

STUDENTS

Elementary, Middle, and High SchoolBehavior

Discipline

These regulations shall apply to all pupils while in school buildings, on school grounds, at school-sponsored events off school grounds, and in school-controlled vehicles.

Each administrator in charge of a school or facility operated by the Columbus City School District shall develop regulations as may be necessary to enforce these regulations. The involvement of staff, pupils, and parents in the development and review of such regulations is encouraged. In all instances, use of the term "parent" shall include parent, custodian, or guardian. Pupil participation in extracurricular activities shall be governed by the extracurricular code of conduct (Attachment I). These regulations shall be reviewed annually and revised as necessary.

Philosophy of discipline. Discipline in pupils is jointly developed and shared with parents, community, and school.

It is necessary that classrooms and schools be places where effective learning can occur. Pupils and school personnel have a right to a safe and orderly learning environment. To ensure that an atmosphere conducive to learning and personal growth is present, standards of discipline must be developed and maintained.

Disciplined behavior is a basic need of all people. It is a developmental need of pupils, since appropriate limits serve to provide security and direction which contribute to the learning process.

In a society which affirms democratic ideals, the concept of discipline has special meaning within the educational structure, since a goal of education is self-discipline.

Discipline should not be thought of solely as punishment. Instead, it is best thought of as being constructive and as helping pupils to adjust by turning unacceptable behavior into acceptable behavior. Discipline is largely a matter of good morale, positive classroom atmosphere, effective instruction, wholesome interpersonal relationships, and motivation toward self-discipline and personal pride.

Expectations for parents, staff, and community.

Consistent with the philosophy that effective pupil discipline is a shared responsibility, the following expectations are offered. It is expected that the parents will:

- Support school officials in their efforts to develop and maintain well-disciplined schools.
- Teach the child socially acceptable standards of behavior.
- Teach the child by word and example to have respect for law, authority, and the rights and property of others.
- Teach the child to be accountable for his or her own actions.
- Help the child grow and develop into a self-controlled, self-disciplined person.
- Share the responsibility of pupil control with the school.
- Maintain an active interest in the pupil's school work and activities.
- Insist that the child promptly bring home all communications from the school.
- Require prompt and regular attendance.

It is expected that school personnel will:

- Regard each pupil as an individual worthy of respect and dignity, helping each learn to regard himself or herself in this manner.
- Be fair, firm, and consistent in dealing with each child.
- Handle individual infractions privately and avoid punishing the group for the misbehavior of one or two pupils.
- Present a program of instruction that recognizes differences in learning styles and enables each pupil to achieve full academic and social potential in each area of study.
- Work together to promote a school climate conducive to learning and achieving.
- Recognize that every pupil in the school wants to be successful, a goal that can best be attained when positive behavior is emphasized.
- Recognize their roles in the building, their responsibility for general discipline throughout the school, and accept responsibility for knowing and enforcing the rules and regulations of the school.
- Set a good example in dress, grooming, speech, and manners.
- Interpret the discipline regulations to pupils in their charge.

- Report to the principal any act which jeopardizes pupil or staff safety, or seriously interferes with the instructional program.

It is expected that administrators will:

- Work with the entire building staff in creating and maintaining an environment conducive to learning.
- Show interest and concern for all pupils
- Develop--with the advice and cooperation of the staff, pupils, parents, and community--school regulations which encourage pupils to develop acceptable patterns of self-discipline.
- Involve specialized school and community resources in developing strategies which seek to prevent negative discipline situations.
- Involve specialized school personnel in dealing with individual and group behavior problems.
- Assist staff members in developing sound discipline practices.
- Provide opportunity for pupils, staff, and parents to discuss and try to resolve differences.
- Establish necessary building security.
- Assume responsibility for distribution and interpretation of the administrative regulations governing pupil discipline to pupils and parents.
- Strive to enforce discipline procedures in a fair and reasonable manner.
- Comply with all pertinent laws governing hearings, suspensions, expulsions, and pupil rights.
- It is expected that the community will:
- Support school personnel in their efforts to develop and maintain well-disciplined schools.
- Recognize its role in influencing pupil behavior through media, activities, and customs.
- Show interest in the programs offered by school personnel.
- Provide the necessary resources for maintaining instructional programs, staff, and services which are necessary for well-disciplined schools.

