



CODE OF CONDUCT

2025 - 2026

TABLE OF CONTENTS

INTRODUCTION

- 3 Introduction
- 4 Philosophy of Discipline
- 4 Student Expectations
- 5 Staff Responsibilities
- 5 Parent/Guardian Responsibilities
- 6 Multi-Tiered Systems of Support (MTSS)
- 7 Restorative Practices
- 8 Application of the Student Code of Conduct and Behavior Response Plan

GENERAL INFORMATION

- 9 Cafeteria...Breakfast & Lunch Procedure
- 9 Daily Announcements/Disseminated information
- 9 Freedom of Expression
- 9 Public Display of Affection
- 9 Dress and Grooming
- 10 Building Telephone Use and Messages
- 10 Locks & Lockers
- 10 Valuables & Personal Property
- 10 Hall Passes
- 11 Damage
- 11 Student Records

ATTENDANCE

- 11 Legal Requirement
- 11 Reporting and Monitoring Student Absences
- 12 Excused Absences
- 12 Documentation of Absence/Tardy
- 12 Medical Excuses
- 12 Loss of Driving Privileges
- 12 Students 18 years and older
- 13 Make-Up Work
- 13 Early Release
- 13 Vacation Request
- 13 Truancy Defined

SAFETY

- 13 Safety Drill
- 14 Lock Down Policy
- 14 Visitors
- 14 Search and Seizure
- 14 Referrals to Law Enforcement
- 15 Physical Restraint

STUDENT ACTIVITIES & EXTRA-CURRICULARS

- 15 Student Groups Policy
- 15 Dances, District Sponsored Socials & Prom
- 15 Role Model Code of Conduct
- 16 School Activities
- 16 Athletic Eligibility
- 17 OHSA Athletic Eligibility

STUDENT SUPPORT SERVICES

- 17 Counseling
- 17 Safer Ohio School Tip Line
- 17 Complaint Procedures

TECHNOLOGY

- 18 Computer Technology and Networks
- 18 Personal Communication Devices

ALCOHOL, DRUGS, TOBACCO

- 18 Alcoholic Beverages and Drugs
- 19 Use of Tobacco
- 20 Chemical Dependency Intervention Program

DISCIPLINE

- 20 Policy Regarding Violent, Disruptive, or Inappropriate Behavior
- 21 Bullying and other Forms of Aggressive Behavior
- 21 Harassment
- 21 Hazing
- 21 Fighting
- 21 Academic Dishonesty
- 22 Theft
- 22 Vandalism
- 22 Dangerous Weapons/Items
- 22 Suspension
- 23 Expulsion
- 23 Permanent Exclusion
- 24 Emergency Removal
- 24 Corporal Punishment
- 24 Suspension and Expulsion for Students with Disabilities
- 24 Saturday/Thursday School
- 25 Behavior Response Plan
- 27 Suspension Offenses
- 31 Expulsion Offenses
- 32 Compliance Officers

CODE OF CONDUCT

This Code of Conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs.

In addition, this Code of Conduct includes:

- 1.) Misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property; and*
- 2.) Misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.*

Violation of the Code of Conduct may result in verbal or written warning of reprimand, referral to school counselor, parental contact or conference, detention, in-school intervention, Thursday School, Friday School, emergency removal, referral to law enforcement agencies, suspension, or expulsion.

INTRODUCTION

Xenia Community Schools (XCS) strives to create safe, positive, healthy, and inviting school climates that foster respect, responsibility, trustworthiness, fairness, caring, and good citizenship. It is the responsibility of administrators, staff, and parents/families working together to teach students the behavior, social, and emotional skills needed to be successful in schools and in life. School is a safe place to learn, to make mistakes, and to explore new ideas. Students learn to collaborate, develop empathy for others, manage and express their emotions and behaviors in healthy ways, and take responsibility for their actions. Skills including self-awareness, self-discipline, social-awareness, cultural competency, developing positive relationships, and responsible decision making are taught in various ways throughout a student's XCS academic career.

The XCS Board of Education Policies provide a philosophy of behavior intervention that is rehabilitative, restorative, and educational. Discipline is to be fair and equitable. Behavioral expectations and consequences are to be clearly communicated and implemented consistently in alignment with the XCS Student Code of Conduct, affirming the expectations of student discipline in order to ensure equitable access to educational opportunities for all XCS students.

The XCS Student Code of Conduct provides a framework to foster positive behavior in alignment with the district's core mission of consistently developing independent, successful, and life-long learners in an environment of diversity, collaboration, and unity. The inseparable bond of schools and community is strengthened by a "can-do" spirit that resonates across the district.

All students are expected to demonstrate behavior in alignment with the expectations contained in this document. Parents/guardians are encouraged to read and reinforce the expectations with their children.

PHILOSOPHY OF DISCIPLINE

The Xenia Community Board of Education Policy sets forth the expectation that all schools will have a safe, positive, healthy, and inviting environment, which fosters respect, responsibility, trustworthiness, fairness, caring, and good citizenship.

Each school is expected to cultivate student engagement, celebrate student achievement, and proactively develop and maintain positive school cultures that prevent misbehavior.

Schools are communities in which positive behavior is expected, modeled, and learned best within an environment of mutual respect and dignity. In order to grow into healthy, productive adults, students require respectful learning environments where each person is valued and is trusted to contribute positively to the creation and maintenance of the community.

When that community is disrupted, XCS educators and administrators seek to understand, acknowledge, and address the underlying causes of the disruption. Students are afforded opportunities to learn from their mistakes, correct any harm that results from their behavior, and restore relationships that are disrupted.

XCS utilizes a Multi-Tiered System of Support (MTSS) for students, which includes a continuum of instructional strategies and behavior interventions to support the teaching and learning process. Staff receive training on how to implement positive behavior support to maximize students' availability for learning. When a disciplinary approach is necessary, administrators apply progressive discipline (escalating consequences for patterns of inappropriate behavior which have persisted, despite less intensive consequences) whenever appropriate.

STUDENT EXPECTATIONS

Through the implementation of the XCS Multi-Tiered Systems of Support Framework, students are informed and taught appropriate behavioral expectations for school, school-sponsored events, and XCS-sponsored transportation.

XCS believes that when students are provided with clear expectations and are regularly acknowledged for appropriate behavior, they are less likely to demonstrate misbehavior.

Students are expected to:

- Come to school everyday on time and ready to learn.
- Engage in all learning experiences.
- Complete independent learning experiences and submit assignments in a timely manner.
- Give their best effort and persist in their work.
- Seek clarification, when needed, to understand the expectations for grading and attendance.
- Set personal goals and be aware of their academic progress.
- Ask questions and actively seek assistance from teachers and other school staff when they need support.
- Build positive and supportive relationships with students and staff, demonstrating the acceptance of differences, with regards to, but not limited to, ability (cognitive, social-emotional, and physical), age, ethnicity, family structure, gender, gender expression, gender identity, language, nationality, national origin, race, religion, sexual orientation, and socioeconomics.

- Practice self-care strategies and seek support when needed.
- Be knowledgeable about school behavioral expectations and available resources.
- Recognize how their actions affect other students and school staff and, if harm occurs, engage in the process to restore relationships.
- Avoid participating in any behavior or activity that intentionally or unintentionally causes harm to self or others.
- Contribute to a positive classroom community where all students are able to learn in a supportive, safe, and welcoming environment.
- Seek and participate in opportunities to express values, opinions, beliefs, and perspectives in a respectful and civil manner.

