

# Middletown City Schools

## Code of Conduct

**K-12**

*Promoting Positive School Culture*

**Performance Respect Integrity Determination Effort**

Middletown City School District's discipline procedure is based on Ohio law and corresponds with the Ohio Revised Code. For additional information, go to the MCSD website at [www.middletowncityschools.com](http://www.middletowncityschools.com).

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## **Middletown City School District Message**

Welcome to MCSD. This is your school district! It belongs to every student, every parent, and every staff member. Our PSC Code of Conduct was created to promote and maintain a safe and orderly educational arts community that keeps students in school, engaged in learning and that fosters each student's social development.

The ultimate goal of the staff, the PBS Committee, Instructional Leadership Team and the Parent Teacher Organization is to make MCSD one of the best schools in the nation by creating and maintaining a student-oriented environment.

You can help us reach this goal by:

- Sending your child to school on time each day.
- Making sure you read all information sent home.
- Assisting with homework.
- Making sure your child gets enough rest.
- Making arrangements to visit your child's classes.
- Check Progress Book regularly.
- Attending Parent/Teacher conferences.
- Joining the Parent Teacher Organization (PTO).
- Actively supporting fundraising.
- Contact your child's principal for ways to get involved.
- Maintaining contact with your child's teacher(s).
- Contacting the school whenever questions/concerns occur.
- Ensuring that your child wears appropriate clothing. (See Student Handbook.)

The Positive School Culture is very essential to supporting the academic, behavior and overall growth of our students. It also includes the culture of our staff and families as well.

*Coming together is a beginning.*

*Keeping together is progress.*

*Working together is success.*

- Henry Ford

Primary emphasis is placed upon the ability of students to exercise self-discipline resulting in acceptable school behavior. Our school stresses proper behavior in school, which leads to an atmosphere and attitude conducive to the maximum educational growth of all students.

While our expectation for good, self-disciplined behavior is high at MCSD, we do believe that positive reinforcement is a best practice. In addition to the teachers' use of positive reinforcement strategies within the classrooms, we provide a variety of practices to help our students be successful in acquiring acceptable behavior.

This document has been developed and supported through the efforts of the MCSD PTA, the Middletown High School Super-Sac Committee, the MCSD District PBS (Positive Behavior Supports) Committee, the MCSD Building PBS Committees, and the MCSD Building Staff Leadership Teams.

## **Student Conduct**

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the District must conform to school regulations and accept directions from authorized school personnel. The Middletown City Schools' Board takes a strong stance on violent and disruptive or inappropriate behavior by its students.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations.

Outlined in the Code of Student Conduct are the rules and regulations to which students are subject to, while in school or participating in any school-related activities, or while engaged in out-of-school conduct targeted at a student, school employee, official, or volunteer, if that out-of-school conduct creates a fear of a specific and significant disruption of school.

This information includes the types of conduct that are subject to suspension or expulsion from school or other forms of disciplinary action. Any violations of the Code of Student Conduct are punishable. The rules also apply to any form of student misconduct directed at a district official or employee or the property of a district official or employee, regardless of where the misconduct occurs.

If a student violates this policy or the Code of Student Conduct, school personnel, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances.

A student may be expelled for up to one calendar year if he/she commits an act that inflicts serious physical harm to persons or property if it was committed at school, on other school property, or at a school activity, event or program.

Any student who is arrested, charged as a juvenile or as an adult, or who otherwise engages in violent conduct that poses a safety concern or risk to other students may be assigned to an Interim Alternative Educational Placement until the matter has been adjudicated in a court of law.

## **Searches of Students and Property**

Students will be subject to searches by metal detectors and/or by hand, and/or by trained canine on a random basis or with reasonable suspicion by district administrators or security personnel.

