

SECTION VII – STUDENT CODE OF CONDUCT

Expected Behaviors:

Each student shall be expected to: abide by National, State, and local laws as well as the rules of the school; respect the rights of others; act courteously to adults and fellow students; be prompt to school and attentive in class; work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, or ethnic background; complete assigned tasks on time and as directed; help maintain a school environment that is safe, friendly, and productive; and act at all times in a manner that reflects pride in self, family, and in the school.

Code of Conduct:

A goal of the Delaware City Schools is to provide an environment that is orderly, safe, and conducive to the educational process. To reach this goal, rules and regulations have been developed based upon the policy of the Delaware City School Board of Education. The purpose of the Student Code of Conduct is to assist students in developing appropriate school and community behavior.

Students and parents/guardians should understand that it is impossible to anticipate, describe, or perceive every possible violation that may occur. The administration reserves the right to exercise flexibility in applying discipline in those situations where it is warranted for the safety, protection, and the maintenance of good order.

This Student 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 Student Code of Conduct applies to:

1. Misconduct by a student that occurs off school property but is connected to activities or incidents that have Occurred on school District property; and
2. Misconduct by a student that is directed at a District official or employee or the property of an official or employee.

Students enrolled in the Delaware City Schools and receiving educational services at other sites (i.e., Ventures, Delaware Area Career Center, etc.) are subject to disciplinary action based on the Code of Conduct at either Delaware City Schools or the alternative educational site. Suspensions/expulsions from one educational site will be in effect during the same period of time for any educational site the student is attending.

1. Damage to School or Private Property

A student shall not vandalize or attempt to damage any school property or private property of another while on school grounds or during a school activity, function, or event off school grounds. This includes buildings, equipment, lockers, signs posted in a building, and vehicles. Parents, guardians, or custodians may be held financially responsible for any property damage by their child (ORC 3109.09; ORC 2307.70). Charges may be filed with the local law enforcement.

2. Disruption to School

A student shall not, by use of violence, force, coercion, threat, noise, passive resistance, false alarm (including fire and bomb threats), or other disorderly conduct cause or attempt to cause material disruption or obstruction to the normal school operations.

3. a. Alcohol b. Drugs c. Narcotics d. Counterfeit Controlled Substances E. Paraphernalia

A student shall not possess, use, show evidence of use, transmit, buy, sell, conceal, or consume any alcoholic beverage, intoxicant, or illegal drugs.

This provision shall be applicable to any conduct on school grounds: during and before or after school hours; on school grounds at any other time when the school is being used by a group; off school grounds at a school sponsored activity, function, or event; on a school bus or conveyance; or at any other time during the same calendar day when the student is or will be subject to the authority of the school. Moreover, the student shall not consume any alcoholic beverages, intoxicant, or illegal drugs at any time before the student's arrival at school or at a school-sponsored/related event or activity, or manifest evidence of such use, such as odor, reddened eyes, or other similar characteristics. Examples of drugs of abuse include, but are not limited to, alcohol, narcotic drugs,

hallucinogenic drugs, generic drugs, steroids, amphetamines, barbiturates, marijuana, glue, cocaine, as well as look-a-like, synthetics, or other substances that could modify behavior. Students shall not transmit, sell, or conceal any drug-of-abuse instrument or paraphernalia. "Instrument or paraphernalia" includes, but is not limited to, equipment or apparatus designed or used for the purpose of measuring, packaging, distributing, or facilitating the use of drugs, pipes, roach clips, syringes and hypodermic needles, cocaine spoons, rolling papers, and drug kits, etc. Charges may be filed with the local law enforcement agency.

4. Over the Counter or Prescription Drugs

Students shall not possess, use, transmit, sell, or conceal over-the-counter or prescription drugs. When a student needs to take prescribed medication at school, the parent/guardian needs to turn in a completed medical authorization form, signed by the doctor. Medications are registered and maintained in the school's main office.

5. a. Smoking b. Tobacco Products

Students shall not possess, use, transmit, or conceal cigarettes, tobacco products, or look-a-likes (vape pens) in any form in any school building, school property, or school transportation vehicle at any time under any condition.

A student shall not possess or use matches, lighters, or other smoking related items on school property or at school related activities. Students smoking on school property (including the parking lot or in line of sight of school property) or exhibiting evidence of use (odor of cigarettes), may be suspended. Any youth in violation of the "smoking" law, Sub Senate Bill 218, may be reported to the local law enforcement agency.