STAFF RESPONSIBILITIES

XCS staff work to create a safe, positive, healthy, and inviting school environment for all students and adults that is conducive to teaching and learning. They serve as the caring adults in schools, who play an important role in building strong relationships with students to enhance social and emotional competencies and decrease their likelihood of engaging in disruptive behaviors.

XCS staff members are responsible to:

- Be knowledgeable about XCS policies, regulations, and available resources to support students and staff.
- Establish a positive school culture that focuses on building relationships with staff, students, families and community through restorative practices.
- Plan and implement high-quality, engaging instruction that meets the needs of diverse learners using Ohio's Learning Standards and XCS curriculum.
- Ensure identified students receive required English Learner and Special Education services, Section 504 accommodations, and other necessary supports to address diverse learning needs.
- Monitor, support, and foster a classroom community where all students can learn in a positive, supportive, safe, and welcoming environment.
- Encourage students to establish a learning environment that supports their engagement.
- Accept and support students' identities and experiences with regards to, but not limited to, ability (cognitive, social-emotional, and physical), age, ethnicity, family structure, gender, gender expression, gender identity, language, nationality, national origin, race, religion, sexual orientation, and socioeconomics.
- Demonstrate how diverse backgrounds enhance the educational experience.
- Acknowledge and seek to correct personal biases and assumptions about students' backgrounds.
- Communicate with families in a timely manner that is accessible and easily understood.
- Collaborate with families to enhance learning opportunities, personal and academic growth, and school success for all students.
- Acknowledge positive and appropriate student behavior.
- Administer discipline fairly, consistently, and equitably, as required, to eliminate disproportionate disciplinary practices.
- Apply de-escalation strategies and provide time and space for students and/or staff to reset.
- Request support as needed.
- Model regular and predictable attendance.
- Utilize disciplinary practices that allow the student to remain in the learning environment as much as possible.

PARENT/GUARDIAN RESPONSIBILITIES

Parents serve as their child's first and most important teacher, and this responsibility continues throughout the rest of their life. As students grow and mature, parents/guardians should continue to talk with their children about appropriate conduct at school and help their children be active participants in creating and promoting a positive, supportive, safe, and welcoming school environment that is conducive to teaching and learning.

Parents/guardians are responsible to:

- Support their child's attendance and engagement in all learning experiences.
- Create a learning environment at home to support their child's academic and social-emotional learning.
- Encourage and reinforce the importance of their child building positive relationships by valuing and respecting diversity.
- Support their child in learning and using self-care strategies to help achieve their goals and maintain well-being.
- Establish regular communication with their child's teachers to clarify learning expectations and support academic and social-emotional progress.
- Encourage their child to seek assistance and support from XCS staff and advocate for them when necessary.
- Be active in their child's educational growth by participating in family activities that support learning and well-being outside of the school setting.
- Send their child to school prepared and ready to learn and, upon returning home, encourage them to complete homework and other school assignments.
- Review student progress reports and monitor attendance and academic progress.
- Be knowledgeable about XCS policies, regulations, and available resources to support their child.
- Reinforce lessons learned from disciplinary consequences.
- Reimburse XCS for any financial obligations incurred by their child in school. This includes lost books, XCS digital devices, damage to property, etc.

MULTI-TIERED SYSTEMS OF SUPPORT

XCS uses a continuum of instructional strategies and behavior intervention responses to support the teaching and learning process. There are three tiers:

Tier 1: Universal Supports

Tier 1 supports serve as the foundation for behavior and academics, and are provided for ALL students, including those also receiving interventions from Tier 2 or Tier 3. A data-informed Tier 1 intervention will successfully meet the needs of eighty to ninety percent of students.

Tier 2: Targeted Intervention

This level of support focuses on addressing specific underdeveloped skills of some students, some of the time. Tier 2 supports are often provided within small student groups by specialized personnel (intervention teacher, school counselor, social worker, etc), but can also be individualized when appropriate. Tier 2 supports are intended to help students develop the skills they need to succeed at school.

Tier 3: Intensive, Individualized Interventions

Tier 3 supports are the most intensive interventions and take an individualized approach of

developing and carrying out interventions. At this level, schools typically rely on formal assessments to determine a student's need and develop an individualized support plan. Student plans often include goals related to both academics as well as behavioral support.

RESTORATIVE PRACTICES

Building on XCS's commitment to equity, XCS is continuing to work to embed equity, restorative practices, and trauma-informed care as part of our schools' culture, climate, and expectations.

Restorative Practices is a continuum of relationship-focused processes that include preventative, proactive, and responsive measures for both staff and students. These practices help to create a sense of, and a commitment to, community that helps to prevent and address conflict and wrongdoing, as follows:

- Focus on the harm caused by wrongdoing more than the rule or law that was broken;
- Empower those who have been harmed, and demonstrate equal concern for their needs within the discipline process;
- Support individuals who have harmed others, while encouraging them to take personal responsibility for their actions and understand, accept, and fulfill their obligation to repair the harm that has occurred;
- Encourage collaboration and reintegration, rather than punishment and isolation;
- Involve individuals who have harmed others in the decision making around consequences; and
- Anticipate and address situations that may challenge a school community, such as physical conflict or re-entry of members into the community who have been apart for disciplinary reasons.

Unlike using only the traditional approach to discipline, which focuses on blame, broken rules, and punishment, a restorative-focused approach asks three very different questions:

1. Who was hurt?
2. What are the needs of those affected, and what needs to be done to repair the harm?
3. Who has the obligation to address these needs, repair the harm, and restore the relationship?

Restorative Practices implementation is a mindset shift that requires diligence for adoption, implementation, and adaptation. This change in mindset is essential to creating truly restorative school communities, where the focus is on relationships, collaboration, and engagement among students, staff, families, and the greater school community.

Elementary, middle and high schools are encouraged to use restorative approaches to build community, resolve conflict, and restore relationships. All stakeholders in a community, including students, staff, parents, and community benefit from restorative practices.

NOTE: There may be instances when Restorative Practices are not appropriate as a response to certain behaviors. This may be the case when incidents of bullying, harassment, or intimidation occur.

APPLICATION OF THE STUDENT CODE OF CONDUCT AND BEHAVIOR RESPONSE PLAN

The behavior responses/interventions apply to students at all times while they are on XCS property or attending a XCS sponsored event. XCS property is defined as any school or other XCS facility, including grounds owned or operated by XCS, and XCS-sponsored transportation. Student conduct occurring outside school hours and away from school property may be subject to disciplinary action if the principal reasonably believes that the conduct threatens the health or safety of students or staff in the school setting, or if conduct causes or is reasonably expected to cause substantial disruption or material interference with school activities.

The Behavior Response Plan is intended to teach and motivate students to demonstrate appropriate behavior, to aid students in correcting their misconduct, and it encourages students to be responsible citizens of the school community.

The Behavior Response Plan should promote positive student behavior, state unacceptable behavior, and establish clear and fair discipline responses for unacceptable behavior. Disciplinary responses/interventions are administered in proportion to the severity of the unacceptable behavior, its impact on the school environment, the student's age and grade level, the student's previous discipline history, and other relevant factors.

The school discipline process should include appropriate consideration of support processes to help students resolve issues that may be contributing to violations to the student code of conduct. These resources may include, but are not limited to, positive behavioral supports, restorative practices, counseling with the school counselor, school social worker intervention, behavior, attendance and academic contracts and plans (See XCS Multi-Tiered Systems of Support).