The district may search the following:

- a student's outer clothing, coats/jackets, pockets, book bags or other property including purses
- a student's locker
- a vehicle driven to school by a student and parked on school property

Students have no expectation of privacy in cell phones or electronic devices brought to school (iPod, iPad, digital cameras, etc.). If there is reasonable suspicion that a search will reveal a violation of school rules, cell phones and other electronic devices may be confiscated and searched, including searching calls, emails, texts, contacts, pictures and other communications or internet access.

## **Dress & Grooming**

Students are advised to use good taste in their clothing choices for school. They should follow the standards outlined in the student handbook and in the Code of Conduct. They should realize that some items of clothing that students choose to wear outside of school may not be appropriate for school.

Students are expected to conform to good decency standards. Any student dressing in a manner that does not meet the dress code or in a manner considered disruptive to the educational environment or school sponsored activity will be asked to change. Repeated incidents will be considered insubordination and disciplinary actions may take place. The administration will make the final decision as to what constitutes proper dress and grooming.

The purpose of the dress code is threefold:

1. To promote a level of formality that is consistent with the behavioral and academic expectations of the district/school
2. To promote a sense of self-worth and pride in one's appearance
3. To prepare students for employment after high school.

## **Hazing And Bullying**

Hazing means doing any act or coercing another, including the victim, to do any act of intimidation or harassment to 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 an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in this policy.

Bullying, harassment or intimidation are intentional written, verbal or physical acts that a student has exhibited toward another particular student more than once and the behavior causes mental or physical harm to the other student, and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student. Bullying, harassment, or intimidation also includes violence within a dating relationship.

Hazing, bullying, harassment, and intimidation are strictly prohibited. Prohibited activities of any type, including those activities engaged in via computer, social media, tablet and/or electronic communications devices (including cellular telephones, smartphones, personal communication devices, PDAs, and other electronic communications devices), are inconsistent with the educational process and are prohibited at all times, including at any time on school property, on school buses, and at school-sponsored events. No student, including leaders of student organizations, may plan, encourage, or engage in any hazing and/or bullying.

Students may report incidents of bullying to school personnel. Reports may be anonymous. School personnel aware of prohibited incidents must report these incidents to the school principal or the principal's designee. The incident will be documented and investigated in accordance with District policy. Deliberate false reports of bullying, harassment, or intimidation are prohibited, and a student may be disciplined for making a false report of this nature. The custodial parent or guardian of any student involved in a prohibited incident will be notified and, to the extent permitted by law, will have access to any written reports pertaining to the prohibited incident.

Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with state law. Pursuant to the school disciplinary policy, a student engaging in prohibited bullying, harassment, or intimidation (including prohibited conduct via computer and/or electronic devices) will receive discipline, up to and including suspension and expulsion. Any discipline for harassment, intimidation, or bullying shall not infringe on any student's right under the First Amendment of the Constitution of the United States.

## **Sexual Harassment**

All persons associated with this District, including administration, staff and students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. District policy prohibits sexual harassment in any form and outlines complaint procedures, which are available to victims as well as disciplinary penalties that could be imposed for offenders.

Definition of Student-on-Student or Employee-on-Student Sexual Harassment: Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature that is so severe, pervasive and objectively offensive, and undermines and detracts from the educational experience, that an individual is effectively denied equal access to the District's resources and opportunities.

The Grievance Officer: The Senior Director of Human Resources and/or the Senior Director of Student Services are the appointed sexual harassment grievance officers vested with the authority and responsibility for investigating all sexual harassment complaints in accordance with the procedure set forth in district policies. Any member of the school community who believes that he/she has been subjected to sexual harassment shall report the incident to the Human Resource Office at 423-0781. Sexual matters, including the identity of both the charging party and the accused, are kept confidential to the extent possible. Although discipline may be imposed against the accused upon a finding of guilt, retaliation is prohibited.

## **Alcohol, Tobacco, Drugs & Look Alikes**

No student may possess, transmit, conceal, offer for sale, consume, show evidence of having consumed or used any alcoholic beverages, tobacco (including dip), illegal drugs, non prescribed drugs, look-alike drugs, (including E-cigarettes) or any mind-altering substance while on school grounds or facilities at school sponsored events, in other situations under the authority of the District or in school-owned or school approved vehicles. Included in this prohibition are any substances represented as a controlled substance, non-alcoholic beers, steroids, look alike drugs, drug paraphernalia and look alike drug paraphernalia.