Standards for pupil conduct. Pupils attend school so that they may develop to their fullest potential. Pupils enrolled in the Columbus Public Schools are expected to:

- Have respect for themselves and conduct themselves in ways that shall bring respect to their families, their schools, and their community.
- Respect the rights of others, including the right to secure an education in an environment that is orderly and disciplined.

- Have respect for the authority school personnel have to ensure that learning proceeds in an orderly, safe environment.
- Recognize that, by law, teachers assume the role of authority in matters of behavior and discipline during the school day as well as during any school-sponsored activities.
- Have respect for all adults, peers, and the rights and personal property of others.
- Learn the school regulations as well as personal rights and responsibilities. Obey regulations, and accept the consequences of their own behavior.
- Develop self-control, personal responsibility, and the ability to get along with others.
- Develop the ability to make rational decisions and the skills necessary to handle new situations in an acceptable manner.
- Develop awareness, appreciation, and tolerance of all social, cultural, and ethnic groups.
- Exercise respect for and care in the use of all school materials, equipment, and facilities.
- Attend school regularly, be punctual for class, and have the necessary materials and equipment to meet class requirements.

Response to complaints. A good working relationship between home and school depends on mutual understanding. Parental questions or complaints about school discipline must be addressed directly.

Pupils and parents who have specific questions or complaints about a disciplinary action are to be encouraged to first discuss the matter with the teacher or staff member most directly involved. If the issue is not resolved by that person, the matter should be referred to the principal or the principal's designee.

Whenever a parent makes a specific complaint about a disciplinary action, the principal shall conduct, or cause to be conducted a review of the incident in question. The results of this review shall be communicated to the parents, preferably in a face-to-face conference.

Whenever appropriate, parents shall be provided with the name, address, and telephone number of the appropriate administrative office, should they wish to request a review of the principal's decision or action. Whenever a parent requests such a review, it shall be conducted as soon as practical.

The provisions of this regulation shall be incorporated into the procedures established by each principal, in consultation with the Association Building Council.

Types of infractions. Pupils are prohibited from engaging in criminal activity or in behavior that endangers, or threatens to endanger, the safety of themselves or others, that damages property, or that shall impede the orderly conduct of the school program. Such prohibitions apply to pupils while subject to school authority.

Prohibited behavior shall include, but not be limited to the types of behavior listed under level 1 through level 4:

LEVEL I BEHAVIOR

Administrators and school staff will establish building regulations and discipline procedures for Level 1 behaviors, post such regulations, and make written copies of such regulations available to parents and students. Local school regulations must at all times be consistent with these regulations.

Examples of Level 1 behaviors which can be addressed by local school regulations include, but are not limited to, the following:

Behavior	Definition
1. Absenteeism/Truancy	Lack of regular attendance
2. Cheating	Using, submitting, or attempting to obtain data or answers dishonestly, by deceit or by means other than those authorized by the teacher
3. Forgery	Writing the name of another persons or altering times, dates, grades, passes or permits
4. Gambling	Playing any game of chance or skill for money or items of value
5. Littering	Throwing of paper, trash, or other materials on the floor inside school buildings or grounds
6. Profanity	Swearing, cursing, or making obscene gestures
7. Refusal to Identify Self	Failure to give correct name when requested to do so by staff members or using a fictitious name.
8. Dress Code	Dressing or grooming in a manner which disrupts the teaching and learning of others as determined by local school communities
9. Tardiness	Arriving at school or class after the designated time

Behavior	Definition
10. Verbal Abuse	Willfully intimidating, insulting, or, in any other manner, verbally abusing other students