Behavior Response Plan

The XCS Student Code of Conduct provides behavior responses/interventions based on specific rule violations. Consequences can be tailored to address individual circumstances. (See Behavior Response Plan, p. 25).

GENERAL INFORMATION

CAFETERIA ... BREAKFAST & LUNCH PROCEDURE

The Xenia Community School District maintains a "Closed Lunch" system requiring all students to eat and remain in the cafeteria during their assigned lunch period. Food and drink purchased from restaurants is discouraged.

While in the cafeteria:

- Cutting into the lunch/breakfast line is prohibited.
- Noise level should be kept to a minimum.
- Students are expected to remain seated unless given permission to leave the table.
- Students are expected to discard all trash & place their chair back under the table when finished.

DAILY ANNOUNCEMENTS/ DISSEMINATED INFORMATION (BOE 5722)

ALL Announcements must be approved by Advisors, Coaches, and or Staff, with final approval of the Principal or Assistant Principal. Any non-curricular material distributed to students, staff, and parents/guardians, included in PA announcements or posted in the school must be approved by the Principal/Designee.

FREEDOM OF EXPRESSION

Within the school program students should be granted the opportunity for free expression of ideas. Responsible criticism and reasonable dissent/debate are basic to the educational process. No idea should be suppressed simply because it is unpopular.

PUBLIC DISPLAY OF AFFECTION

Pursuant to School Policy 5500-Public Display of Affection, the following acts shall be considered inappropriate and are prohibited.

- Petting/Amorous embracing/Amorous Hugging/Caressing/Kissing.
- Purposeful inappropriate body contact.

DRESS AND GROOMING (BOE 5511)

Students are required to wear appropriate, comfortable and safe clothing that is neat and clean.

Students must **not** wear:

- revealing or sexually explicit clothing
- clothing or logos which suggest or promote violence, weapons, drugs, profanity, sex, alcohol, tobacco, gang affiliation/activity, or hate groups
- hats, scarves, sweat bands, caps, or hoods (hoodies may be worn with the hood down)
- sunglasses, masks, or make-up to hide face.
- extreme styles of suggestive jewelry or items that may be used as weapons (wallet/watch chains)
- "sagging" pants

- shorts, skirts, skorts above mid-thigh
- clothing that is ripped, torn, or has holes above mid-thigh
- tops that expose the midriff, or are low cut and expose cleavage
- sleep wear, blankets, or bath wear

Undergarments should never be exposed under clothing.

Hats, coats, gloves, purses, book bags, backpacks, lunches, etc. should be stored in the students' locker.

Shoes must be worn at all times during the scheduled school day. Slippers are prohibited.

Only the Principal has the authority to approve the wearing of Activity Clothing for observances such as a Holiday or School-Wide Activity.

BUILDING TELEPHONE USE AND MESSAGES

Students are not permitted to use classroom phones without the specific approval of the Principal/Designee. A phone is available in the Main Office for students to use during school hours. School personnel will do their best to deliver messages to students in a timely manner.

LOCKS & LOCKERS

All school & class issued locks & lockers are the property of the Xenia Board of Education and are subject to search at any time by school officials provided proper notice has been posted in the locker areas of each building.

- Locker must be kept closed and locked at all times.
- Do not share lock combinations with other students.
- Locker is to be cleaned periodically and kept as organized as possible.
- Lunch food and drink must be properly sealed.

Keep personal items and expensive items that are unnecessary for school, at home. Temporary tape only is to be used to place posters, pictures, decals, etc. on lockers.

VALUABLES & PERSONAL PROPERTY

It is highly recommended that money or valuables be kept in the student's secured locker until needed. Student drivers should secure valuables out of sight and/or in their vehicle trunk or lock box. Xenia Community Schools shall not be held responsible for lost or stolen items.

HALL PASSES

- Students out of class, lunch or scheduled activities during class time must have an official classroom hall pass, or office admit slip.
- The Hall Pass must be displayed and presented upon staff request.
- Students must complete the Hall Pass Registration Form when using a Hall Pass.

DAMAGE

Damage shall be defined as breaking, altering, disfiguring, or losing property (including technology).

- A student found responsible for damage of an article may be held responsible for repair of or equal value replacement of the damaged article.

STUDENT RECORDS

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive educational and personal information. This information shall be treated as confidential but will be available to appropriate school personnel, parents/guardians, and the student. Requested copies of records will be available within a reasonable period of time with appropriate identification. In accordance with state and federal law, the district may also release designated "directory information" for secondary students to a recruiting officer for any branch of the U.S. Armed Forces or an institution of higher education who requests such information, unless consent is withdrawn by a parent/guardian in writing. (BOE 8330)

ATTENDANCE (BOE 5200)

LEGAL REQUIREMENT

All children between ages six (6) and eighteen (18) are of compulsory school age and must attend school.

IT IS THE PARENT'S RESPONSIBILITY TO CAUSE THE CHILD TO ATTEND SCHOOL. (ORC 3321.03)

REPORTING AND MONITORING STUDENT ABSENCES

It is the obligation of the Parent/Custodian to report the child's **Absence or Tardy** each day.

- **The parent should notify their child's school within one (1) hour of the start of school on the day of the absence. Parent may leave a time-stamped voice mail at any time, call to speak directly to the attendance office during office hours, or use ParentSquare to document their child's absence.**
- Upon the child's return to school, the parent shall have provided documentation in the form of a parent note or Medical Excuse via hand-written note, email, or ParentSquare, stating the specific day(s) absent, reason for such absence, appropriate signature, and contact number.
- Upon returning to school following an absence, if documentation is not received within five (5) school days, the absence will be **"Unexcused."**
- The Attendance Officer may excuse an absence upon communication with the Parent or building administrator.
- **The parent (not the school) maintains responsibility to make certain the absence documentation is submitted to the proper school attendance office in a timely fashion.**

Each building will attempt to notify parents/guardians of a student who is absent from school via phone (ParentSquare) within 2 hours of the start of the school day.

EXCUSED ABSENCES

- Personal illness or injury.
- Illness in family and a child 14 or over must be kept home to help.
- Medical or Dental Appointments
- Serious medical matter or death (including funeral services) of a relative
- Absence of parents/guardian/caregiver from the home (emergency only) for those 14 and up.
- Religious holidays
- Emergencies and other reasons deemed sufficient by the Principal.

XENIA COMMUNITY SCHOOLS DOES NOT RECOGNIZE "SENIOR SKIP" OR "SKIP DAY"

DOCUMENTATION OF ABSENCE/TARDY

Generally, 65 hours of absence from school per school year for the reasons identified as "Excused Absences" may be documented by a parent note.

Medical notes shall be required for every absence after the 65 hours of absence regardless whether those 65 hours are excused, unexcused, or a combination of both.

SCHOOL OFFICIALS MAINTAIN THE RIGHT TO INQUIRE AND/OR VERIFY THE AUTHENTICITY OF ABSENCE DOCUMENTATION.

MEDICAL EXCUSES

Medical excuses may only excuse absences or tardies to school for the specific date(s) the student was under direct medical care. Excessive medical excuses may result in the school requesting medical documentation. If the parent refuses to provide medical documentation signed by a doctor or medical provider the absence will be unexcused.

Students with a Chronic Illness/Medical Condition will be treated on a case-by-case basis. A plan for attendance may be developed through communication and cooperation between the parent/guardian, school nurse, school attendance officer, guidance counselor, and healthcare provider. The plan shall include a system for documenting absences.