## **Middie P.R.I.D.E**

### Behavioral Expectations And Examples

#### **Performance**

**To accomplish a given task with a standard of accuracy and completeness.**

Example:

- Compose an essay with minimum grammatical and mechanical errors.

#### **Respect**

**To treat others the way you want to be treated.**

Examples:

- Be respectful to all adults, listen and follow the directions of school staff.
- Be respectful toward property. Take care of school materials.
- Be respectful to peers. Use polite words and resolve conflicts in a positive manner.

#### **Integrity**

**The quality of behaving in an honest and ethical manner.**

Examples:

- Not looking at or copying someone else's work on a test.
- Turning in money to the office that you found in the hall.

#### **Determination**

**To not give up or quit in a given situation.**

Examples:

- To memorize multiplication facts.
- To read daily until you finish a novel or book.
- To learn a foreign language.

#### **Effort**

**Activities undertaken by one or more people in order to achieve a particular goal.**

Examples:

- Rewriting a paper for a better grade.
- Correcting your test questions.
- Rereading a passage until you comprehend it.

## Category I Offenses

### Corrective Strategies for Category I Offenses

<b>District Expectations</b> What's Expected of Students	<b>Expected Behavior</b> What Students Should Do	<b>Infractions of Expectations</b> What Students Should Not Do	<b>Choices to Address Student Infractions</b> Not listed in any particular order. These are not intended to be the only choices.*
<b>PERFORMANCE</b>  <b>RESPECT</b>  <b>INTEGRITY</b>  <b>DETERMINATION</b>  <b>EFFORT</b>	<ul style="list-style-type: none"> <li>• Follow Directions</li> <li>• Obey Rules</li> <li>• Respect Others</li> </ul>	<ul style="list-style-type: none"> <li>• Disobedient Behavior</li> <li>• Disruptive Behavior</li> <li>• Dress Code</li> <li>• Inappropriate Language</li> <li>• Lying/Cheating</li> <li>• Tardy</li> <li>• Technology Violations</li> </ul>	<ul style="list-style-type: none"> <li>• Re-teach the behavioral expectations</li> <li>• Give student a verbal warning</li> <li>• Have the student choose a method of apologizing or making amends to those harmed or offended</li> <li>• Provide a reflective activity</li> <li>• Give student a timeout alternative</li> <li>• Require the student to complete a community service task</li> <li>• Contact Parent for additional support</li> <li>• Detention, during which the student completes work</li> <li>• Restitution</li> <li>• Create a behavior contract that includes expected student behaviors, as well as consequences for infractions and incentives for demonstrating expected behaviors</li> <li>• Schedule a Parent Conference</li> <li>• Refer to intervention assistance team</li> <li>• Office referral</li> <li>• In-school suspension time, during which school work is completed</li> <li>• Removal from school</li> <li>• Bus Suspension</li> <li>• Suspension from school</li> </ul>

Administration reserves the right to make changes to the consequences based on the details of the individual incidents.

## **Definition of Terms for Category I Offenses**

Students will receive consequences and corrective instruction when they commit, attempt to commit, aid or abet in the commission, conspire to commit, or participate in any manner (even if not completed) in any of the offenses designated in this section.

In most instances, Category I infractions will be corrected by the teacher or supervising adult. If a pattern of these offenses persists, a corrective behavior plan may be necessary and students may be referred to an administrator. When there is a high incidence of Category I offenses, the support team will provide or arrange for assistance to create a positive behavior setting.

Any Category I offense can be upgraded to a Category II or Category III offense depending on the circumstances.