LEVEL 2 BEHAVIOR

Behavior	Definition
1. Intoxication	Being under the influence of any alcoholic beverage, narcotic, drug, or other controlled substance while on school property, including buses or any school-sponsored activity
2. Sexual Misconduct	Any inappropriate touching of another persons or any act of indecent exposure
3. Theft	Stealing or attempting to steal the money or property of another
4. Vandalism	Destruction or defacing of school property, staff property, or equipment
5. Extortion/Coercion	Obtaining or attempting to obtain money or property from an unwilling person or forcing an individual to act by either physical force or intimidation (threat)
6. Trespassing	Being a school building or on school grounds without permission or refusing to comply with a request to leave school premises
7. Gross Insubordination	Knowingly refusing to comply with reasonable school rules or with reasonable instructions of school authorities
8. Fighting	Physical conflict, threats or challenges between pupils, including, but not limited to, occurrences on school property, school buses, or any school-sponsored activity
9. School Disruption	Acting in a disorderly manner that disrupts the peace of the school, or any school-sponsored activity
10. Profanity/Verbal Abuse	Profanity or obscene language, written or verbal, directed toward school personnel, or any member of the school community. This shall include use of obscene gestures and signs
11. Smoking	Using or possessing any tobacco product on or near school property

LEVEL 3 BEHAVIOR

Behavior	Definition
1. Possessions or use of weapons or dangerous instruments	Possessing, transmitting, or using any kind of firearm, knife, razor, club, chain or other look-alike or replica object or item which can be considered a weapon or used as a weapon. It includes having such items at one's desk or placing them in a locker or hiding place on school property
2. Bringing a firearm or knife to school	"Firearm" includes various operable and inoperable weapons and explosive devices that are defined by federal and state law. Penalty is one year expulsion. "Knife" is defined in Policy 5141 and may result in expulsion for up to one year
3. Sale, use, or possession of drugs, or alcohol	Selling, using, or possessing drugs, or mood-altering chemicals or substances (including counterfeit or look-alike substances), distributing any narcotics, drugs, controlled substances of any kind, or alcoholic beverages or other intoxicant on school property or at school functions. This includes bringing such items into the school for another person, to a school sponsored activity, or having such items at one's desk or placing them in a locker or hiding place on school property
4. Assault/Battery	Intentionally causing or attempting to cause physical injury, or intentionally behaving in such a way as could reasonably cause physical injury to a student, staff member, or any other person. Such behavior shall include, but not be limited to, occurrences on school property, school buses, or at any school-sponsored activity
5. Sexual Offenses	Any willful and/or deliberate act committed with the intention of gaining sexual favors or furthering acts lewd or lascivious in nature

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| 6. Arson | Setting fire, or attempting to set fire, to a school building or property located on school grounds or any property belonging to, rented by, or on loan to the school district, or property (including automobiles) of persons employed by the school or in attendance at the school |
| 7. Bomb threats/False alarms | Making a knowingly false statement regarding the possession of location of explosive or incendiary materials or activating the fire alarm system on school property or reporting a fire when no fire exists |
| 8. Volatile acts | Disruption of school by use of violence, force, coercion, threat or disorderly conduct. This shall include use of same to incite others toward acts of disruption (individual or group related) |
| 9. Other illegal or inappropriate conduct | Any other offenses which constitute criminal conduct under federal, state, or city laws and which are life or health threatening |

LEVEL 4 BEHAVIOR

In addition to bus misconduct listed as Level 2 and Level 3 behaviors, Level 4 behaviors include, but are not limited to, the following:

- Riding on an unassigned bus.
- Failure to obey the bus driver's instructions.
- Failure to get on and off at assigned bus stops.
- Failure to obey rules when entering or exiting a bus.
- Transporting animals, pets, or glass containers on a bus.
- Failure to remain seated.
- Excessive noise or engaging in loud talking or laughter.
- Spitting, throwing any object, or extending any part of his/her body through a bus window.
- Smoking, eating, drinking, or littering on the bus.
- Vandalizing or defacing the bus.
- Swearing, cursing, or making obscene gestures.
- Any other conduct which could endanger any person or could result in damage to the bus or other property.

Using the emergency exit when there is no emergency.

Types of penalties. The law supports the authority of a Board of Education to discipline pupils, so long as the rules and the discipline administered are reasonable and necessary to the administration and control of the schools. The disciplinary measures employed by the staff of the Columbus City Schools shall be responsible and appropriate to the nature of the misbehavior of the offending pupil and in accordance with the statutes and holdings of the courts.

