STUDENT CODE OF CONDUCT

A. INTRODUCTION

1. Objectives
   
a. The immediate objective of following such rules and regulations is to maintain an atmosphere conducive to effective learning. The ultimate objective of such a policy is student growth in abilities, attitudes, and habits essential to acceptable and self-controlled behavior.

2. Underlying Principles
   
a. The Ingham Intermediate School District recognizes the individual and legal rights of students as people and as citizens. Together with these rights, students must accept responsibilities and disciplines essential to our society.

b. All rules and regulations shall be applied uniformly to all students. This does not mean there will not be an appropriate consideration of the age and abilities of the involved student, the nature of the specific program in which the student is enrolled, and the circumstances surrounding the commission of the offense, which gives rise to disciplinary action. Any prior offense or behavior of a student may be considered in determining the appropriate corrective action to be taken in any particular situation.

c. The intermediate school district serves a very diverse student population in a number of widely different programs. Many of our students have handicapping conditions, which affect their ability to meet usually accepted behavioral expectations. Thus, this code of conduct is intended only as a base, which is then modified in a series of student and/or parent handbooks adapted to the specific expectations of each program. Even within these narrower confines, it needs to be further understood that the individual characteristics of the student may need to be taken into consideration in determining whether, and to what extent, disciplinary action should be taken.
3. Administrative Prerogative In Decisions Regarding Discipline Agreement

a. It shall be the responsibility of the building administrators to ascertain the degree of seriousness of all offenses and, in their judgment, assess a discipline, which may be less than the maximum unless the Policy specifically defines the discipline to be administered. The building administrators must be accountable to the superintendent for any deviations from the Code of Conduct.

4. Jurisdiction

a. Student conduct is under the jurisdiction of the entire professional staff at all times while at school, on school property, or at school sponsored off campus events.

b. The professional staff shall have the right, in the event of an offense by a student, to admonish, reprimand, or to impose other minimal disciplinary measures upon the offending student as are consistent with the Code of Conduct. The use of such corrective measures shall at all times be in keeping with the nature of the offense and shall be used solely for the purpose of attempting to improve the personal conduct of the student.

5. Right to Attend

a. Students who are less than eighteen years of age and who are not emancipated minors, have the right to attend intermediate school district if their parents or legal guardian reside within the boundaries of the intermediate school district. Students who are over eighteen years old or are emancipated minors may attend the intermediate school district if they furnish proof to the building principal that they live within the intermediate school district and meet the legal requirements and other qualifications of the specific program in which they will enroll. Minors become emancipated from their parents when they are married or are on active duty with the Armed Services, or are abandoned by their parents, or if parents legally release their rights over the child. Students who are emancipated minors must file written notice with the building principal.

B. RESPONSIBILITIES AND RIGHTS

1. Responsibilities of Students

a. Responsibilities become the foundation upon which individual rights become meaningful and effective. If one were to enumerate the various responsibilities incumbent upon students, the list would be endless.
However, within the school setting and in society, there are responsibilities of such vital significance that not to identify them would certainly be negligent. The following list is by way of illustration rather than limitation.

b. Each student has the responsibility to:

(1) Respect the human dignity and worth of every other individual.

(2) Be informed of and follow reasonable rules and regulations established by the Board of Education and implemented by school staff for the welfare and safety of students.

(3) Study willingly and maintain the best possible level of academic achievement.

(4) Be on time and present in the regular school program to the best of one's ability.

(5) Not make false charges, slanderous remarks, or use obscenity in verbal and written expression, and observe fair rules in conversation and responsible journalism.

(6) Dress and appear in a manner that meets reasonable standards of health, cleanliness and safety.

(7) Help maintain and improve the school environment, preserve school property, and exercise the utmost care while using school facilities.

(8) Conduct oneself in an appropriate manner while on school grounds.

(9) Continue or become actively involved in one's education, understanding of people, and preparation for adult life.

2. Rights of Students

a. Non-Discrimination-The intermediate school district recognizes and protects the individual and legal rights of students as people and as citizens, regardless of race, religion, sex, economic status, age, or handicap.
b. Records

(1) Student records are confidential. Parents of students, eligible students and persons designated in accordance with policy 8957.00 (Use of Student Education Records) as representing the parents of handicapped children, may inspect and review the student's education records upon request. Inspection of student records shall be consistent with Board policy 8952.00 (Inspection of Education Records).