### **Disobedient Behavior**

Students are expected to do what the school staff tells them to do. School staff includes administrators, teachers, paraprofessionals, secretaries, custodians, bus drivers, lunchroom workers, and school volunteers. Disobedient behavior is defined as when a student engages in brief or low-intensity failure to respond to staff requests or when a student engages in the refusal to follow directions, talks back and/or deliver socially rude interactions.

### **Disruptive Behavior**

Students are expected to follow the district and school behavior expectations. Students must not interrupt the learning of others or behave in a manner that causes disruption to the school environment. Disruptive behavior is defined as when student engages in inappropriate disruption. This can include, but is not limited to talking out, making noises, yelling out, throwing small objects, horse playing, out-of seat behaviors, or any activities that are distracting one or more classmates.

### **Dress Code Violation**

Students are expected to dress in a manner that does not take away from the learning environment in the classroom or in the school. A dress code violation is defined as when a student wears clothing that is near, but not within, the dress code guidelines defined by the school/district, or when a student wears clothing that does not fit within the dress code guidelines practiced by the school/district. This includes, but is not limited to inappropriate symbols, signs, showing inappropriate body parts, or any other distracting items.

### **Inappropriate Language**

Students are expected to be respectful of others. Inappropriate language is defined when a student engages in low-intensity instance of inappropriate language.

### **Lying/Cheating**

Students are expected to be truthful and show integrity when engaging in any school related activities. Lying is defined as when a student delivers a message that is untrue and/or deliberately violates rules. Cheating is defined as when a student does not do their own work through dishonesty, deceit or by any other means other than those authorized by the teacher.

### **Tardy**

Students are expected to be at school on time and ready to learn. Tardy is defined as when a student arrives at class after the bell (or signal that class has started).

**Technology Violation**

Students are expected to focus on academics when they are at school. A technology violation is defined as when a student engages in non-serious or inappropriate (as defined by school) use of cell phone, pager, music/video players, camera, tablet and/or computer.

**Administration reserves the right to make changes to the consequences based on the details of the individual incidents.**

## Category II Offenses

### Corrective Strategies for Category II Offenses

<b>District Expectations</b> What's Expected of Students	<b>Expected Behavior</b> What Students Should Do	<b>Infractions of Expectations</b> What Students Should Not Do	<b>Choices to Address Student Infractions</b> Not listed in any particular order. These are not intended to be the only choices.*
<b>PERFORMANCE</b>  <b>RESPECT</b>  <b>INTEGRITY</b>  <b>DETERMINATION</b>  <b>EFFORT</b>	<ul style="list-style-type: none"> <li>• Follow directions</li> <li>• Obey school rules</li> <li>• Follow the state laws</li> <li>• Respect yourself and others</li> <li>• Respect others property</li> <li>• Treat others the way you want to be treated</li> <li>• Treat time, property, and others with respect</li> <li>• Keep your hands and feet to yourself</li> <li>• Attend school everyday</li> <li>• Attend class everyday</li> <li>• Only go in areas where staff are present</li> </ul>	<ul style="list-style-type: none"> <li>• Abusive Communication</li> <li>• Destruction of Property/ Property Damage</li> <li>• Fighting</li> <li>• Gambling</li> <li>• Gang Activity</li> <li>• Harassment/ Bullying</li> <li>• Harassment Basis of Race</li> <li>• Harassment Basis of Disability</li> <li>• Harassment Basis of Gender</li> <li>• Harassment Basis of Religion</li> <li>• Physical Aggression</li> <li>• Sexual Harassment/ Misconduct</li> <li>• Stealing/Theft/ Forgery</li> <li>• Tobacco Abuse</li> <li>• Trespass</li> <li>• Truancy</li> </ul>	<ul style="list-style-type: none"> <li>• Re-teach the behavioral expectations</li> <li>• Give student a verbal warning</li> <li>• Have the student choose a method of apologizing or making amends to those harmed or offended</li> <li>• Provide a reflective activity</li> <li>• Give student a timeout alternative</li> <li>• Require the student to complete a community service task</li> <li>• Contact Parent for additional support</li> <li>• Detention, during which the student completes work</li> <li>• Restitution</li> <li>• Create a behavior contract that includes expected student behaviors, as well as consequences for infractions and incentives for demonstrating expected behaviors</li> <li>• Schedule a Parent Conference</li> <li>• Refer to intervention assistance team</li> <li>• Office referral</li> <li>• In-school suspension time, during which school work is completed</li> <li>• Removal from school</li> <li>• Bus Suspension</li> <li>• Expulsion from school</li> <li>• File Charges if law is broken</li> <li>• Require/Recommend Counseling</li> <li>• Suspension from school</li> </ul>

