

Book	Administrative Guideline Manual
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### **Revised Guideline - Vol. 41, No. 2**

#### **5500A - STUDENT CONDUCT IN SCHOOL**

The Student Code of Conduct contained in the student handbooks define in detail how the Board of Education expects students to conduct themselves when under the jurisdiction of the Board.

All professional staff members are requested to be on the alert for any student behavior which is in violation of school regulations. Students should behave in a manner that will be a credit to our schools.

A record of a student's ( ) misconduct, as well as disciplinary actions, ( ) and suspensions and expulsions, **[END OF OPTIONS]** are to be made a part of the student's permanent record ( ) until ~~she~~the student leaves the school **[END OF OPTION]** and such record(s) are to be released in accordance with AG 8330 - Student Records.

#### **Classroom Behavior**

Generally, standards throughout the schools should be the same. However, each teacher is expected to specify particular rules and procedures suited to the specific needs of the class.

Disturbances which interrupt the learning process cannot be permitted by any teacher. When a student feels an issue is very important and a difference of opinion has come about, the student should wait until the end of the period or seek a mutually convenient time to discuss the problem with the teacher unless it pertains to the lesson.

The teacher has the responsibility and authority to maintain order anywhere in the school, particularly, of course, in the classroom. When a student repeatedly disrupts a class or refuses to accept the teacher's authority, that student should be referred to an administrator for appropriate action.

A rule of reason, restraint, and understanding applied to any difficult situation will go furthest in resolving existing differences.

If a teacher finds it necessary to send a student from a classroom for any reason, the student is to report immediately to the office.

#### **[ ] Violations of Policy 5512 - Use of Tobacco**

Students who violate this policy shall be subject to disciplinary action in accordance with the Student Code of Conduct/Student Discipline Code and in accordance with policies of the Board.

A. The first violation shall result in confiscation of tobacco products\* and the following:

1. A collaborative conversation between the student and a chemical dependency professional or designated staff member (such as a school nurse, school counselor, or mental health provider) to discuss commercial tobacco use and school policy, as well as what factors led to the violation of the policy, including possible triggers for usage.
2. Offer information to the student about available evidenced-based tobacco education programs. Examples include INDEPTH or Healthy Futures.

3. Offer the student information about available free or low-cost cessation programs and resources, including programs offered through the Ohio Department of Health (My Life, My Quit, or the Ohio Tobacco Quit Line), or other nationally recognized tobacco cessation programs.

4. A verbal agreement on the next steps between the student and designated staff member.

B. The second violation shall result in confiscation of tobacco products and the following:

1. A collaborative conversation between the student and a chemical dependency professional or designated staff member as outlined above.
2. Student participation in an evidenced-based tobacco education program. Examples include INDEPTH or Healthy Futures. Agreement between student and designated staff person on how completion of the tobacco education program will be confirmed or documented.
3. Offer student information about available free or low-cost cessation programs and resources, including programs offered through the Ohio Department of Health (My Life, My Quit, or the Ohio Tobacco Quit Line), or other nationally recognized tobacco cessation programs.

C. The third and any subsequent violation shall result in confiscation of tobacco products and the following:

1. A supportive discipline meeting between the student, their parent or caregiver, and at least three (3) staff members in the following roles: administrator or member of student discipline staff, chemical dependency professional, or designated staff member (such as a school nurse, school counselor or school-based health center staff member), and other student support staff members (as identified by the student), to include the following topics:
  - a. past violations of policy;
  - b. progress of student in treatment or other interventions;
  - c. specific challenges and barriers impeding policy adherence;
  - d. commitment by student to avoid infractions and address tobacco usage through on- and off-campus resources;
  - e. support from staff members and parent/caregiver(s) to ensure success;
  - f. development of a sixty (60) day plan monitored by a designated staff member to include a collective agreement of consequences that will follow if this plan is not completed.
2. Student participation in an evidenced-based tobacco education program. Examples include INDEPTH or Healthy Futures. Agreement between student and designated staff person on how completion of the tobacco education program will be confirmed or documented.
3. Offer student information about available free or low-cost cessation programs and resources, including programs offered through the Ohio Department of Health (My Life, My Quit, or the Ohio Tobacco Quit Line), or other nationally recognized tobacco cessation programs.