(2) The school may, without consent of parents or students, release a student's permanent record file in accordance with procedures outlined in policy 8952.00 (Inspection of Education Records).

(3) Parents or students 18 years of age and not under the care of a guardian have the right to review the contents of their or their child's school records. They also have the right to challenge any school record if they believe that it is inaccurate, misleading or otherwise in violation of the privacy or other rights of the student. Parents who wish to challenge information in the student's school records shall first contact the school principal or program supervisor. If they are not satisfied with the outcome of the hearing with the school principal, they may contact the assistant superintendent and, if they still are not satisfied, they may appeal to the superintendent.

In any case, parents may write a rebuttal to information contained in their child's school records. Such rebuttals will become part of the record.

(4) These procedures are to be consistent with Board policies 8958 (Disclosure of Educational Records), 8959.00 (Safeguards), 8960.00 (Amendment of Education Records), 8961.00 (Records Request for Access and Disclosure) made from education records.
c. Law Enforcement Questioning and Apprehension

(1) Law enforcement agencies are permitted to interview students during the school day under the following conditions:

(a) The school's responsibility is limited to making a reasonable effort to inform the parent or guardian in advance of the interview. In the parent's absence, a school official shall be present during the interview.

(b) When an interview outside the school setting would, in the opinion of the law enforcement agency, not be possible and the program administrator approves.

(c) The interview and other related matters shall be handled with utmost discretion to avoid unnecessary notoriety and shall be held in the strictest confidence.

(2) Law enforcement officers are empowered by law to arrest persons, including children, upon a lawful warrant or without a warrant if the officer has reasonable cause to believe that the person, including a child, has committed a felony or for a misdemeanor committed in the presence of the officer.

(3) Responsibility of notifying parents or guardian that their child has been interviewed or taken into custody while attending school or school related activities shall be placed upon the school administrative official involved in the situation.

d. Expression of Dissent

(1) The district encourages provision for open discussion forums between students and teachers, administrators, parents and/or Board members on matters affecting all school related experiences of children and youth. The superintendent shall assure that any student having dissatisfaction or complaint shall be granted opportunity to express it to the appropriate school official and shall be assured the right of appeal, through prescribed administrative channels, ultimately to the Board.
e. Student Publications

(1) The Board recognizes the right of freedom of expression of students through student publications on matters of personal, social, and educational concern. The program administrator shall have the right of final review of all student publications to ensure the content is appropriate for all audiences who may come in contact with it.

(2) The Board shall have the right of final review of whether these limits have been violated.

f. Student Lockers

(1) Lockers are provided for students' convenience and are the property of the intermediate school district. The intermediate school district will not be liable for loss or theft from either hall or locker room lockers. Students are instructed not to share lockers or lock combinations with any other person (unless sharing a locker is a programmatic necessity.)

(2) When a student transfers or drops from school without emptying assigned locker(s), the administration reserves the right to enter the locker(s) without notification to the transferred or dropped student.

g. Search and Seizure

(1) Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property guaranteed by the fourth amendment of the U.S. Constitution. The individual right, however, is balanced by the school's responsibility to protect the health, safety, and welfare of all its students. Search and/or seizure may be conducted under the following circumstances:

(a) There is reasonable cause to believe that possession constitutes a crime or rule violation, or that the student possesses evidence of a crime or violation of law.

(b) There is reason to believe that the student is using his/her locker or property in such a way as to endanger his/her own and/or others' health, safety, and rights of others.
(c) There is reason or belief that there are weapons or dangerous materials on the school premises. As such, school officials must retain the right to act - to search student's desks, locker, or person and to seize in cases of emergencies.

(d) Reasonable cause to believe a student has overdue books, equipment and/or materials may result in a search of the student's locker by an administrator or his/her designee in the presence of the student.

