

**CMSD OFFICE REFERRAL FORM
KINDERGARTEN THROUGH GRADE 12**

Student's Name

Date

Time/Period

Grade

Advisor

Location of Incident

Problem Behavior – List specific level(s) and offense(s) from Student Code of Conduct.

Level: _____ Offense: _____

Specific Description of the Incident – Include others involved.

Previous Action Taken – Should be documented in OTUS Learning Management System.

- | | | |
|--|--|---|
| <input type="checkbox"/> Student Conference | <input type="checkbox"/> Loss of Privilege | <input type="checkbox"/> Right of Removal |
| <input type="checkbox"/> Parent Phone Call | <input type="checkbox"/> Mediation | <input type="checkbox"/> SST Referral |
| <input type="checkbox"/> Behavioral Contract | <input type="checkbox"/> Detention | <input type="checkbox"/> Sent to Office |
| <input type="checkbox"/> Other: _____ | | |

Staff Recommendation

Staff's Printed Name

Staff's Signature

Administrative Decision

- | | | |
|--|--|---|
| <input type="checkbox"/> Student Conference | <input type="checkbox"/> Restitution | <input type="checkbox"/> Intent to Suspend |
| <input type="checkbox"/> Parent Phone Call | <input type="checkbox"/> Detention | <input type="checkbox"/> Out of School Suspension |
| <input type="checkbox"/> Parent Conference | <input type="checkbox"/> Expulsion (SAIF Needed) | <input type="checkbox"/> Mediation |
| <input type="checkbox"/> Behavioral Contract | <input type="checkbox"/> Planning Center | |

In accordance with Article 15, Section 4C, The Principal or his/her representative shall inform the referring teacher of the disposition of the problem." (within 24 hours)

Administrator's Name

Administrator's Signature

Date Returned

**CMSD OFFICE REFERRAL FORM
STUDENT CODE OF CONDUCT**

Level I Offenses

- A. Possessing or using tobacco or tobacco substitutes (except hallucinogens) at school¹**
- B. Failing to attend school on time or to attend classes on time**
- C. Failing to attend all assigned classes**
- D. Taking and using the writings and ideas of another and deceptively submitting them as one's own work in satisfying a school assignment**
- E. Signing the name of another person for purpose of defrauding school personnel**
- F. Cheating on examinations**
- G. Possessing cell phones and electronic devices in school²**
- H. Wearing apparel that is unsafe or causes school disruption to the educational process**
- I. Posting or distributing materials on school property that causes a disruption to the educational process**

Level II Offenses

- A. As defined by the Principal, chronic violation of Level I offenses**
- B. Leaving school without permission, in the absence of an emergency declared by the Principal**
- C. Engaging in or causing a disruption on a school bus**
- D. Verbally or physically threatening to injure or harm another person or intimidating another person by creating fear for personal safety**
- E. Bringing alcoholic beverages to school or having alcoholic beverages in his/her possession**
- F. Coming to school under the influence of alcoholic beverages or other drugs¹**
- G. Intentionally causing an interruption of education in the classroom**
- H. Using abusive or profane language**
- I. Failing to adhere to school culture and directives of school personnel when subject to the authority of the school**
- J. Intentionally participating in or initiating actions that result in the disruption of the entire school**
- K. Fighting, hitting or pushing another student**
- L. Gambling on school premises**
- M. Trespassing, including entering a school to which the student is not assigned without signing in at the office, entering a school from which the student is suspended without permission from the school Principal, or bringing an unauthorized visitor to the school**
- N. Intentionally participating in hazing activities**
- O. Engaging in excessive displays of mutual affection.**
- P. Engaging in an activity that may create a condition that is unsafe or unhealthy to others**

¹ Students who have the odor of alcohol or marijuana on or about one's person; slurred speech; extreme drowsiness; reddening of the eyes; etc. As these indicators may appear as the result of other reasons the judgment of the administrator will prevail without prejudice to the student.

² Refer to Unauthorized Uses of Cell Phones and Electronic Devices in Code of Conduct.

Level III Offenses

- A. Using or bringing weapons or dangerous instruments to school:**
 - A weapon is anything that is commonly used or designed to hurt someone or to put someone in fear (examples: knuckles, clubs, mace/pepper spray, etc.)
 - A dangerous instrument is anything that although not specifically designed to hurt someone, can be used to hurt someone or put someone in fear (examples: belts, combs, compasses, etc.)
 - Any object which closely resembles a weapon and could put persons in fear for their safety is included in this category
- B. Verbally or physically threatening to injure or harm a school staff member or student**
- C. Intentionally causing physical injury to a school staff member**
- D. Sexually assaulting another person (as specified in O.R.C. 2907.01)**
- E. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical harm to another person**
- F. Sexual conduct with or without mutual consent, including all forms of sexual harassment* (See page 28)**
- G. Hate crimes**
- H. Engaging in drug related activities, including, but not limited to:**
 - Making, selling, or distributing drugs/counterfeit drugs at school;
 - Bringing readily identifiable drug abuse instruments or paraphernalia to school, or having such items in his/her possession;
 - Using or possessing drugs/counterfeit drugs at school.
- I. Intentionally burning or attempting to burn property** (See page 28)**
- J. Stealing, attempting to steal or possessing stolen property** (See page 28)**
- K. Stealing or attempting to steal any motor vehicle from school property** (See page 28)**
- L. Damaging or attempting to damage property** (See page 28)**
- M. Forcibly entering a school building, locker, classroom or secured enclosure** (See page 28)**
- N. Extorting or attempting to extort property**
- O. Falsely sounding a fire alarm, or causing a fire alarm to be sounded**
- P. Falsely communicating or causing to be communicated that a bomb is in or on property owned or being used by the Cleveland Metropolitan School District**
- Q. More than one person acting together to intentionally cause harm or injury to a lone individual.**

Level IV Offenses

Commission of these offenses shall result in expulsion up to a period of one year and/or permanent exclusion from the District. The Chief Executive Officer may reduce the expulsion on a case by case basis in accordance with the Policy on Student Discipline. Matters, which might lead to a reduction of the expulsion period, include: the student's mental and/or physical characteristics or conditions; the age of the student and its relevance to the punishment; the prior disciplinary history of the student and/or the intent of the perpetrator.

- A. Bringing firearms and/or knives to any school operated by the District or onto any District property**
 - **The definition of a firearm is any weapon (including a starter gun) which is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer or any destructive device (as defined in 18 U.S.C.A. Section 921), which includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above.**
 - **A knife is defined as a cutting instrument having a sharp blade.**
- B. Possessing firearms or knives on District property**
- C. Bringing or possessing firearms or knives to school events off District property while at a school-sponsored interscholastic competition, extracurricular event or other school-sponsored activity**
- D. Possessing objects indistinguishable from firearms**
 - **The Board prohibits students from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus if both of the following apply:**
 - 1. The object is indistinguishable from a firearm, whether the object is capable of being fired; and**
 - 2. The person indicates that the person possesses the object and that it is a firearm, or the person knowingly displays or brandishes the object and indicates that it is a firearm.**
 - **As defined by Ohio law and for the purposes of this handbook, an "object that is indistinguishable from a firearm" means an object made, constructed or altered so that, to a reasonable person without specialized training in firearms, the object appears to be a firearm.**
- E. Commission of an act while under the authority of the District that is a criminal offense when committed by an adult**

The Board prohibits such acts which are committed while at school, on District owned/operated property or at school-sponsored activity and which result in serious physical harm to persons or property as defined in O.R.C. 2901.01.