Pupils who violate the discipline regulations shall be subject to appropriate penalty, to be determined by a professional staff member having authority over the pupils. Disciplinary actions may include, but not be limited to:

1. Reprimand
2. Time Out
3. Referral
4. Restitution
5. Conference
6. Withdrawal of privileges
7. Detention
8. Saturday school
9. In-school suspension (PEAK)
10. Removal
11. Referral to another school for assessment (I-PASS)
12. Change of class
13. Suspension
14. Change of schools
15. Expulsion
16. Exclusion

1. **Reprimand.** A verbal reprimand is issued to the pupil, identifying the nature of the misbehavior and providing instructions for future behavior. The pupil shall be told that repeated offenses may lead to more serious penalty.

Verbal reprimands may be issued by a professional staff member, a school administrator, or a person designated by the administrator.

2. **Time Out.** Temporary removal of the student from the classroom to another supervised setting within the school.
3. **Referral.** A pupil may be referred to the principal for disciplinary action if, in the opinion of a teacher, the continued presence of the pupil in the classroom is detrimental to the educational process.

4. **Restitution.** Parents of pupils responsible for defacing or damaging school property shall be required to pay the cost of restoring or repairing the property. The principal shall send damage assessment notices to the parent of the pupil. If the parent fails to make suitable restitution, the matter shall be reported to the Assistant Superintendent, Support Services.

Fees and charges shall be imposed upon pupils for the loss, damage, or destruction of school apparatus, equipment, musical instruments, library materials, textbooks, and for damage to school buildings. The payment of such fees and charges shall be enforced by withholding the grades and credits of the pupils involved.

The owner of property which has been damaged through the destructive acts of children is entitled to recover up to \$3000 in compensatory damages. Parents are liable for up to \$2,000 in compensatory damages for assaults committed by their children.

5. **Conference.** A disciplinary conference may include, but not be limited to, the pupil, parent, teacher, and the administrator or the administrator's designee. The purpose of a disciplinary conference is to clarify the nature of a pupil's misbehavior and to jointly develop a plan to alter future behavior. The consequences of repeated offenses should be reviewed with the pupil and parents.
6. **Withdrawal of privileges.** A pupil may be temporarily denied the privilege of participation in certain events, including recess, class trips, special assemblies, and after-school or extracurricular activities. Pupils may also be denied access to certain school services, including bus transportation.

This penalty may be applied on a temporary basis for any curricular or extracurricular activity by the teacher supervising the activity with knowledge and approval of the administration.

Denial of school district services may only be authorized by an administrator. Suspension of transportation privileges may occur through the following procedure:

- A. The school bus driver will submit a "School Bus Incident Report" to the building administrator. The building administrator shall investigate the allegations contained in the report.
- B. If the allegations are confirmed and pupil discipline is necessary, the administrator shall determine the

appropriate disciplinary action. A pupil's transportation privileges may be suspended by using the following procedure:

1. The building administrator may remove transportation privileges for a period of up to ten school days on each suspension. The building administrator shall provide written notification to the parents and the pupil when transportation privileges are suspended.
2. The building administrator may request a suspension of transportation privileges for a period of more than ten days by requesting a hearing before the superintendent or his designee.
- C. The administrator conducting the hearing shall review evidence concerning the building administrator's request for extended suspension of transportation privileges. Pupil, parents, or a representative may question the reasons for the intended extended suspension of transportation privileges.
- D. Notification of the hearing shall be sent to the parents and the building administrator.
- E. The administrator may suspend transportation privileges for up to ninety school days.
 1. Written notification of the administrator's decision will be transmitted to the parents, pupil, building administrator, transportation department and the bus driver. Written notification shall be sent to the same persons when the transportation privileges are reinstated.
 2. The building administrator will meet with pupils and parents to confirm assurance of future good conduct on the school bus before the pupil is permitted to resume transportation privileges.
 3. The bus driver will be informed by the building administrator of the termination of a long-term transportation denial.
- F. Nothing in these regulations shall preclude other actions as required to ensure a safe and orderly condition on school buses for all pupils.
7. **Detention.** A pupil may be issued a detention for misconduct. A detention may be served by the pupil after normal school hours, on Saturdays, during recess, or during a portion of the pupil's lunch period. Special arrangements shall be made for Special Education pupils,

bus pupils, and pupils in primary or intermediate centers where they will be forced to cross streets without the benefit of Adult Crossing Guards or Safety Patrol. Detention periods shall be served under the supervision of an assigned, certificated staff member.