LOSS OF DRIVING PRIVILEGES (BOE 5200) OHIO REVISED CODE, SECTION 3321.13 (B) (2):

Whenever any student under the age of 18 has sixty (60) consecutive hours in a single month or a total of ninety (90) hours of unexcused absence from school during the school year, the board authorizes the Superintendent to inform the student and his/her parents of the attendance record and the District's intent and obligation to notify the Registrar of Motor Vehicles on Form 2239 and the Judge of Juvenile Court in writing of the student's excessive absenteeism.

STUDENTS 18 YEARS AND OLDER

Students must seek special permission from the Principal before they can write their own notes. Administration reserves the right to verify all phone calls and notes.

MAKE-UP WORK

Excused absences and tardies allow students to make-up all missed class work, tests, and assignments. The general rule is the length of make-up opportunity is equivalent to the length of the absence. Students may not make-up class work, tests, and assignments missed due to unexcused absences or tardies.

EARLY RELEASE (IF THE RELEASE REQUEST HAS NOT BEEN PRE-APPROVED)

The Parent/Guardian/Custodian wishing to "Sign Out" a student will be **required to present a photo I.D.** and must be listed on the student's Emergency Medical Card. If the person attempting to "sign out" a student does not appear on the student's Emergency Medical Card, the student **WILL NOT** be released.

VACATION REQUEST

Parent/Guardian/Custodian must request and receive pre-approval from the Principal for vacation requests. If granted, a student may only receive up to 32.5 Administration Approved Vacation Hours per school year.

VACATION REQUESTS SHALL NOT BE GRANTED TO STUDENTS WHO REQUIRE A MEDICAL EXCUSE BECAUSE OF THE ACCUMULATION OF 65 OR MORE HOURS OF ABSENCE.

TRUANCY DEFINED

Habitual Truancy is defined as follows and includes "Excessive Absences":

- 30 or more consecutive hours without a legitimate excuse
- 42 or more hours in one calendar month without a legitimate excuse
- 72 or more hours in one school year without a legitimate excuse

Excessive Absences:

- 38 or more hours in one calendar month with or without legitimate excuse
- 65 or more hours in one school year with or without legitimate excuse

SAFETY

SAFETY DRILL

The Xenia Community School District has numerous safety procedures in place for a variety of emergency situations.

Students must take each **drill** or event **seriously**, remain **attentive**, and provide their **full cooperation** throughout the event. All students are advised to remain familiar with the drill procedures in each of their scheduled classes and the lunch period. Horseplay or failure to follow ALL DIRECTIVES during drill/emergencies may result in disciplinary action.

LOCK DOWN POLICY FOR ALL STUDENTS

IN ORDER TO REDUCE THE POSSIBILITY OF PANIC, RECEIVING OR RELEASING INACCURATE INFORMATION, OR EXPOSING OTHERS TO HARM, STUDENTS SHALL NOT ACTIVATE OR USE CELL PHONES OR OTHER ELECTRONIC DEVICES DURING DRILLS OR ACTUAL EMERGENCY SITUATIONS UNLESS PERMITTED BY STAFF.

VISITORS (BOE 9150)

The Board of Education welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. Only those with authorized school business are permitted on school grounds. Students are prohibited from bringing guests without prior approval from an administrator.

ALL VISITORS MUST IMMEDIATELY REPORT TO THE MAIN OFFICE UPON ENTERING THE BUILDING.

SEARCH AND SEIZURE (BOE 5771)

The Board of Education recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner.

Students are protected from unreasonable search and seizure by federal and state officials, including school officials. The school official's duty to act in such a manner is defined within the bounds of the following paragraphs:

A. REASONABLE GROUNDS

When there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or school rules.

B. ILLEGAL ITEMS

Where the student is believed to have an illegal item (dangerous weapon, dangerous item, drugs, alcoholic beverages, or stolen property) and school authorities believe immediate action is necessary. Where it is impractical to contact parents, and where the student refuses to acknowledge or discuss the presence of such items in his/her possession, school officials should notify proper authorities (police) who, in turn, may take custody.

C. SEARCH

Search of any container used by a student for the purpose of carrying personal items or storage of such, shall be subject to restrictions outlined in the above sections.

REFERRALS TO LAW ENFORCEMENT

The Superintendent and administrators have the authority to seek the assistance of law enforcement when there is a substantial threat to the safety of the schools, students or staff. The Superintendent/administration may also inform law enforcement when they have reason to suspect that a student or staff member may have violated a local, state or federal statute. If law enforcement becomes involved with a student, parents will be contacted as soon as practical. All serious offenses, as determined by the Superintendent, must be reported to law enforcement.

PHYSICAL RESTRAINT

Section 3319.41 of the Ohio Revised Code specifies: a person employed or engaged as a staff member, teacher, Principal, or Administrator in a school...may within the scope of their employment, use and apply such amount of force and restraint as is reasonable and necessary to quell a disturbance threatening physical injury to others, to obtain possession of dangerous weapon/object...for the purpose of self-defense or for the protection of other persons or property.

STUDENT ACTIVITIES & EXTRA CURRICULARS

STUDENT GROUPS POLICY (BOE 5840)

It is the policy of the Board of Education that student groups be recognized as authorized school organizations only if they are approved by the school administration, sponsored by school-approved personnel, composed of members of the current student body, hold the majority of their meetings at school, and have established aims which are educational in nature.

DANCES, DISTRICT SPONSORED SOCIALS, & PROM (Dress / Behavior Expectations)

ALL school rules & expectations, including Dress Code, shall be enforced during school dances/Prom. Violations occurring during school dances/Prom may result in the removal of the Student(s) from the activity and/or disciplinary action. Cell phones are permitted at Dances/Proms.

**School/Staff shall not be responsible for lost, stolen, or damaged
Personal Communication Devices.**

- Students wishing to bring guests not enrolled in their home school must have their intended guest pre-approved by Administration and/or the sponsoring organization advisor at least (5) school days prior to the event. **(Dance/Prom Guest Option at the Discretion of the Principal)**
- Only High school students shall attend Xenia High School Dances/Prom.
- Only Middle school students shall attend Middle School Dances.
- No guest 21 years of age or older will be permitted to attend Dances/Proms.
- Music/Activities for dances and proms must be pre-approved by both the Advisor and Principal.
- Lewd, Suggestive, Inappropriate dancing & inappropriate embracing is prohibited.
- Students leaving a Dance/Prom early must leave the site & will not be permitted to re-enter.

ROLE MODEL CODE OF CONDUCT (BOE 5500.01)

The following Code of Conduct governs all student participation in co + extra-curricular activities during the entire school year (1st day of fall practice through last scheduled athletic event) and is in effect at any time, whether or not participation in the activity is current, or in season, and any place, on or off school property. Violation of the following Code of Conduct will result in the student being ineligible for ANY co + extra-curricular activity set forth below under the heading "Consequences of Infractions to the Code."

SCHOOL ACTIVITIES (BOE 2431)

No student shall be denied the privileges of participation in a school-sponsored activity for any reason other than the student's ability to perform, with the exception of BOE policy or Suspension/Expulsion.

- This regulation cannot violate rules and regulations of the OHSA, North Central Accrediting Association, State Board of Education or other legally constituted regulatory agency.
- A student shall be passing a minimum of five subjects offering a full unit of credit in order to participate in a school-sponsored activity. Students must carry a minimum 1.5 GPA.
- The director of an activity has the obligation of establishing training rules consistent with the activity.
- A student enrolling in the 7th grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must be currently enrolled and must have passing grades during that grading period in at least five (5) subjects.