Administration reserves the right to make changes to the consequences based on the details of the individual incidents.

## **Definition of Terms for Category II Offenses**

Students that commit, attempt to commit, aid or abet in the commission, conspire to commit or participate in any manner (even if not completed) in any of the offenses designated in this section will be required to participate in activities designed to prevent repetition of the offenses. Teachers or supervising adults may choose corrective strategies for Category II infractions that include, but are not limited to teacher assigned consequences, detention, or referral to school administrators. Students may be recommended for in-school suspension, emergency removal from school, suspension from school and other consequences designed to stop the unwanted behavior. Any Category II offense can be upgraded to a Category III offense depending on the circumstances.

### **Abusive Communication**

Students are expected to be respectful of others. Abusive communication is defined as when a student delivers a message that includes, but is not limited to swearing, name-calling, notes, the use of words or gestures or images in an inappropriate way. (Through all forms of communication i.e. text, email, Facebook, Twitter, SNAP, etc.)

### **Destruction of Property/Property Damage**

Students are expected to respect MCSD, their own, and other's property. Destruction of property is defined as when a student participates in an activity that results in destruction or disfigurement of property.

### **Fighting**

Students are expected to solve disagreements peacefully or with the support of a staff member. Fighting is defined as when a student mutually participates in an incident involving physical violence.

### **Gambling**

A student will not play games of skill or chance for money or property.

### **Gang Activity**

Students are expected to engage in safe and respectful relationships with peers and staff. Gang activity is defined as when a student uses gesture, dress, and/or speech to display affiliation with a gang. Gangs are defined as a group of two or more people organized for the purpose of engaging in activities that threaten the safety of the general public and the Middletown City School's educational mission.

Gang activities include, but are not limited to:

- Wearing/displaying clothing, colors, insignia or any paraphernalia that intentionally identifies the student as a gang member or a supporter of a gang.
- Using words, phrases, written symbols, or gestures that intentionally identify a student as a member or as a supporter of a gang.
- Engaging in activity or discussion promoting gangs by two or more persons.
- Recruiting students for gangs or anti-social behavior.

### **Harassment/Bullying**

Please refer to page six for additional detail and definition. Students are expected to be respectful of others. Harassment/Bullying is defined as when a student delivers disrespectful messages\* (verbal, written, or as a gesture) to another person that includes threats and intimidation, obscene gestures, pictures, written notes, or by any technology means (which includes but not limited to text, email, instant messages, and social media).

\*Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters. Any verbal and/or physical gestures/contact, of a sexual nature to another student/adult are included in this definition.

### **Harassment Basis of Race**

When a student delivers disrespectful messages to another person that includes threats and intimidation, obscene gestures, pictures, written notes, or by any technology means of a racial nature.

### **Harassment Basis of Disability**

When a student delivers disrespectful messages to another person that includes intimidation, obscene gestures, pictures, written notes, or by any technology means on the basis of disability.

### **Harassment Basis of Gender**

When a student delivers disrespectful messages to another person that includes intimidation, obscene gestures, pictures, written notes, or by any technology means on the basis of gender.

### **Harassment Basis of Religion**

When a student delivers disrespectful messages to another person that includes threats and intimidation, obscene gestures, pictures, written notes, or by any technology means on the basis of a religious nature.