(e) The school district does herewith notify all students of the authorities' rights to search and seizure with reasonable cause. Such notice is also provided to parents and students in the program handbooks.

h. Fund Raising Projects

(1) Fund raising projects within a school building in which members of groups sell merchandise, provide services, or in other ways solicit money for school activities, may be sponsored by approved student groups. Any such plan shall have a clearly defined purpose, follow the guidelines adopted by the Board and have the prior approval of the principal, assistant principal or program supervisor. Door-to-door sales projects undertaken by any organization representing the intermediate school district shall not be permitted.

i. Medication to Students

(1) The purpose of administering medicines to students is to assure the school attendance for pupils who must use medication in the treatment of disabilities or illness. Medication shall not be brought to school unless it is essential to the health of the student.

(2) The dispensing of prescribed medication by school personnel shall be made in accordance with Board policy 8534.00 (Administering Medicine to Students).
 Conditions of Suspension

(1) It is understood that suspension will be levied for just cause and in accordance with the established procedures outlined in Board policy 8440.00 (Student Discipline). Suspensions will begin immediately following notification to parents regardless of any request of appeal.

(2) In all cases of suspension, it shall be the responsibility and right of the student to keep pace with his/her class. The school does not take the responsibility for providing makeup work in classes where attendance is identified as essential to progress.

C. RULES AND REGULATIONS

1. Attendance and Excuses

a. Before or on the day that a legitimate absence occurs, the parent or guardian shall call or contact the school office, during school hours, to request that their child be excused. If such a request is not received, the absence shall be considered unexcused. A student may be required to make up work and/or time missed as a result of absence.

b. Absences and tardiness will be classified as excused or unexcused by building administrators using the criteria listed in program handbooks and Board policy as a guideline.

The Board recognizes that parents are responsible people and will confine absences to appropriate and legitimate reasons. However, absences for reasons other than permitted in the handbooks are considered voluntary. Since regular attendance at school is necessary for systematic education to take place, the intermediate school district and its staff cannot guarantee the same level of instruction for a student who is not in school. Therefore, it is strongly advised that students not be absent from school for voluntary reasons. The Board recommends that voluntary activities be confined to times when school is not in session. Although makeup work may be provided, the Board does not recognize staff responsibility for makeup instruction when absences are for voluntary reasons.
2. Leaving the School Property Without Administrative Permission.
   a. Immediate referral to the building or program administrator's office and notification to the parent. The student may be suspended.
   b. A second referral may result in a suspension from classes.

3. Truancy
   a. An unexcused absence from a class period is considered truancy. Building handbooks will outline the steps to be taken in cases of truancy violation.
   b. Repeated offenses will constitute a persistent disobedience of school rules and may entail suspension. Parental and local school district involvement will be requested.
   c. Such disciplinary action may include Petition in Probate Court, suspension or other suitable penalties.

4. Leaving Assigned Area
   a. First offense students will be notified and discipline may result as outlined in the program handbook.
   b. Repeated Offense. Considered as insubordination.

2. General Conduct
   a. Student conduct is under the jurisdiction of the professional staff at all times.
   b. The principal, associate principal or program supervisor shall have the authority to decide which offenses of the student are considered serious offenses and will cause suspension from school.
c. Usually the student and parent(s) will have been warned prior to suspension (except in cases involving gross misdemeanors) that continued offenses will result in suspension. The administrator shall make every effort to notify the parent(s) by phone or in person before the suspension action.

d. Fighting

(1) Students involved in fighting with other students will be directed to the attention of the building administrator who will then take appropriate action.

(a) First Offense – May include hearing with building administration and appropriate personnel. Notification to parent(s) and home school and up to three (3) days suspension.

(b) Second Offense – Hearing with building administration and appropriate personnel (both intermediate school district and home school). Notification sent to parent(s) and up to five (5) days suspension.

(c) Further violations will be considered incorrigibility and will be handled accordingly.

(d) Staff - If a staff member, in pursuit of his/her duties, is struck by a student, this act will be considered a gross misdemeanor. A conference will be held with the parent(s) or guardian and appropriate school personnel (both intermediate school district and home school). The student may be suspended for up to ten (10) days.

e. Use of Tobacco

(1) Student use of tobacco is strictly prohibited in all school buildings.

(2) If students violate this rule the penalty for smoking is established in each program's handbook.