ATHLETIC ELIGIBILITY (BOE 2431)

Participating in Xenia School's interscholastic athletics program is a privilege, not a right.

Xenia Schools, as a member of the Ohio High School Athletic Association, has agreed to uphold the standards of the association. Meeting these standards allow you the opportunity to compete in high school athletics.

The school district also has the authority to establish additional academic standards and codes of student or athletic conduct and those include a Role Model Code of Conduct and Sportsmanship Policy.

Therefore, in addition to the eligibility requirements established by the Ohio High School Athletic Association, to be eligible for any interscholastic extra-curricular activity, each XCS student must have maintained at least a 1.5 grade-point average for the grading period prior to the grading period in which s/he wishes to participate. Students who fail to meet this requirement but have at least a 1.0 grade-point average may use a one-time waiver at the middle school and the high school to participate in interscholastic athletics.

Activities that fall under the OHSA standards, interscholastic, extracurricular, and academic eligibility policies are:

- | | |
|-------------------------------------------|----------------------------------|
| • All academic competition teams | • All athletic competition teams |
| • Cheerleaders & cheerleading competition | • Drill Team |
| • Flag Corps | • Dance Team |
| • Color Guard | • Winter Guard |
| • Drum Line | |

Any questions concerning the OHSA standards or athletic eligibility should be reviewed with the XHS principal or athletic director. Student-athletes should also meet with administrators EVERY TIME before you change your course schedule or drop a course. Should you transfer schools, you must follow up with your previous school and your new school to ensure that all proper forms have been submitted to the OHSA.

The eligibility standards of the OHSAA have been adopted by the member schools and were accepted by Xenia Community Schools when it became an OHSAA member. Student-athletes are urged to study these standards carefully since you are responsible for compliance with these standards.

OHSAA STANDARDS FOR SCHOOL ATHLETIC ELIGIBILITY

The eligibility requirements listed on this page are only a summary of some of the regulations affecting student eligibility. A detailed requirements listing is published in the OHSAA Handbook, which can be found in the office of the athletic director and is posted on the OHSAA web site (www.ohsaa.org)

STUDENT SUPPORT SERVICES

COUNSELING

Students may request to see a counselor by filling out a conference request form and submitting the form to the Counseling office. Students may also be referred to a counselor by a staff member who completes a Counseling Referral Form.

SAFER OHIO SCHOOLS TIP LINE

Students who believe they have been harassed, bullied, and/or victimized by fellow students, or have other concerns which may jeopardize the safety of students, employees or school facilities, are asked to promptly report the issue.

Submit information about an incident through the Safer Ohio School Tip Line.

The tip line is an anonymous reporting system that accepts tips via call, text, webform, and mobile app 24 hours-a-day. This tip line allows students and adults to anonymously share information with school officials and law enforcement about threats to student safety — whether that involves a threatened mass incident or harm to a single student such as harassment, intimidation, or bullying.

Call or Text the Safer Ohio School Tip Line: 844-723-3764



Scan the QR code to go to the XCS Student Safety & Wellbeing page to learn more.



Scan the QR code to go directly to the Safer Ohio School Tip Line.

COMPLAINT PROCEDURES

During the course of the school year, students may choose to file a complaint concerning a teacher or a fellow student.

A STUDENT COMPLAINT FORM is available in the main office of your child's school building.

ALL STUDENTS HAVE THE RIGHT TO FILE A COMPLAINT FORM WITHOUT FEARING INTIMIDATION, THREATS, AND OR HARASSMENT FROM OTHER STUDENTS OR SCHOOL PERSONNEL.

TECHNOLOGY

COMPUTER TECHNOLOGY AND NETWORKS

Computer use at Xenia Community Schools is encouraged and made available to students for educational purposes. The school retains the ownership of all hardware and software. The school reserves the right to inspect, copy, and/or delete all files and records created or stored on school owned computers.

Students must submit a "STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY" form prior to receiving credentials to utilize school owned technology and must follow all guidelines and expectations outlined therein. Failure to do so will result in penalties as determined by the teaching staff or school administrators.

PERSONAL COMMUNICATION DEVICES (BOE 5136)

Use of Personal Communication Devices is prohibited during the school day unless specifically authorized by a teacher, administrator, or IEP team. PCDs must be powered off and concealed upon entering the building.

XHS POLICIES REGARDING PCDs MAY DIFFER FROM DISTRICT POLICY. PLEASE REFER TO THE XHS STUDENT HANDBOOK.

If a **PCD** Violation should occur, the student must **immediately** turn over the device to the Administrator, Teacher, Staff Member, Bus Driver or Employee making the request for said device. If the violation involves potentially illegal activity the confiscated PCD may be turned over to law enforcement.

ALCOHOL, DRUGS, TOBACCO

ALCOHOLIC BEVERAGES AND DRUGS

A student shall not possess, use, conceal, transmit, distribute, smell like, or exhibit evidence of consumption of any alcoholic beverages, illegal drugs, anabolic steroids, chemicals, unauthorized prescription drugs, "look alike" drugs, or drug paraphernalia, prior to entering or being on school board owned property or at a school sponsored activity or event.
No student shall:

1. knowingly possess any counterfeit controlled substance
2. knowingly make, sell, offer to sell, give, package, or deliver a counterfeit controlled substance.
3. directly or indirectly represent a counterfeit 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.
4. directly or indirectly falsely represent a counterfeit controlled substance as a controlled substance.

FIRST TIME VIOLATION

Student shall receive a 10 Day Out of School Suspension with a Recommendation for Expulsion. **(XCS Chemical Dependency Intervention Program).**

SECOND TIME VIOLATION

Student shall receive a 10 Day Out of School Suspension with a Recommendation for Expulsion which shall result in the Disposition of Expulsion and the filing of a Police Report.

A student found to be chemically dependent (and presently receiving treatment) at the time of a second offense may have their Expulsion Recommendation reduced providing all treatment recommendations are met by the student.

TRAFFICKING/SELLING

Any student found to be trafficking and/or selling shall receive a "10" Day Out of School Suspension with Recommendation for Expulsion which shall result in the Disposition of Expulsion of up to a one (1) year period, and the filing of a police report.

USE OF TOBACCO (BOE 5512)

A student shall not knowingly possess or use tobacco, tobacco substitutes, electronic cigarettes, vapor devices, other substitute forms of cigarettes, or paraphernalia used for the consumption of tobacco on board owned property nor at any school-sponsored event.

This Policy also applies to School Activity Eligibility Grades 7-12 (BOE 5610.05)

ALSO SEE ROLE MODEL CODE OF CONDUCT POLICY

**CHEMICAL DEPENDENCY INTERVENTION PROGRAM
XENIA COMMUNITY SCHOOLS
DRUG-FREE SCHOOLS INTERVENTION PROGRAM**

The following policies have been developed to assist the school and families in the early detection of and intervention with student use of alcohol and other drugs. Early intervention in the chemical dependency process may mean less destructive consequences for the student and may also provide a greater likelihood of recovery.