### **Physical Aggression**

Students are expected to solve disagreements peacefully or with the support of a staff member. Students are expected to respect their peers, themselves, staff and visitors to the school. Physical aggression is defined as when a student engages in actions involving serious physical contact (e.g., hitting, punching, pushing, shoving, hitting with an object, kicking, hair pulling, scratching, etc.). This action includes when one student is the aggressor and another student is passively involved in the altercation.

### **Sexual Harassment/Misconduct**

Students are expected to protect the safety and respect the rights of others. Students must not make comments, gestures, notes, or by any other means, communicate messages of any sexual nature that might offend or be distasteful to another person. Students also must not engage in offensive or distasteful comments, gestures or by any other means communicate messages of hate towards another based upon race, religion, disability, gender or sexual orientation.

### **Stealing/Theft/Forgery**

Students are expected to respect the property of the MCSD and others. Stealing/theft/forgery is defined as when a student is in possession of, having passed on, or being responsible for removing someone else's property or has signed a person's name without that person's permission.

### **Tobacco Abuse**

Students are expected to respect the health and wellness of others by following the state laws designated in the Ohio Revised Code. Tobacco abuse is defined as when a student is in possession of tobacco, using tobacco or distributing tobacco.

**Trespass**

Students are expected to remain in appropriate school locations under the supervision of staff. Students are to follow the district and school rules in regards to school property.

**Truancy**

Students are expected to be at school on time, in class and ready to learn. Truancy is defined when a student receives an unexcused absence for ½ day or more. This is also defined as when a student leaves or misses class without permission.

**Administration reserves the right to make changes to the consequences based on the details of the individual incidents.**

## Category III Offenses

### Corrective Strategies for Category III Offenses

<b>District Expectations</b> What's Expected of Students	<b>Expected Behavior</b> What Students Should Do	<b>Infractions of Expectations</b> What Students Should Not Do	<b>Choices to Address Student Infractions</b> Not listed in any particular order. These are not intended to be the only choices.*
<p><b>PERFORMANCE</b></p> <p><b>RESPECT</b></p> <p><b>INTEGRITY</b></p> <p><b>DETERMINATION</b></p> <p><b>EFFORT</b></p>	<ul style="list-style-type: none"> <li>• Follow directions</li> <li>• Obey school rules</li> <li>• Follow the state laws</li> <li>• Respect yourself and others</li> <li>• Treat others the way you want to be treated</li> <li>• Keep your hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Alcohol</li> <li>• Assault on Staff</li> <li>• Assault on Student</li> <li>• Bomb Threats/False Alarm</li> <li>• Combustibles</li> <li>• Drugs</li> <li>• Extortion</li> <li>• Pornography</li> <li>• Sexual Assault</li> <li>• Weapons</li> </ul>	<ul style="list-style-type: none"> <li>• Re-teach the behavioral expectations</li> <li>• Give student a verbal warning</li> <li>• Have the student choose a method of apologizing or making amends to those harmed or offended</li> <li>• Provide a reflective activity</li> <li>• Give student a timeout alternative</li> <li>• Require the student to complete a community service task</li> <li>• Contact Parent for additional support</li> <li>• Detention, during which the student completes work</li> <li>• Restitution</li> <li>• Create a behavior contract that includes expected student behaviors, as well as consequences for infractions and incentives for demonstrating expected behaviors</li> <li>• Schedule a Parent Conference</li> <li>• Refer to intervention assistance team</li> <li>• Office referral</li> <li>• In-school suspension time, during which school work is completed</li> <li>• Removal from school</li> <li>• Bus Suspension</li> <li>• Expulsion from school</li> <li>• File Charges if law is broken</li> <li>• Require/Recommend Counseling</li> <li>• Suspension from school</li> </ul>

Administration reserves the right to make changes to the consequences based on the details of the individual incidents.

## **Definition of Terms for Category III Offenses**

The principal, finding a student that committed, attempted to commit, aided or abetted in the commission, conspired to commit, or participated in any manner (even if not completed) in any of the offenses designated in this section will submit a recommendation to the superintendent that the student be referred for expulsion.