6. Weapons and Dangerous Instruments

A student shall not possess, handle, transmit or bring a weapon on school grounds or conceal any weapon, dangerous instrument, explosive device, counterfeit weapon, or object which a reasonable person might consider, under the circumstances, capable of harming a person or property. Examples of weapons include, but are not limited to, guns, knives, straight razor, utility knives, box cutters, ice picks, pocketknives, switchblades, buck knives, chains, chemicals and gases-e. g. mace, and stink bombs-fireworks of any kind.

Other more commonplace devices, which are not normally considered weapons that may, under certain circumstances, be used as a dangerous weapon. If a student uses such a device in this fashion, it will be considered a violation of the rule on weapons.

7. a. Insubordination b. Disrespect c. Repeated Acts of Misconduct

A Student shall not be disrespectful or refuse or fail to comply with directives and reasonable requests of school employees and/or volunteers.

While addressing or interacting with school employees and/or volunteers, a student should not exhibit behavior or an attitude that is characterized by being rude, discourteous, irreverent, insolent, or impudent.

A student shall comply with all school rules and regulations. Repeated acts of misconduct include, but are not limited to, disruption of class, repeated violations of minor rules, and failing to serve detention or any other assigned disciplinary consequence.

8. Profanity or Obscene Language

A student shall not use profanity or obscene language, either written or verbal, in communicating with any other person. Included in this prohibition, but not limited to, is the use of obscene gestures, signs, pictures, or publications. Obscenities or profanity directed at school personnel, either verbally or in writing, may result in suspension from school.

9. a. Theft or b. Extortion

A student shall not take, attempt to take into possession, aid in the theft of, or have unauthorized possession of the property or equipment of the school District or the personal property of another person while under the jurisdiction of the school.

A student shall not attempt to obtain or receive money, items of value, or special favors from anyone by actual or implied force.

10. Harassment, Intimidation, and Bullying

A student shall not harass, intimidate, disparage, incite, provoke, stalk, bully/cyber-bully, or threaten any individual on school premises or otherwise disrupt the school environment.

For this purpose, harassment, intimidation, and bullying includes, but is not limited to: slurs, profanity, written information, text messages, instant messaging, social networking sites, photos, videos, denigrating remarks or actions, obscene gestures, the wearing or display of insignia sign buttons, clothing, or apparel, or other verbal or physical conduct including those based on race, color, national origin, ancestry, citizenship, religion, handicap, age, sex or sexual orientation that have the purpose or effect of (1) causing or intending to cause any other student or school employee to be reasonably placed in fear of his or her personal safety, (2) causing or intending to cause a hostile, intimidating, or offensive environment for any other student or school employee, (3) causing or intending to cause material disruption of the educational process, (4) unreasonably interfering with a student's curricular, co-curricular, or extracurricular performance, or (5) otherwise unreasonably having a negative impact on a student's educational opportunities. A student who believes he/she has been a victim of harassment should report and file a complaint in the Principal or School Counselor's office. In addition to disciplinary action issued by school officials, violations may be reported to the appropriate law enforcement agency. If the investigation finds an instance of harassment, intimidation, and/or bullying/cyber-bullying by an electronic act or otherwise has occurred, it will result in prompt and appropriate remedial and/or disciplinary actions. This may include suspension or expulsion for students. Retaliation may result in disciplinary action as indicated above. Deliberately making false reports about harassment, intimidation, bullying/cyber-bullying, and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and may result in disciplinary action as indicated above.

11. Sexual Harassment

Sexual harassment includes, but is not limited to, inappropriate contact, unauthorized touching, unwanted sexual advances, or unwanted visual, verbal, or physical conduct of a sexual nature. A student who feels s/he has been a victim of sexual harassment should report and file a sexual harassment complaint in the Principal or School Counselor's office.

12. Hazing

Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing. A student who believes s/he has been a victim of hazing should report and file a complaint in the Principal or School Counselor's office.

13. a. Assault b. Fighting c. Instigating d. Physical Aggression e. Threatening Behavior

A student shall not cause physical injury, menace, intimidate, or behave in such a way as to attempt, threaten, or cause physical injury to other students, school employees, or other persons while under the jurisdiction of the school and/or on school property. A student shall not engage in inappropriate contact or unauthorized touching. A student shall not assemble, video record to observe nor encourage an assault or fight, nor inhibit school personnel from intervening when a fight or assault occurs. It should also be noted that any individual whose deliberate behavior directly leads to a fight between parties may be considered a participant.

14. Academic Dishonesty

Presenting someone else's (author, critic, or peer) work as one's own in order to obtain a grade or credit is considered to be cheating. This includes, but is not limited to, copying others' assignments, quizzes, or test answers and plagiarism. Providing one's own work for another student to copy is also considered cheating.