FIRST TIME OFFENSE

If a student is found to be in violation of the Alcoholic Beverages and Drug Policy, the suspension with a Recommendation for Expulsion process shall apply. However, with cooperation of the student during the investigation, the disposition may be modified. **A first time violation** will require the student and parent to initiate and maintain full participation in an approved Chemical Dependency Intervention Program with a certified chemical dependency counselor. Participation in the recommended and approved chemical dependency intervention program as well as follow through with the Law Enforcement/Legal Process, **may** reduce the Disposition of the Expulsion Recommendation to a (5) Five Day Out of School Suspension. Refusal to participate in the chemical dependency intervention program shall uphold the (10) Ten Day Out of School Suspension with Recommendation for Expulsion disposition.

SECOND TIME OFFENSE

Any student found to be in violation of the Alcoholic Beverages and Drug Policy (or in violation of any combination of said policy) for a **second time** within the same school year or in any successive year as a XCS student until the student graduates shall receive a "10" Day Out of School Suspension with a Recommendation for Expulsion which shall result in the Disposition of Expulsion of up to 80 Days and the filing of a Police Report.

TRAFFICKING/SELLING OFFENSE

Any student found to be trafficking and/or selling illegal drugs, narcotics, paraphernalia containing illegal drugs, prescription drugs, steroids, "look alike" drugs, counterfeit drugs, and/or alcohol shall receive a "10" Day Out of School Suspension with Recommendation for Expulsion which shall result in the Disposition of Expulsion of up to a one (1) year period, and the filing of a police report.

DISCIPLINE

POLICY REGARDING VIOLENT, DISRUPTIVE OR INAPPROPRIATE BEHAVIOR

(Board Resolution adopted March 14, 2016)

The Xenia Board of Education believes that each district should be encouraged to create its own multifactor policy that enables it to deal with incidents on a case-by-case basis. The Xenia Board of Education believes that the discipline of students can be dealt with individually in a way that is appropriate to their age, gender, mental health condition, emotional development, and special education needs while appropriately protecting the school's educational environment.

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR (BOE 5517.01)

(Includes but not limited to Electronic Devices, Wireless, Internet, Dating Relationship Threats and Violence)

Every Student/Parent is encouraged, and every staff member is required to report any situation that appears to be aggressive behavior directed toward a student. For example:

- Situations including (but not limited to) any issue that can or has disrupted the educational process; or causes disrespect, embarrassment, insult, slander, harassment, intimidation, bullying, slur, emotional harm, physical harm, or initiates a threat or a fight.
- This includes information that is produced and/or transmitted on or off School Board owned property that may cause a situation to become an issue on School Board owned property, on field trips, or at school activities, both home and away.
- Students shall not involve other students or district employees in situations by creating false profiles by means of electronic communication devices, photo copied information sharing, imaging, and social Internet sites.

HARASSMENT (BOE 5517)

The purpose of this policy is to provide all Xenia students with a learning environment free of discrimination, harassment or ethnic intimidation.

This policy refers to, but is not limited to, harassment in the following areas: (1) age, (2) race, (3) color, (4) national origin, (5) religion, (6) sex, (7) academic status, (8) disability, (9) activity status, (10) gender identity, and (11) sexual orientation.

IN FULFILLING THEIR OBLIGATION TO MAINTAIN A SAFE, POSITIVE, AND PRODUCTIVE SCHOOL ENVIRONMENT, ADMINISTRATORS, SCHOOL COUNSELORS, & STAFF SHALL BE EXPECTED TO IMMEDIATELY HALT ANY HARASSMENT OF WHICH THEY BECOME AWARE.

HAZING (BOE 5516)

Hazing is defined as doing any act of coercing another, including the victim, to do any act that causes, or creates a substantial risk of causing, mental or physical harm to any person and shall be prohibited at all times.

FIGHTING

Fighting is defined as two or more students attempting to engage, or who are engaging in, hostile physical contact on school property or at a school activity. Additionally, any student who instigates or engages in fighting may receive disciplinary consequences up to and including the school detailing a written police report.

Self-Defense is defined as a student using physical force to **flee or escape** a dangerous situation.

ACADEMIC DISHONESTY

Cheating on academic work will not be tolerated. This shall include, but not be limited to, copying the work of another student, plagiarism, and unauthorized communication between students during an assessment. A student caught cheating on any academic assignment will

receive a zero (0) on that assignment and parents will be contacted.

THEFT

Obtaining, possessing, transferring, receiving, or exerting unauthorized control over the personal property of another shall be considered theft. Any student who is found to have committed theft will be subject to disciplinary action and a police report may be filed.

VANDALISM

Vandalism shall be defined as intentionally defacing, damaging, destroying, or tampering with school property, student property, staff property, or the property of others "on" or "off" school board owned property (including technology).

Any student found responsible for vandalism will be:

- held responsible for repair of or equal value replacement of the damaged property.
- subject to disciplinary action up to and including recommendation for expulsion.
- the school may file a police report.

DANGEROUS WEAPONS/ITEMS

Any item that may be used to injure, threaten, harm, or destroy another person or property will be considered a dangerous weapon and/or item. A student shall not possess, handle, transmit, or conceal any item that may be considered dangerous but is not classified as a dangerous weapon. The Superintendent shall have final determination of what constitutes a dangerous item.

A student shall not use, possess, handle, transmit or conceal any object which might be considered a dangerous weapon. The Superintendent shall have final determination of what constitutes a weapon.

A violation may result in an Out of school Suspension and a Recommendation for Expulsion and a police report may be filed.

SUSPENSION (BOE 5610)

- The Superintendent, Principal, Assistant Principal or Dean of Students may suspend a student for a period not to exceed ten (10) school days.
- The Superintendent's designee must provide the student written notification of possible suspension or suspension indicating the reason(s). The student is then given an informal hearing before the administrator to explain his/her actions and/or to challenge the reason(s) for the intended suspension.
- If the decision is made to suspend the student, the administrator will give Written Notification of Suspension to the student, parent or guardian & to the Treasurer of the Board of Education, which includes the reason(s) for the suspension and their right to appeal the suspension to the Superintendent. The Student has the right to be represented at this appeal. The Notice of Suspension must be issued within one day of the suspension decision.
- A student who is suspended **may not attend school or any school activity** nor be on Xenia Board of Education owned property during the duration of the suspension.

- A suspended student shall receive an unexcused absence for each class missed during the Out of School Suspension days.
- In the event of an out of school suspension, and with the assistance of their parent(s), students are strongly advised to communicate with their School Counselor and their teachers. Students are permitted to request, attempt to complete, and turn in all class work assigned during their out of school suspension for credit upon their return to school. Students have up to **one** (1) day upon their return to turn in work.

EXPULSION (BOE 5610)

- The Superintendent may expel a student for a period not to exceed eighty (80) days. If there are fewer than 80 days remaining in the school year, the expulsion may be carried into the following school year.
- Prior to the expulsion, the Superintendent/designee will give Written Notification of Intent to Expel to the student and his/her parent or guardian that includes:
 1. The reason(s) for the intended expulsion.
 2. Notification of the right of the student, his/her parent/guardian, or of their representative, to appear before the Superintendent or his/her designee to challenge the reason(s) for the expulsion and/or to explain his/her actions.

An expelled student may not attend school or attend any Xenia Board of Education sponsored activity, either home or away nor be on Xenia Board of Education owned property during the expulsion. Expelled students are withdrawn from school for the duration of the expulsion.

THE XENIA BOARD OF EDUCATION SHALL RECOGNIZE AND HONOR AN ACTIVE SUSPENSION/EXPULSION/EXCLUSION IN REGARD TO A STUDENT PREVIOUSLY ENROLLED IN ANOTHER SCHOOL DISTRICT ATTEMPTING TO ENROLL IN THE XENIA COMMUNITY SCHOOL DISTRICT.