**Middletown Police may be informed of any Category III offenses.** Possible criminal charges may be pursued.

### **Alcohol**

Students are expected to respect their health and wellness by following the state laws designated in the Ohio Revised Code. Alcohol is defined as a student being in possession of alcohol, selling alcohol, distributing alcohol, using alcohol or being impaired by alcohol. Look Alike beverages and nonalcoholic beverages are included in the definition.

### **Assault on Staff**

Students are expected to get help from staff when needed to solve problems non-violently. Students may not physically confront a staff member. If a student is concerned about his/her treatment from a staff member, the student is responsible for reporting their concern to another staff member. Assault on staff is defined as when a student hits, kicks, shoves, pushes or otherwise cause physical harm to a staff member.

### **Assault on Student**

Students are expected to get help from staff when needed to solve problems non-violently. Students may not physically attack another person. Assault on a student is defined as when a student hits, kicks, shoves or otherwise cause physical harm to another. Physical assault includes attacking, pushes, striking or violently beating a defenseless person. \*\*Students who video record a physical assault will face disciplinary consequences.

### **Bomb Threats/False Alarms**

Students are expected to follow the laws regarding the safety of students, visitors and staff. Students must not set off a fire alarm at any time unless there is an emergency. Destroying or damaging a fire alarm is prohibited. Students must not make bomb threats by written, verbal, text, social media or any other means, against any school building. Tampering with the fire alarm includes setting off the squeal alarm (plastic box) or the actual alarm when there is not an emergency. Bomb threats are defined as when a student delivers a message of possible explosive materials or pending explosive materials on-campus, or near campus.

### **Combustibles**

Students are expected to follow the laws regarding the safety of students, visitors and staff. Combustibles are defined as substances/objects readily capable of causing bodily harm and/or property damage (such as matches, lighters, firecrackers, gasoline, lighter fluid, or the like). It also includes when a student plans and/or participates in malicious burning of property.

### **Drugs**

Students are expected to respect their health and wellness by following the state laws designated in the Ohio Revised Code. A student may not be in possession of illegal drugs/substances/paraphernalia, selling any drugs/substances/paraphernalia, distributing any drugs/substances/ paraphernalia, using illegal drugs/substances/ paraphernalia, or being under the influence of illegal drugs/substances. Any Look-Alike

drugs or paraphernalia are included in the definition.

Students are permitted to bring prescribed over-the-counter medication to school only with permission from parents and with the authorization and supervision of their doctor. Prescribed or over-the-counter medicine is for the student's use only and must be submitted to the school nurse upon arrival at school.

### **Extortion**

Students are expected to respect their peers and others. Students must accept "no" for an answer when making a request of another person. Extortion is defined as when a student gets money or a promise by using threat or force. A student must not make a person do anything he or she does not want to do by using threat or force.

### **Pornography**

Students are expected to protect the safety and respect the rights of others. Students may not take, or text, email, distribute, or share any explicit images, photos, drawings, multimedia or videos. Students may not attempt to access pornographic material through the Internet or any devices that are able to access the Internet (computers, tablets, iPads, laptops, smart phones, cellular phones, etc.).

### **Sexual Assault**

Students are expected to protect the safety and respect the rights of others. Students must not sexually attack or sexually abuse another person. This is also defined as unwanted touching.

### **Weapons**

Students are expected to bring only approved academic school materials to school.

Students must not bring, possess, handle, transmit or use a weapon. Students may not be in possession of knives or guns (real or look alike), or other objects readily capable of causing bodily harm. Weapons include, but are not limited to knives, firearms, razors (of any kind), defensive weapons (mace, stun gun, Taser), or other items (hammer, box cutters, baseball bats, chains, tattoo paraphernalia, bullets). School supplies such as a compass, scissors, pens, etc., must not be used as a weapon.

## **What Families Can Expect**

### **Steps following student misbehavior**

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

1. Investigate the incident, including meeting with the student and others involved to allow them to explain the situation.
2. Notify the family if a corrective strategy is used.
3. Communicate to the family explaining the incident and the consequence given.

