate or modify the order of suspension.

The Board or its designee shall keep a verbatim record of all hearings under this Article. Decisions of the Board or its designee may be appealed to Common Pleas Court under Chapter 2506 of the Ohio Revised Code.

#### 5. **Expulsion**

Prior to any expulsion, the superintendent shall give the student and his/her parent, guardian, custodian, or representative written notice of the intention of expulsion.

The notice shall include the reasons for the intended expulsion, notification of the opportunity of the student, and his/her parent, guardian, custodian, or representative to appear before the superintendent or his/her designee to challenge the reasons for the intended expulsion or otherwise

5. notwithstanding the above provisions, an initial, self-referred violation of this section shall not be deemed a first offense under Part 1. (if the following occur): (1) the student proceeds to be evaluated by a chemical dependency professional; (2) the student agrees to follow an appropriate treatment, which may include but not be limited to required attendance at support groups; (3) and the professional satisfactorily notifies the principal of the foregoing.

#### b. **Second offense:**

1. a parent of the student will be immediately notified of the incident. The student may be removed from school under the emergency removal procedures pending an expulsion hearing, which shall be held within seventy-two (72) hours of the order of removal or the student may be expelled without emergency removal.
2. the principal will recommend that the Superintendent expel the student.
3. the principal or principal's designee will notify the school nurse and the appropriate counselor of the incident.
4. the Superintendent will expel the student for up to eighty (80) days beyond the days of suspension.

2. **Selling, Supplying or Transmitting:** A first incident of selling, supplying or transmitting mood-altering chemicals shall be treated as a second offense.
3. **Counterfeit or "Look-Alike" Drugs, or Drugs or Medicine Prohibited by Policy:** The following is in accord with amended Section 2925.01 (P) of the Ohio Revised Code concerning use, transmission, selling, giving, concealing, or consuming of counterfeit controlled substances or "look-alike" drugs.

#### a. A counterfeit controlled substance is defined as:

1. Any drug that bears, or whose container or label bears, a trademark, trade name or other identifying mark used without authorization of the owner or rights to such trademark, trade name or identifying mark;
2. Any unmarked or unlabeled substance that is represented to

narcotics, depressants, stimulants, hallucinogens, counterfeit drugs, marijuana, alcohol, intoxicating inhalants, and prescription drugs, unless authorized by a medical prescription from a licensed physician and kept in the original container, which container shall state the student's name and directions for proper use.

Notwithstanding the progressive discipline policy outlined above, administrators will observe the following procedures in regard to violations of this rule. When students are found to possess or sell illegal substances, the administrator will promptly report such cases to the local police authorities.

#### 1. Possession, purchase, or use:

##### a. First offense:

1. a parent, guardian, or custodian (hereafter referred to as "parent") of the student will be immediately notified of the incident. The student may be removed from school under the emergency removal procedures pending a suspension hearing, which shall be held within seventy-two (72) hours of the order of removal or the student may be suspended with emergency removal.
2. the principal will notify the student and the student's parent, guardian, or custodian in writing of an intent to suspend and will arrange a suspension hearing among the student, the student's parent(s), guardian, or custodian and the principal.
3. the principal or principal's designee will notify the school nurse and the appropriate counselor of the incident.
4. the principal will suspend the student for ten (10) days in compliance with all requirements of law, and this Code of Student Rights, Responsibilities and Discipline, which suspension may be reduced to no less than five (5) days if the following occur: (1) the student proceeds to have a drug and alcohol assessment conducted by a chemical dependency counselor (which includes a drug test) and meets with the school administrator; (2) the student agrees to follow any appropriate treatment, which may include but not be limited to required attendance at support groups; (3) and the professional satisfactorily notifies the principal of the foregoing and (4) the student agrees to continue attendance of in-school support group where appropriate.

to explain the student's actions, and notification of the time and place to appear.

The time to appear shall not be earlier than three (3) nor later than five (5) days after the notice is given, unless the superintendent grants an extension of time at the request of the student or his/her parent, guardian, custodian, or representative. If an extension of time is granted, the superintendent shall notify the student and his/her parent, guardian, custodian or representative of the new time and place to appear.

Within twenty-four (24) hours after the time of any expulsion, the superintendent or principal shall send written notice to the student and his/her parent, guardian, or custodian and the Treasurer of the Board of Education. The notice shall include the duration of the expulsion and the reasons therefore. It also shall include notification of the right of the student or his/her parent, guardian, or custodian to appeal the expulsion to the Board of Education or to its designee within fourteen (14) calendar days of the expulsion, to be represented in the appeal proceeding, to be granted a hearing before the Board or its designee, and to request that such hearing be held in executive session. The Board or its designee, however, shall act upon an expulsion only at a public meeting. If the expulsion is for more than twenty (20) days, or will extend into the next semester or school year, the notice must also contain information on services or programs that work toward improving the student's attitudes and behavior.