PERMANENT EXCLUSION

In accordance with the law, the Board of Education may seek to permanently exclude a student, sixteen (16) years of age or older, who has been convicted of or adjudicated delinquent for any of the following offenses:

- A. Carrying a concealed weapon or conveying or possessing a deadly weapon or dangerous ordinance on property owned or controlled by the Xenia Board of Education or at an activity held under the auspices of this Board.
- B. Possessing, selling, or offering to sell a controlled substance on property owned or controlled by the Xenia Board of Education or at an activity under the auspices of this Board.
- C. Complicity to commit any of the above offenses, regardless of where the complicity occurred.

In accordance with the law, any student, sixteen (16) years of age or older, who has been convicted or adjudicated delinquent for committing the following offenses may be subject to permanent exclusion.

-
- A. Rape, gross sexual imposition or felonious sexual penetration.
 - B. Murder, manslaughter, felonious or aggravated assault.
 - C. Complicity to commit offenses described in the aforementioned lines (A) & (B) regardless of where the complicity occurred

The above statement of policy on permanent exclusion is to be posted in a central location in each school as well as made available to students upon request.

EMERGENCY REMOVAL (BOE 5610.03)

A student may be subject to an Emergency Removal under the following conditions:

- If, in the judgment of the Superintendent/designee, a student's continuing presence poses a danger to persons or property or is a disruption to the educational process, the student may be removed from Board of Education property and/or from all curricular & extracurricular activities. A student may be removed for a 24 hour period pending a suspension and/or expulsion for the purpose of investigation.
- A school employee may remove or ask to have removed a student from any curricular or extracurricular activity under his/her supervision. In the event that an employee removes one or more students from any curricular or extracurricular activity, the employee must give written notice of the reason(s) for removal to the Principal as soon as practical.

CORPORAL PUNISHMENT

No Employee of the Xenia Community School District shall use corporal punishment as a means of disciplining a student for violation of school or district rules and regulations.

SUSPENSION AND EXPULSION FOR STUDENTS WITH DISABILITIES (BOE 5605)

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 an Individualized Education Program (IEP) or a Section 504 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.

FRIDAY/THURSDAY SCHOOL

Friday School/Thursday School assignments are made at the discretion of the building principal, assistant principal, or dean of students as an alternative to out of school suspension. Prior to this assignment, the student's parents or guardian will be given a written notification detailing the date of the assignment and the reason for the assignment. It will be the responsibility of the parent/guardian to provide transportation for the student from Friday and Thursday School. If the student is ill on the day of the assignment, the parent/guardian must contact the assigning administrator to reschedule.

- Unexcused absences for Friday School/Thursday School as well as misconduct during the assignment may result in out-of-school suspension.
- Friday School/Thursday School is not posted as an unexcused school day absence. Therefore, the Friday School/Thursday School assignment cannot be appealed if OSS is not assigned.

BEHAVIOR RESPONSE PLAN

This Behavior Response Plan cannot cover every set of circumstances in the diverse and complex social setting of public schools. The administrator may find it necessary to use intervention or discipline options and procedures not covered specifically in these regulations.

Implementation of appropriate interventions and disciplinary responses take into account a number of factors including the nature and severity of the misconduct. In many cases, the use of primary responses and/or the use of school-based interventions may be most suitable. In other cases, a student's misconduct may be appropriately addressed by a district disciplinary response along with interventions and student supports. Xenia Community Schools will provide a comprehensive student support program including guidance services, opportunities for restorative practices, and student engagement opportunities. Each school has a system in place for early identification of students in need of intervention and/or support services.

Repeated, persistent, or egregious violations of Level 1 infractions may result in Level 2 or Level 3 disciplinary responses.

Level 1 Infractions	Range of disciplinary responses/interventions
A1 - Excessive Tardiness	<ul style="list-style-type: none">• Student/Teacher conference• Parent Conference• Restorative Conference• Detention• In-school disciplinary action
C - Providing false information	
D - Insubordination	

Repeated, persistent, or egregious violations of Level 2 infractions may result in Level 3 disciplinary responses.

Level 2 Infractions	Range of disciplinary responses/interventions
A2 - Left without permission	<ul style="list-style-type: none"> • Student/Teacher conference • Parent Conference • Restorative Conference • Detention • In-school disciplinary action • Student conduct contract • Bus Suspension • Mental Health Referral • Out-of-school suspension
A3 - Out of assigned area	
B - Extortion	
H - Paraphernalia	
J - Tobacco, Nicotine, E-Vapor Products	
K - Student or Staff Abuse	
L - Throwing, Discharging, Launching	
M - Damage of Property	
N - Vandalism	
O - Theft	
P - Inappropriate Conduct	
V - Bullying/Aggressive Behavior	
X - Dangerous Item	

Level 3 Infractions	Range of disciplinary responses/interventions
E - Illegal Drugs	<ul style="list-style-type: none"> • Student/Teacher conference • Parent Conference • Restorative Conference • Detention • In-school disciplinary action • Student conduct contract • Bus Suspension • Mental Health Referral • Out-of-school suspension • Filing of a Police Report • Recommendation For Expulsion • Expulsion • Permanent Exclusion
F - Prescription/Over-the-counter Drugs	
G - Alcohol	
I - Igniting/Burning	
Q - Gross Misconduct	
R - Repeat Violations	
S - Flagrant Violations	
T - Harassment/Hazing	
U - Safe School Policy Violation	
W - Dangerous Weapon	

DISCIPLINE

SUSPENSION OFFENSES (5500)

GROUND FORS SUSPENSION SHALL INCLUDE, BUT NOT BE LIMITED TO:

- **EXCESSIVE TARDINESS**
- **LEFT WITHOUT PERMISSION**
- **OUT OF ASSIGNED AREA**

EXTORTION: Act of requesting money/valuables from a student with a threat of violence or favors.

PROVIDING FALSE INFORMATION: Non truth

INSUBORDINATION: Refusal to comply with Staff directives/Failure to follow the school rules.

1. Skipping Class
2. Electronic Device: - Activation/Use/Display
3. Public Display of Affection
4. Disruptive Behavior
5. Disrespectful Conduct
6. Failure to report to the Office
7. Interfering with the Educational Process
8. Dress Code Violation
9. Violation of the School Bus Rules
10. Food & Drink
11. Horseplay: Rough Housing/Boisterous Play/Pranks/Play Fighting
12. Gambling: Illegal Betting/Illegal Wagering
13. Distributing, Selling, Trading Unauthorized Material
14. Computer/Network Violation (School)
15. Medication Policy Violation
16. Trespassing
17. Loitering
18. Sleeping in class
19. Other

ILLEGAL DRUGS

1. Evidence of Consumption
2. Evidence of Possession
3. Evidence of Purchase
4. Evidence of Odor
5. Evidence of Receiving
6. Evidence of Concealment
7. Evidence of Distribution
8. Evidence of Traffic / Sell

continued on next page

GROUND FORS FOR SUSPENSION SHALL INCLUDE, BUT NOT BE LIMITED TO: (continued)

PRESCRIPTION/OVER-THE-COUNTER DRUGS

1. Evidence of Consumption
2. Evidence of Possession
3. Evidence of Purchase
4. Evidence of Odor
5. Evidence of Receiving
6. Evidence of Concealment
7. Evidence of Distribution
8. Evidence of Traffic / Sell