### **Actions families can take**

1. Ask for a meeting with the principal to discuss the decision and to request information about the investigation or the appeal process.
2. To appeal a consequence of suspension or expulsion, you must write the district's Hearing Officer, stating the reason for the appeal and submit it to the building administrator.
3. The letter will be forwarded to the responsible supervisor, who will make a final decision on the suspension/expulsion.

## **Definition of Terms to address Infractions**

These consequences are not intended to be the only choices nor are they sequential. The goal of any consequence is to change or stop the unwanted behavior.

### **Re-Teach the Behavioral Expectation**

Students are offered the opportunity to be taught the expected behavior by modeling, verbal reminder and written example from the teacher. Students understanding and following correction can stop additional consequences from occurring.

### **Verbal Warning**

Students are offered the opportunity to change the unwanted behavior by a verbal warning from the teacher. Many times this warning can stop additional consequences from occurring.

### **Student Conference**

Consequence for referral results in student meeting with administrator, teacher, and/or staff member (in any combination).

### **Apology/Make Amends**

Students are offered the opportunity to show remorse and make amends for the unwanted behavior. This action can often stop any further consequences from occurring.

### **Timeout**

Consequence for referral results in student spending time in a specified area away from scheduled activities/classes. The students will be offered academic work or they will be provided with a reflective activity to encourage the unwanted behavior to stop.

### **Community/School Service**

Consequence for referral results in involvement in community service activities or projects.

### **Loss of Privilege**

Consequence for referral results in student being unable to participate in some type of privilege.

**Time in Office**

Consequence for referral results in student spending time in the office away from scheduled activities/classes.

**Lunch Detention**

Consequence for referral results in student missing lunchtime recess.

**Parent Contact**

Consequence for referral results in parent communication by phone, email, or person- to-person about the problem.

**Detention**

Consequence for referral results in student attending classes before or after school. Restitution Consequence for referral results in apologizing or compensating for loss, damage, or injury; community services.

**Parent Conference**

Consequence for referral results in student meeting with administrator and/or teacher, and parent.

**In-School Suspension**

Consequence for referral results in a period of time spent away from scheduled activities/classes during the school day.

**Behavior Plan**

Consequence for referral results in student receiving individualized plan specifically related to the student's problem behaviors.

**Emergency Removal**

Consequence for referral results in a period of time when student is not allowed on campus. Emergency Removal can be used if the student is an ongoing threat of disruption or if the student's presence poses a danger to people or property.

**Bus Suspension**

Consequence for referral results in a period when student not allowed on the bus.

**Suspension**

Consequence for referral results in a 1-10 day period when student is not allowed on campus.

**Expulsion**

Consequence for referral results in student being dismissed from school for 11 or more days.

**File Criminal Charges**

If a law is broken, the school officials may decide to press criminal charges.

**Other Decision**

Consequence for referral results in administrative decision that is not listed. Staff using this area will specify the administrative action taken.

**MCSD works with families to support students and make genuine efforts to keep students in school and engaged in learning!**

## Acknowledgement Page

Dear Parents/Guardians and Students,

The Code of Conduct includes important policies and procedures pertaining to the safe operation of schools in the Middletown City School District for the 2018-2019 school year.

Please carefully review the Code of Conduct which include district expectations and appropriate courses of action, as described in this handbook.

The Code of Conduct form below must be completed for each student and returned to your child's school office by the end of September 2018.

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### **Code of Conduct**

I/We, \_\_\_\_\_, the parent(s) of (student name) \_\_\_\_\_, have read and understand the Middletown City Schools Student Code of Conduct with its guidelines and regulations and we agree to its terms and conditions. We confirm our child's intentions to abide by the Student Code of Conduct and conditions therein. Please return to the school signed by the end of September **2018**.

\_\_\_\_\_  
Parent's/Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature (if 18 years of age)

\_\_\_\_\_  
Date