

**Cincinnati CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

Procedure Name: Student Conduct	
Procedure No. 5500-00-01	Eff. Date: 09/2008
Implements Board Policy(ies) <u>5500 Student Conduct</u>	Last Reviewed: 09/2008

1. Background

<p><i>Background to the implementation of the policy</i></p> <ul style="list-style-type: none"> • <i>Cincinnati Public Schools Character and Support Guide: Code of Conduct K-12</i> • <i>Board Policy 2255: Equity and Excellence in Education</i> • <i>Board Policy 5611: Due Process Rights</i> • <i>Board Policy 5610: Discipline for Young Students</i> <p><i>This procedure outlines processes for student conduct.</i></p>

2. Responsibilities

Title: Building Principal	
Address:	
Phone:	Cell phone:
<p><i>Describe responsibilities:</i></p> <p><i>School administration must implement the CPS Code of Conduct. Students must follow the districtwide Code of Conduct and it must be enforced by school administration before, during and after school. The Code is in effect inside school buildings, on school grounds and at school-related activities. Students also must follow these rules on yellow buses and vans, or Metro buses, that bring them to school, take them home and transport them to school-related activities.</i></p> <p><i>School administration encourages and instructs students and parents/guardians to read and understand the CPS Code of Conduct to help prevent behavioral problems that will result in disciplinary action. This will occur on an annual basis. As per student CPS Code of Conduct, district responsibilities include:</i></p> <ol style="list-style-type: none"> <i>1. Implement Positive Behavior Intervention Supports and Multi-tiered System of Supports.</i> <i>2. Implement Social Emotional Learning programming across grades K-12 in accordance with Ohio Strategic Plan.</i> <i>3. Implement Advisory (Grades 3-9) and Guidance (Grades 10-12) in</i> 	

accordance with Vision 2020: My Tomorrow

4. *Implement corrective strategies as outlined in the CPS Code of Conduct and Ohio State law.*
5. *Implement Positive School PBIS.*
6. *Implement School Level responsibilities as outlined section 400 of the CPS Board of Education and Cincinnati Federation of Teachers Collective Bargaining Agreement.*

3. Action Steps

Describe the action steps relevant to the implementation of the policy.

When preventative measures have been taken to address schoolwide positive behavior expectations for all students, there may be students who exhibit chronic disruptive behavior that interferes with classroom instruction and school operation. Upon investigation if a student has been found to be in violation of CPS Code of Conduct, progressive consequences will be administered by school administration or designee.

Assignment to Alternative to Suspension (A2S) Program

If a student is assigned to the A2S program, the following steps will occur:

1. *The family will be contacted in person or by telephone before the student is sent home to explain why the student is being assigned to A2S.*
2. *The student will be given a letter explaining the assignment to A2S that will include a description of the offense committed.*
3. *Within 24 hours, a copy of the letter given to the student will be sent to the parent or guardian explaining the reason for the assignment to A2S, the offense(s) the student committed and providing information about the appeal process.*
4. *The student will begin at A2S on the date assigned.*

Assignment to Alternative to Expulsion (A2E) Program

If a student is involved in a Category II or Category III offense with a recommendation to the A2E program, the following will occur:

1. *The student will be placed in the Alternative to Suspension (A2S) program while awaiting an expulsion hearing. (See A2S program No 1-4 above.)*
2. *The student will be given a letter explaining the offense and the assignment to the Alternative to Suspension (A2S) program. The letter will include the date a Hearing Officer will hold the expulsion hearing. The representative(s) need not be an attorney.*
3. *During the hearing, the Hearing Officer will review the investigation to determine if an expulsion is warranted. The student, the parent and representative(s) will be given an opportunity to explain.*
4. *At the end of the hearing, the Hearing Officer will decide the corrective*

strategy to be taken.

- 5. If an adult family member does not attend the hearing, the family will be notified of the Hearing Officer's decision by telephone and by letter.*

Emergency Removal From School

Emergency removal can occur only for the following reasons:

- If a student's presence in school poses a danger to people or property*
- If the student is an ongoing threat of disruption*

Emergency removal requires communication between school officials and the student's family (parent or guardian, if necessary, other adult family members). At the time of removal, the family will be contacted in person or by telephone to explain the reason for the removal and to request a meeting.

In addition, a letter with the explanation and meeting request will be sent to the family and a copy given to the student.

The duration of Emergency removal is subject to House Bill 318.

For students in grades preK to 3, an emergency remove may last only for the remainder of the day the incident occurred.

For students in grades 4-12, a meeting with the students' parents should be scheduled no later than the day after the incident resulting in the removal. The student should return to school unless assigned to A2S/A2E.

Equity Considerations

Describe any equity considerations relevant to the implementation of this policy.

- Consider any resource alignment when comparing schools that have Community Learning Centers compared to schools that don't have CLCs. Also consider any resource alignment when comparing magnet schools to neighborhood schools.*

5. Related Documents / Forms

Document Title	Description	Last Reviewed
CFT and CPS BOE Collective Bargaining Agreement	<i>Collective Bargaining Agreement</i>	<i>July 1, 2017</i>
CPS Character and Support Guide Code of Conduct K-12	<i>Code of Conduct Booklet</i>	<i>July 1, 2017</i>

Documents attached:
Memo from Office of General Counsel
Table of Removals

6. Additional Information

Describe any additional information relevant to the implementation of the policy.