ALCOHOL

1. Evidence of Consumption
2. Evidence of Possession
3. Evidence of Purchase
4. Evidence of Odor
5. Evidence of Receiving
6. Evidence of Concealment
7. Evidence of Distribution
8. Evidence of Sell
9. Evidence of an Open Container

PARAPHERNALIA

1. Evidence of Use
2. Evidence of Possession
3. Evidence of Purchase
4. Evidence of Odor
5. Evidence of Receiving
6. Evidence of Concealment
7. Evidence of Distribution
8. Evidence of Sell

IGNITING/BURNING

1. Possession of a lighter/ignition instrument
2. Fireworks
3. School Property
4. Personal Property
5. Other

TOBACCO, NICOTINE PRODUCTS, AND E-VAPOR PRODUCTS

1. Evidence of Consumption
2. Evidence of Possession
3. Other

continued on next page

GROUND FORS SUSPENSION SHALL INCLUDE, BUT NOT BE LIMITED TO: *(continued)*

STUDENT ABUSE OR STAFF ABUSE INCLUDED BUT NOT LIMITED TO:

1. **VERBAL:** Arguing/Disrespectful/Heckling/Insult/Verbal Aggression
2. **PHYSICAL:** Fighting/Pushing/A Push/Tripping/Smacking/Hitting/Grabbing/Spitting/Throwing At/Gesture/Assault
3. **BULLYING:** Threat/Intimidation/Witness Intimidation/Emotional/Teasing/Rumors
4. **THREAT:** Posturing/Verbal Invitation to Fight/Failure to leave a confrontation
5. **RACIAL:** Verbal/Written/Images/Connotation/etc.
6. **ETHNIC:** Verbal/Written/Images/Connotation/etc.
7. **INSULT:** Verbal/Written/Images/Connotation/etc.
8. **INCITING:** Verbal/Written/Images/Connotation/etc.
9. **INTIMIDATION:** Verbal/Written/Images/Connotation/etc.
10. **WIRELESS/INTERNET:** Text/Internet/E-Mail/Phone Message/Written/Image/Slander/Potential Damage of Reputation/Insult/Accusation/Inappropriate
11. **FOOD TAMPERING**

THROWING, DISCHARGING, LAUNCHING: (Including but not limited to)

A student shall not throw, discharge, launch, or make a throwing gesture of any item that can be considered dangerous, harmful, or intimidating.

DAMAGE OF PROPERTY:

1. Student Property
2. Staff Property
3. School Property
4. District Service Provider Property

VANDALISM: Intentionally defacing, damaging, destroying, or tampering with:

1. Student Property
2. Staff Property
3. School Property
4. District Service Provider Property

THEFT

1. Theft of Property
 - a. Personal Property
 - b. School Property
 - c. District Service Provider Property
2. Distributing Stolen Property
3. Receiving Stolen Property
4. Identity Theft

Restitution: Items that are damaged, vandalized, or stolen shall be cleaned, repaired, replaced, or compensated for financially. A Police Report May be Filed.

continued on next page

GROUND FORS SUSPENSION SHALL INCLUDE, BUT NOT BE LIMITED TO: *(continued)*

INAPPROPRIATE CONDUCT:

1. Profanity
2. Inappropriate Statement
3. Gesture
4. Connotation
5. Item
6. Conversation
7. Dangerous Behavior/Endangering Others
8. Other

GROSS MISCONDUCT:

1. Inappropriate Physical Contact
2. Attempt at Inappropriate Physical Contact
3. Public Indecency i.e. Mooning or Flashing or Inappropriate Apparel or Indecent Exposure/Public Urination.
4. Inappropriate Statement
5. Lewd Behavior
6. Lewd Material or Items or Images (Possession, Display, Transmit)
7. Other

REPEAT VIOLATIONS OF THE STUDENT CODE OF CONDUCT

FLAGRANT VIOLATIONS OF THE STUDENT CODE OF CONDUCT

HARASSMENT / HAZING

SAFE SCHOOL POLICY VIOLATION: (Gang Related Activity)

Toward a Student, Staff Member or Employee (Includes but not Limited To)

1. Verbal
2. Physical
3. Clothing / Apparel
4. Possession of Material
5. Gesture
6. Threat
7. Intimidation
8. Posturing
9. Other

BULLYING/AGGRESSIVE BEHAVIOR VIOLATION:

Toward a Student, Staff Member or Employee (Includes but not Limited To)

1. Verbal
2. Physical

continued on next page

GROUND FORS SUSPENSION SHALL INCLUDE, BUT NOT BE LIMITED TO: *(continued)*

- 3. Written
- 4. Imaged
- 5. Wireless
- 6. Internet
- 7. Rumored
- 8. Other

DANGEROUS WEAPON:

Shall be defined as any item that can be used to threaten, intimidate, or inflict bodily harm. Students shall not possess, use, or traffic such items. These items may include but not be limited to:

Hand Gun/Knife/Caustic Chemical/Brass or Hand attached Knuckles/
Ammunition/Taser/Smoke emitting Fireworks/Explosive/Rifle/Trap/Chain/Club/
Pellet Gun/Air Soft Gun/Other.

A Police Report may be filed for a Dangerous Weapon Violation.

DANGEROUS ITEM:

Any item considered dangerous that is not classified as a dangerous weapon. Includes but is not limited to: Fireworks/Hand Tools/Wallet Chains/Chain/Smoke emitting Fireworks/Folding Pocket Knife/other.

A Police Report may be filed for a Dangerous Item Violation.

EXPULSION OFFENSES

GROUND FORS EXPULSION SHALL INCLUDE, (BUT NOT BE LIMITED TO):

ABSENT FROM ASSIGNED AREA	DAMAGE
EXTORTION	VANDALISM
PROVIDING FALSE INFORMATION	THEFT
INSUBORDINATION	INAPPROPRIATE CONDUCT
ILLEGAL DRUGS	GROSS MISCONDUCT
PRESCRIPTION/OVER-THE-COUNTER DRUGS	HARASSMENT/HAZING
ALCOHOL	SAFE SCHOOL POLICY VIOLATION
PARAPHERNALIA	DANGEROUS WEAPON
IGNITING/BURNING	DANGEROUS ITEM
TOBACCO, NICOTINE PRODUCTS, AND E-VAPOR PRODUCTS	
STUDENT ABUSE OR STAFF ABUSE	
THROWING, DISCHARGING, LAUNCHING	
REPEATED VIOLATIONS OF STUDENT CODE OF CONDUCT	
FLAGRANT VIOLATIONS OF THE STUDENT CODE OF CONDUCT	
BULLYING/AGGRESSIVE BEHAVIOR VIOLATION	
NON PROGRESSIVE ADULT STUDENT	

XENIA COMMUNITY SCHOOLS COMPLIANCE OFFICERS

Dianna Alliod

Director, Special Education & Pupil Personnel
(937) 562-9050
dalliod@xeniaschools.org

Mike Earley

Director, Personnel
(937) 562-9001
mearley@xeniaschools.org

Looking for more information about district policies and guidelines?

Visit XeniaSchools.org for the latest news and updates, or use the QR code to head directly to our BoardDocs site, where you can search current policy and find information about the Xenia Community Schools Board of Education.



Contents of this Document are subject to revisions throughout the school year and shall reflect the current Xenia Board of Education School Board approved Board Policy and Ohio Revised Code.



937-376-2961



XeniaSchools.org



819 Colorado Drive, Xenia, OH 45385

Revised June 16, 2025