8. **Saturday School.** Assignment of a student to a supervised location at his/her home school for a Saturday morning. (The district will not provide transportation to the Saturday school assignment.)
9. **Referral to Positive Effort for Adjustment and Knowledge (PEAK) Center.** (In-School Suspension).
10. **Removal.** If a pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process either within a classroom or elsewhere on the school premises, a teacher may remove a pupil from curricular or extracurricular activities under the teacher's supervision, but not from the premises.
 - A. Removal procedure.
 1. In removal from curricular activities, the teacher shall immediately notify the administrator of such removal. Written reasons will be submitted as soon as possible.
 2. The principal shall give the parent and pupil written notice of the reason for the removal and of the time and place of the hearing.
 3. A hearing shall be scheduled within three (3) school days. The individual who ordered, caused, or requested the removal must be present at the hearing.
 4. The parent or the pupil (if 18 years of age or older) may appeal this decision to the Board of Education within five (5) calendar days of receipt of notice of removal. A Board designee shall hear the appeal. The designee conducting the hearing may affirm, reverse, vacate, or modify the removal.
 - B. Removal. If the principal reinstates a pupil in a curricular activity under the teacher's supervision prior to the hearing, the teacher shall, upon request, be given written reasons for such reinstatement. The teacher may not refuse to accept a reinstated pupil.
11. **Referral to Individualized Plan for Attainment Of Success In School (I PASS) Center**

Reassignment of the student to the I-PASS Center. The I-PASS

Center will provide opportunities for continuing the education process for academic credit, and receiving academic and behavioral assessment.

12. **Change of class.** The principal may order a change of class assignment or schedule whenever it is determined that such a change is in the best interest of the overall educational program. When a change of class is made for disciplinary reasons, the pupil, parents, and affected teacher(s) shall be notified in advance of the change and reasons for the change. A conference may be scheduled with an administrator to review the intended change. An administrator's decision on change of class is final.
13. **Suspension.** Grounds and suggested penalties for in-school (PEAK) and out-of-school suspensions are stated below. Greater or lesser penalties may be assessed depending upon the facts and circumstances surrounding the misbehavior. It is suggested that assignment to PEAK centers not exceed three (3) consecutive days, except for violations under Section 3.2 and then assignment to a Peak Center should not exceed five (5) consecutive days. Longer term Peak assignment by intermittently returning a student to the classroom is discouraged. Assignments to PEAK for in-school suspension should not exceed five (5) assignments per semester.

Behavior	First Offense	Second Offense
Intoxication	Short-term Suspension (1-3 days)	Long-term Suspension (3-10 days)
Sexual Misconduct	Short-term Suspension (1-3 days)	Long-term Suspension (3-10 days)
Theft	Short-term Suspension (1-3 days)	Long-term Suspension (3-10 days)
Vandalism	Short-term Suspension (1-3 days)	Long-term Suspension (3-10 days)
Extortion/Coercion	Short-term Suspension (1-3 days)	Long-term Suspension (3-10 days)
Trespassing	Short-term Suspension (1-3 days)	Long-term Suspension (3-10 days)
Gross	Short-term	Long-term Suspension

Behavior	First Offense	Second Offense
Insubordination	Suspension (1-3 days)	(3-10 days)
Fighting	Short-term Suspension (1-3 days)	Long-term Suspension (3-10 days)
School Disruption	Short-term Suspension (1-3 days)	Long-term Suspension (3-10 days)
Profanity/Verbal Abuse	Short-term Suspension (1-3 days)	Long-term Suspension (3-10 days)

Suspension procedure. When an incident occurs which could be the basis for a suspension, the principal or principal's designee shall investigate the nature of the alleged offense. Unless the pupil is unavailable or unwilling to discuss the incident, this investigation shall include a discussion with the pupil so that the pupil may be heard regarding the alleged offense. After determination that grounds for suspension do exist, the principal shall proceed in the following manner:

- A. Immediately remove a pupil whose conduct disrupts the academic atmosphere of the school; endangers fellow students, teachers, or school officials; or damages property. Except in cases of disruption where circumstances make it vital that one or several pupils be removed from the school property immediately, no pupil shall be released from school during the school day without notifying the parent or guardian in person or by phone.
- B. In conjunction with sending a student home, give the pupil or parents written notice of the reason(s) for the removal from school and the intended suspension.
- C. Pupils whose conduct does not disrupt the academic atmosphere of the school; who do not endanger fellow pupils, teachers, or school employees; or whose presence will not result in damage to school property shall be allowed to remain in school pending a hearing on their intended suspension.
- D. Pupils allowed to remain in school pending a hearing shall be given written notice of the reason(s) for the intended suspension. Parents shall also be given a written notice.
- E. Within three (3) school days after the actual removal of the pupil from school, or the notification of an intended suspension where a pupil has been allowed to remain in school pending a hearing, the pupil and parents must be

given an opportunity to be present at a hearing before a school administrator who will determine if a suspension should be imposed. Such hearing, which is informal and is not a judicial proceeding, must provide at a minimum:

1. Statements in support of the charge(s) against the pupil upon which the hearing is conducted.
 2. Statements by the pupil and others in defense of the pupil and/or in mitigation or explanation of the pupil's conduct.
- F. The administrator is not required to permit the presence of legal counsel or follow any prescribed judicial rules in conducting the hearing. Presence of any other persons shall be discretionary with the administrator.
- G. Within one school day after the hearing, a letter shall be sent to the parents and pupil, which shall include the administrator's decision. If the decision of the administrator is to suspend, the letter shall state the reasons for suspension and the number of days of suspension.
- H. A principal may suspend a pupil for not more than ten school days. Counting of such days shall begin at the date of removal.
- I. At the conclusion of a suspension, it is the responsibility of the principal to see that the pupil is informed that the suspension is terminated and the pupil is eligible to return to school.
- J. The parent or the pupil (if 18 years of age or older) may appeal this decision to the Board of Education within five (5) calendar days of receipt of notice of suspension. A hearing officer in the Department of Pupil Services is designated by the Board of Education to hear all appeals. A hearing will be conducted at which time the evidence shall be examined. The designee conducting the hearing may affirm, reverse, or modify the suspension.
14. **Change of school.** The appropriate Community of Schools Leader in consultation with the principals of the affected schools, may authorize a change in the school assignment of a pupil, whenever it is in the best interest of the school program. The Department of Pupil Services will effect the change. The Department of Transportation Services shall be consulted to assess the impact of such changes on bus routes, or to determine whether other means of transportation will be required.

The parents and pupil shall be notified in advance of the intended changes and the reasons for such change. A hearing will be conducted, upon request, involving the pupil, parents, principals affected, and the appropriate Community of Schools Leader. The receiving classroom teacher shall be notified by the principal of the reasons for the change in the pupil's assignment. The decision shall be final, subject only to review by the Superintendent of Schools.

15. **Expulsion.** Grounds for expulsion shall include but not be limited to committing a third offense of those offenders listed as Level 2 Behavior, and any offense listed as Level 3 Behavior.

Expulsion procedures:

- A. When an incident occurs which could be the basis for an expulsion, the principal shall investigate the nature of the alleged offense. Unless the pupil is unavailable or unwilling to discuss the incident, this investigation shall include a discussion with the pupil so that the pupil may be heard regarding the alleged offense. If the principal is convinced that an offense has occurred which is a ground for expulsion, and that expulsion should be recommended, the hearing officer, Department of Pupil Services or designee shall be immediately notified. The Superintendent shall thereupon cause written notice to be given to the pupil and parent that it is intended that the pupil will be expelled, the reasons for the intended expulsion, that the pupil and parent or representative will be given the opportunity to appear before the Superintendent or his designee to challenge the reasons for the intended expulsion or otherwise explain the pupil's actions and the time and place to appear at a hearing at which the challenges, explanations, and evidence in support of the intended expulsion may be presented. This hearing shall be held not less than three (3) nor later than five (5) days after the notice is given, except in the case where a pupil has been removed from the school premises, under which circumstances the hearing shall be held not later than three (3) school days from the time the pupil was removed. In the latter case, the notice shall include a statement of the reason for the removal, and shall be given as soon as practicable prior to the hearing.
- B. A pupil may remain in school pending an expulsion hearing; however, if a pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place at the school, the principal may remove a pupil from the school premises immediately. The principal or assistant

principal who removed a pupil under this section shall be present at the hearing.