15. Falsification

A student shall not lie about, fabricate, distort, or misrepresent, in verbal or written form, information given to school employees.

A student shall not forge the writing of another or falsely use the name of another person or falsify times, dates, or other data on school forms or school related correspondence.

16. Gambling

Gambling, card playing, and any games of chance are prohibited on school premises, under school authority, or while at any school sponsored activity, function, or event,

except with the expressed permission of the building Principal or designee.

17. School Transportation

According to Section 3319.41 O.R.C., the school bus driver has the authority and responsibility to maintain control over the students on the school bus. The driver will issue a referral to the Principal's office for infractions on the bus. The penalties imposed may include warning, suspension, or expulsion from riding the bus and/or school. Transportation infractions, including to and from field trips, are subject to both transportation penalties and normal school discipline procedures.

Bus riding is regarded as a privilege. For this reason and for purposes of safety, all students are expected to obey the bus transportation rules. Continued disorderly conduct or refusal to submit to the authority of the driver shall be reason for refusing transportation service to any pupil.

Bus Transportation Rules:

- A. Students are to arrive at their assigned place of safety (bus stop) 5 minutes before the bus is scheduled to arrive.
- B. Students must wait in a designated place of safety as directed by the bus driver.
- C. Behavior at school bus stops and on the bus must not threaten life, limb, or property of any individual. While at the bus stop and on the bus, students are to behave and conduct themselves in accordance with the Student Code of Conduct for the Delaware City Schools.
 - 1) Students must observe classroom-like conduct and obey the driver promptly and respectfully. Disrespectful, insubordinate, and rude behavior is not acceptable.
 - 2) Students must not use profane language and/or gestures.
 - 3) Students must refrain from chewing gum and eating or drinking, except as required for medical reasons.
 - 4) Students must not have tobacco, alcohol, or drugs in their possession on the bus.

- D. Students must board their assigned bus and go directly to their assigned seats.
- E. Students must remain seated keeping aisles and exits clear.
- F. Students must not throw or pass objects on, from, or into the bus.
- G. Students may carry on the bus only objects that can be held in their laps. Loose items should be secured.
- H. Students must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
- I. Students must not put head, arms, or other body parts out of the bus windows.
- J. Items, such as, but not limited to, animals, aerosol cans, glass, firearms, ammunition, weapons, matches, lighters, laser pointers, explosives, or other dangerous materials or objects are prohibited on the school bus.
- K. Students must be silent at railroad tracks until the crossing is complete.

18. Abuse of Computer Hardware, Software, Digital Imaging Equipment or Internet

A student shall not abuse the school District's electronic technology such as, but not limited to, computers, hardware, software, or the network. Violations include, but are not limited to, the following: unauthorized access; tampering with computer programs, data, files, disks and hard drives; using equipment to make unauthorized or illegal duplicate copies of computer software; damaging or destroying computer hardware or software; and using District computer facilities for purposes unrelated to the instructional program of the District, unless written permission from a school official has been obtained. (For additional information, please see Section VI - Student Network and Internet Acceptable Use Policy.)

19. Unauthorized Use of Fire

A student shall not set nor attempt to set any unauthorized fires. A student shall not have in his/her possession cigarette lighters, matches, or any other items used to that could be used to start a fire.

20. Tardiness, Truancy, Unexcused Absence, and Leaving School Property

- A. Tardy to School – All students entering school after the designated start time must report to the Attendance office, sign in, and receive a class admission slip. The teacher will not admit the student without a valid admission slip. A student arriving no later than 3.5 hours after the designated start time or leaving 3.5 hours before the school day ends will be considered absent one-half (.50) day.
- B. Tardy to Class – All teachers will develop procedures for students tardy to class. Repeated violations will be referred to the Principal or designee.
- C. Truancy from School/Unexcused Absence from Class is declared when a student is absent from school, or any portion of the day, without school authorization and parental consent. In addition:
- 1) A referral to the court appointed school liaison and/or truancy charges may be filed with the juvenile court.
 - 2) A physician's certificate may be required to verify absences.
- D. Unexcused Absences from School - The following is the approved list of excused absences by the State Department of Education:
- Personal illness (not to exceed 60 hours in a school year – see below) and/or medical appointments;
 - Severe illness in the immediate family;
 - Death in the family;
 - Religious observances;
 - Family vacation or college visit with prior approval from Principal or designee; or
 - An emergency or set of circumstances which, in the judgment of the Principal, constitutes a good and sufficient cause for absence.