(1) Turning in a false fire alarm is a criminal offense. Parents of any student committing this offense will be informed. The student will be referred to the local fire chief and/or suspended. Use of fireworks and malicious or mischievous use of fire extinguisher is prohibited.

(a) First Offense – Notification to parent(s) and local fire chief, if applicable. Suspension up to five (5) days. Payment of cost of recharging extinguisher or other related costs, if applicable.

(b) Repeated Offenses – Same as above. Suspension up to ten (10) days.

g. Drugs, Narcotics and Alcohol

(1) Evidence of use, possession or delivery of alcohol, narcotics, stimulants, hallucinogens, depressants or marijuana may result in suspension from school, notification of parents and home school by phone and letter, and notification of law enforcement agencies. A conference between parent and administrator will be established for discussion and further disposition of the case.

(2) The superintendent shall be informed by a written report of any possession, use or sale of drugs and subsequent action taken as a result of violation of this policy.

(3) All cases, from the extreme to those of a lesser degree, shall be dealt with in as confidential a manner as possible.

(a) First Offense – May include suspension from school up to ten (10) days and/or enrollment in a counseling or rehabilitation program.

(b) Repeated offenses will be considered incorrigibility and will be handled accordingly.
h. Misbehavior/Insubordination

(1) Insubordination and disruptive behavior will not be tolerated. It is expected that all staff members will handle these problems immediately wherever this type of behavior occurs – in the classroom, on school property, or at school sponsored activities.

(2) When the situation cannot be handled by the staff member, the student will be referred to the appropriate building administrator for immediate action where possible and in other cases on the next regular school day.

(3) The building administrator shall contact the student's parent(s) and initiate appropriate action. Prior to the following discipline being imposed the parent or guardian of the student will be notified. The level of discipline imposed will be impacted by the seriousness of the offense.

(a) First Offense – up to three (3) day suspension.

(b) Second Offense – up to five (5) day suspension.

(c) Repeated offenses will be considered incorrigibility and will be handled accordingly. Up to and including removal from the program or expulsion.

i. Vandalism

(1) A student responsible for acts of willful destruction of property may be suspended. The student or parent will be held financially responsible for cleanup, repair, and damages. Serious incidents will be reported to law enforcement agencies for further action.
j. Appropriate Dress for Physical Education Classes or Other Specialized Classes.

(1) Students must follow the standards of dress for physical education or other specialized classes because of health and safety reasons. Student handbooks will detail specific requirements.

(a) First Offense – Warning to student and parent.

(b) Repeated Offenses – Hearing with building principal, appropriate personnel and parents. Possible suspension.

k. Gambling

(1) Playing games of chance for money and/or for individual monetary gain is not permitted. Students violating this rule are to be referred to the building administrator's office for immediate action. Adult students are subject to the same restrictions as apply to other adults outside school hours and on school property.

l. Theft

(1) Theft is a criminal act. A student responsible for an act of theft may be suspended. The student or parent may be held responsible for full restriction for loss of property. Serious incidents will be reported to law enforcement agencies for further action. Students guilty of repeated actions may be recommended for expulsion.

m. Extortion, Blackmail, Coercion, Use or Possession of Weapons

(1) Obtaining money or property by violence or threat of violence or forcing someone to do something against his/her will by force or threat of force or using or carrying a weapon shall result in parental notification, provision for restitution of property, probable suspension and possible referral to law agencies. Gross violation or repeated offenses may result in expulsion.
n. Throwing Snowballs

(1) Students found throwing snowballs on or at school property, or at other students may be suspended up to three (3) days. Students who throw snowballs at school personnel may be suspended for up to five (5) days for the first offense and for up to ten (10) days for the second offense.

o. Trespassing

(1) Use of school facilities or school property without appropriate authorization may be considered as trespassing.

(2) In the event the conduct of a student is such that it endangers the welfare or safety of any individual, any staff member acting in the absence of the principal shall have the right to insist that the offending student leave the premises. The same shall be true if the student is damaging or threatening to damage property belonging to the school system or personal property belonging to the school or personal property of students or school personnel.