The Board, by a majority vote of its full membership, or by the action of its designee, may affirm the expulsion or may reinstate the affected student or may otherwise reverse, vacate or modify the order of expulsion.

The Board or its designee shall keep a verbatim record of all hearings under this Article. Decisions of the Board or its designee may be appealed to Common Pleas Court under Chapter 2506 of the Ohio Revised Code.

#### IV. TIMES/PLACES

Unless otherwise noted in the individual section, this code shall be applicable to any conduct: on school grounds, during and immediately before or after school hours; on school grounds at any other time when the school is being used by a group; off school grounds at a school sponsored activity, function or event; on a school bus or conveyance; or at any other time when the student is subject to the authority of the school.

## V. MISCONDUCT FOR WHICH ANY DISCIPLINE INCLUDING SUSPENSION AND EXPULSION MAY OCCUR

- A. **Disruption of School:** Students shall not use violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance or any other conduct, cause, attempt, or threaten to cause the disruption or obstruction of any lawful mission, process, activity, or function of the school.

Students shall not urge other students to engage in such conduct for the purpose of causing, attempting or threatening to cause the disruption or obstruction of any lawful mission, process, activity or function of the school.

While this list is not intended to be all-inclusive, the following acts illustrate the kinds of misconduct prohibited by this rule:

1. unauthorized presence in any school building, school grounds or part thereof;
2. blocking the entrance or exit of any school building;
3. setting fire or attempting to set fire to or damaging or attempting to damage or defacing or attempting to deface any school building or property;
4. making, by telephone call, letter or other means, a threat to damage or destroy any school property or to disrupt any school-sponsored or related activity, function or event on or off school grounds;
5. activating or attempting to activate the alarm system in the absence of a fire;
6. preventing or attempting to prevent by physical act or verbal utterance, the convening or continuing functioning of any school, class, or activity or any lawful meeting or assembly on or off the school property;
7. preventing or attempting to prevent students from attending a class or any school-sponsored or related activity or event;
8. except under the direct instruction of the principal or other authorized school personnel, blocking pedestrian or vehicular traffic on school property or at the site of any school-sponsored or related activity or event;

9. continuously making noise or acting in a manner so as to interfere with a teacher's ability to conduct a class or extracurricular activity; or
10. repeated violations of school rules;
11. encourage other students to act in a way contrary to established policy.

- B. **Damage, Destruction, Theft, or Unauthorized Removal of School Property:** Students shall not cause or attempt to cause damage to school property or steal or attempt to steal private property or engage in or attempt to engage in or participate or attempt to participate in the unauthorized removal school property.
- C. **Damage, Destruction, Theft, or Unauthorized Removal of Private Property:** Students shall not cause or attempt to cause damage to private property of students, teachers, school personnel or other persons or steal or attempt to steal private property or engage in or attempt to engage in or participate or attempt to participate in the unauthorized removal of private property.
- D. **Assault on or Abusive Language Toward a School Employee, Authorized School Visitor, or Another Student:** Students shall not use vulgar, profane or abusive language or make a vulgar, profane or abusive gesture toward any school employee, authorized school visitor, or any other student nor cause or attempt to cause physical injury to a school employee, authorized school visitor, or another student.
- E. **Smoking:** Students shall not possess, use, transmit, conceal or roll cigarettes or tobacco products including smokeless tobacco products.
- |                |   |                                  |
|----------------|---|----------------------------------|
| First offense  | - | 2 days Saturday school (4 hours) |
| Second offense | - | 2 days out-of-school suspension  |
| Third offense  | - | 3 days out-of-school suspension  |
| Fourth offense | - | 5 days out-of-school suspension  |
| Fifth offense  | - | 10 days out-of-school suspension |
- F. **Alcohol and Other Drugs:** Preceding, during or on any day of school, summer school, travel on any school-provided transportation or any school-sponsored or related activity held on or off school property, students shall not possess, buy, sell, use, consume, ingest, supply, transmit, distribute, conceal or apply any mood-altering chemical of any kind including alcohol. "Possession" includes, without limitation, retention on the student person or in purses, wallets, lockers, desk, or automobiles parked on the school property. "Mood-altering chemical" includes, without limitation,