- C. Within one school day, the principal shall deliver to the appropriate Hearing Officer, Department of Pupil Services, the cumulative record, a complete report of the incident, and any additional background information of value in the case.
- D. The hearing shall be conducted by the Superintendent or his designee at the scheduled time and place. The pupil and parents shall be given full opportunity to present matters in defense or mitigation.
- E. After the hearing, the Superintendent shall make a final decision. Parents and the Treasurer will be notified in writing by certified mail within one school day.
- F. The parent or the pupil (if 18 years of age or older) may appeal this decision to the Board of Education by filing notice of appeal with the Treasurer of the Board of Education within seven (7) calendar days of receipt of notice of expulsion. The notice of appeal shall set forth the order of expulsion being appealed from and the specific grounds on which the appeal is filed. From a list of attorneys approved by the Board of Education, a designee shall conduct a hearing at which the evidence shall be examined. Those on the list shall be requested to serve in rotating alphabetical order. The scope of this hearing shall be limited to the grounds stated in the notice of appeal. The designee shall determine the facts, make conclusions of law, and recommend to the Board of Education that the expulsion order be affirmed or reversed. Upon consideration of this report, the Board, by a majority vote of its full membership, shall affirm or reverse the expulsion.

16. A pupil may be recommended for permanent exclusion from school in accordance with Section 3313.662 of the Ohio revised Code.

Selection of penalties. Penalties shall be commensurate with the severity of the infraction. Lesser penalties shall be considered for first offenses and minor infractions. Repeated offenses or major misconduct, including those infractions listed as grounds for suspension or expulsion, shall result in more severe penalties.

The penalties previously listed are in rank-order from least to most severe. The ordering does not imply that penalty number one be involved before proceeding to number two. In many cases, this shall be a logical and natural progression, but there shall be occasions when the nature of the misbehavior compels a more severe penalty.

The teacher or administrator having authority over the pupil shall select a penalty appropriate to the misbehavior. When determining an appropriate penalty consideration may be given to such factors as age, previous behavior, and attitude of the pupil, as well as any special or mitigating circumstances.

Publication of standards and penalties. The administrator of each school shall take appropriate steps to ensure that pupils, parents, and staff are aware of district and school standards for conduct and the penalties which may result from infractions. These steps shall include but not be limited to:

- distribution of the Guide To Student Conduct handbook to all pupils and parents new to the school
- preparation and distribution to all pupils and parents of a student handbook containing information specific to the school
- posting in a visible place the listing of infractions and penalties and the Board policy on suspension, expulsion, and removal
- discussion and review of discipline policies with small groups of pupils with teachers or administrators.

NOTE: 5161.5 is a related regulation.

Legal reference

Section 3313.20, Ohio Revised Code. (Permits Boards of Education to adopt rules prohibiting the use of corporal punishment by teachers and school administrators as a means of disciplining students.)

Section 3313.66, Ohio Revised Code. (Establishes procedures for suspension, expulsion, and removal of pupil from premises.)

Section 3313.661, Ohio Revised Code. (Establishes code regarding suspension or expulsion and posting of code.)

Section 3313.662 and 3301.121, Ohio Revised Code. (Establish procedures for school exclusion)

Section 3319.41, Ohio Revised Code. (Permits reasonable corporal punishment by a teacher, principal, or administrator whenever such punishment is necessary to preserve discipline while a pupil is subject to school authority.)

Contract reference

Chapter 200, Columbus Board of Education/Columbus Education Association Agreement. (Article on classroom atmosphere.)

Regulation

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