(3) School officials may seek the aid of law officials if it is deemed advisable. In all such events, the staff member taking such action shall, without delay, notify the parent or guardian of such action. If possible, such notice shall be given by telephone at the earliest possible time following such action. Any act which requires the removal of a student from the premises may also result in additional disciplinary or corrective measures in accordance with the standards set forth herein. In any event, parents or guardians of the student shall be advised of action taken. If, for any reason, the parent or guardian of the student cannot be contacted, suitable precautions must be taken to protect the student from the effects of severe weather or other conditions posing an unusual hazard to the welfare of the student.

p. Incorrigibility

(1) Persistent and repeated violation of any rules will be considered incorrigibility and will result in a petition filed in Probate Court and/or a long-term suspension and/or a recommendation to the Board for expulsion from school.
6. Student Parking

a. Students, with prior administrative approval, may drive vehicles to school and use student-parking facilities. Students are required to register the vehicle with the school administration, and to have a required permit according to established regulations.

b. Failure to comply will be considered insubordination and will be handled accordingly.

7. Conduct On Bus Or Other Vehicles: For Intermediate School District Sponsored Trips and Activities

a. The driver is in complete charge of his/her bus at all times and is acting in the same capacity as a teacher would be in a classroom. Rules for safe conduct to be followed by all students on the school buses:

(1) Normal conversation is permissible except when the bus stops for railroad crossings, red lights and stop signs. At these times there shall be no talking.

(2) A student shall immediately take his/her seat upon entering the bus and remain seated in that seat until the bus stops and it is time to get off.

(3) All parts of the student's body shall be kept inside the bus at all times.

(4) Throwing any article inside the bus or at the bus is strictly prohibited.

(5) Students must wait for the bus at a safe distance away. The bus shall come to a complete stop before students move toward it.

(6) Students will conduct themselves in an orderly manner when loading the bus.

(7) Students must not rush the bus, or walk or run between buses when they are loading or unloading.

(8) Lighting of matches or smoking on the bus is strictly prohibited.
(9) Students will not cause excessive noise or rowdy conduct on the bus.

(10) Eating or drinking on the bus will not be allowed.

(11) Passengers will not deface or damage the bus. Anyone guilty of such acts will pay the cost of repair.

(12) Passengers will not open the emergency door except for emergencies when instructed by the bus driver to do so.

(13) Students who must cross the road after being discharged from the school bus must cross in front of the stopped school bus.

(14) Students are strictly prohibited from acting or talking disrespectfully in any way to the bus driver.

(15) Misconduct on buses near the end of the school year that cannot be dealt with during the remainder of the school year will carry over to the beginning of the next school year.

b. Violations of the school bus rider's rules will be dealt with in a manner outlined in the student handbook of the program or building sponsoring the trip.

(1) First Offense – A written warning to the student concerning his/her misconduct.

(2) Continued Offenses – Upon further recurrence of misconduct, parents will be notified and a meeting held. Suspension of bus riding privileges may be authorized depending upon the judgment of the school authorities.

8. Expulsion

a. Recommendation for the expulsion of a student shall be made to the Board through the superintendent. These recommendations shall be consistent with Board policy 8440.00 (Student Discipline).

b. A written record of events and circumstances, leading to suspension or expulsion will be kept by the principal or program director, with a copy forwarded to the superintendent. The Board has the ultimate authority to review any matters of suspension or expulsion.

a. Making General Complaints – Students who wish to voice a complaint may use the following procedure. If, after discussing the complaint with the appropriate person, a satisfactory solution is not achieved, the student should bring the complaint to the next higher authority until the problem is resolved. The proper channeling of complaint is in the following order:

(1) Teacher/Instructor
(2) Associate Principal
(3) Principal
(4) Director
(5) Superintendent
(6) Board of Education

10. Making Complaints About Discrimination

a. If any person believes that anyone representing the intermediate school district has discriminated against a person or group of persons on the basis of race, religion, sex, handicapping condition, economic status, or has inadequately applied the principles and/or regulations of federal or state laws, and the issue has not been resolved at the building level, a formal grievance may be registered in accordance with Board policy 8100.00 (Affirmative Action Plan).

b. Appropriate appeal procedures are outlined in building or program handbooks for students.