Any absence that does not fit into the above categories is considered unexcused. When the total number of absences and unexcused absences due to personal illness, for which no physician's certificate is presented, exceeds 10 school days in a school year, subsequent absences due to personal illness will require a physician's certificate/note in order to be excused.

E. Leaving School Property - When under the jurisdiction of school authorities, a student may not leave school premises without proper authorization from an administrator. When leaving school, students are required to sign out in the attendance office.

21. Electronic Devices

Appropriate use of electronic devices is expected during the school day, while on school property, or while attending a school-sponsored activity on or off school property (See Acceptable Use Policy). The possession or use of laser pointers is prohibited at any time. The District is not responsible for any lost, stolen, or damaged items. All Code of Conduct rules apply to the use of all electronic devices as it pertains to school or related school-sponsored events. This includes, but is not limited to the use of profanity, threatening behavior, transference of inappropriate materials between devices, or using a device to conduct academic dishonesty. Violations in this area can result in school as well as community consequences as appropriate.

22. Dress

While being permitted to reasonably reflect changes in style trends, student dress should be clean, neat, and modest. Dress that is bizarre, offensive, unduly revealing, disruptive, distracting, or that which violates health regulations, and/or raises safety issues will be subject to regulation by the school staff. In all cases, the building administrators reserve the right to make judgments and decisions regarding appropriateness and acceptability of student dress.

In order to assist parents/guardians and students in understanding what is acceptable, the following guidelines should be followed:

- a) Dark glasses may not be worn in school except for medical purposes.
- b) Head coverings shall not be worn, except for medical or religious purposes. This includes bandanas worn in any manner or configuration.
- c) Clothes with offensive language, images, or that display or promote alcohol, tobacco, drugs, or violence is prohibited.
- d) Bare midriff, spaghetti strap tops, see-through garments,

tank tops, halter-tops, strapless garments, and muscle shirts are unacceptable. Sleeveless garments must extend to the end of the shoulders and fit closely under the arms.

- e) Shorts and skirts must be at least fingertip length when student's arms are hanging loosely by their sides.
- f) No "sagging" pants. All pants must fit around the waist and be properly fastened.
- g) Students are prohibited from wearing clothing/apparel that is, or may be perceived as, gang identification or affiliation.
- h) All undergarments must be completely covered by outer clothing.
- i) Shoes are to be worn at all times.
- j) Pajamas and/or slippers are not appropriate for school.

Students violating the dress code may have to call home to have a parent/guardian bring in appropriate clothing.

23. General Misconduct or Inappropriate Behavior

General misconduct is considered as anything that disrupts the educational environment. This includes, but is not limited to, being in an unauthorized area, out of assigned area without a pass, loitering in the restroom and/or hall, running, boisterousness, horseplay, public displays of affection, and extreme loudness.

Students are expected to comply with reasonable requests made by staff in all non-instructional areas, as willingly and as quickly as they are expected to do in the classroom. Students should understand that the authority of the educator does not end at the classroom door but extends to every inch of the building and grounds. Students are expected to cooperate with all school personnel and/or volunteers.

24. Repeated School Violations

A student shall not repeatedly fail to comply with the directions of any authorized school District personnel or repeatedly violate the student Code of Conduct during the period of time when the student is properly under the authority of school personnel. This includes failure to attend school as outlined in the District attendance policy.

Repeated offenses and violations of school rules and regulations may follow disciplinary progression of suspension from school with the possibility of an expulsion recommendation.

25. Inappropriate Behavior at School Related Activities

A student who has been accepted or qualifies for membership in a co-curricular, school-sponsored, or related extracurricular activity shall not behave in a way that disrupts or tends to interfere with that activity. Students shall not violate the rules, regulations, or policies, which govern participation in a co-curricular or extracurricular activity, whose rules, regulations, or policies are provided to participants and made a part of this code. Likewise, any student attending any co-curricular or school-sponsored extracurricular or related activity shall not behave in any way that disrupts or tends to interfere with the conduct of that activity. This rule applies in addition to all other rules of student conduct for which students may be disciplined.

26. Other School Violations

It should be noted that other possible student conduct, not mentioned specifically in the previous rules, but reaching the gravity outlined by these rules, in terms of persistent disobedience (i.e., failure to serve assigned disciplinary consequences) or gross misconduct, as elsewhere defined, may also serve as grounds for disciplinary action.

27. Creating Unsafe Situation and Impairing Security of Building, Grounds, or Property

Students shall not engage in activities that put other individuals or the building and its contents in a lessened state of security or safety. This includes, but is not limited to, intentionally "propping" a door open with an object, letting other students or non-attending individuals into the building without permission from staff, or using equipment/furniture/etc. in an unauthorized or non-prescribed manner.