



Flat River Academy  
Code of Conduct

# **STUDENT RIGHTS**

## **EDUCATION**

The rights of all students are ensured by the Constitutions of the United States and the State of Michigan and by all applicable federal, state, and local statutes. These rights, including the right to an education, shall be recognized without regard to race, religion, sex, creed, ability to pay, national origin, disabling condition, or intellectual ability. Students have a right to a public education beginning with kindergarten and extending through the twelfth grade.

## **ENVIRONMENT**

Students have the right to expect a safe school environment in which to learn and a climate within the school that is conducive to learning.

## **RESPECT**

Students have a right to expect courtesy, fairness, and respect from members of the school staff and other students.

## **PROPERTY**

Students have a right to expect that other students and school personnel will respect their personal property.

## **PARTICIPATION**

Students have a right to participate in school activities, subject to qualification requirements and compliance with Board of Director policies and regulations.

## **EXPRESSION**

Students have the right to address policies both publicly and privately, in writing and orally. Students may advocate change in any law, policy, or regulation.

## **APPEAL**

Students have the right to seek a review and change in policies and decisions concerning student conduct. A parent has the right to seek a change in a school policy or decision concerning his or her child.

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## **A PARTNERSHIP IN RESPONSIBILITY**

Flat River Academy is committed to respect for the rights of others. Rules governing discipline and conduct are written so that parents, students, teachers, and administrators know what is required of students. By working together under clearly stated and consistently enforced regulations, we can administer firm, fair and consistent discipline practices.

Parents, teachers, staff, school administrators, and the Board of Directors are responsible for helping students develop self-discipline. The Code of Student Conduct delineates the partnership that the school and the larger-community share across several broad concepts.

Environment, which includes the climate of the school;

Education, which includes preparation and work habits;

Respect, which includes treatment of others;

Participation, which includes involvement in school activities; and

Expression, which includes dress and verbal and nonverbal issues.

These broad concepts appear in each statement of responsibilities contained in this handbook.

## Beliefs

The following beliefs guided the development of the Code of Student Conduct:

1. That schools must be safe and secure for students and staff.
2. That students have rights and responsibilities in the learning environment of the school.
3. That the school is for instruction and learning, and anything which distracts from that process must be dealt with by school officials.
4. That students and their parents should be knowledgeable of school and classroom rules.
5. That students have a responsibility to exercise self-control over their own behavior.
6. That the responsibility for discipline is shared among students, school personnel, the Board of Directors and parents.
7. That students who violate school and classroom rules must be afforded their rights to due process, which are procedurally, morally, and legally fair and correct.
8. That students, when they violate school and classroom rules, should be assigned disciplinary measures with the purpose of correcting their behaviors.
9. That disciplinary measures should be progressive and preventive, unless the safety of students is an issue.
10. That disciplinary measures should be firm, fair, and consistent.
11. That the disciplinary measures of the school should be a problem solving process and should focus on the causes of the infraction.
12. That the assigning of disciplinary measures should be commensurate with the circumstances.
13. That students who commit criminal acts should be administered measures that are severe and swift when the safety of the general school population is at issue.

## School Jurisdiction

The authority of the school over the conduct of students extends to the following locations:

1. On the school grounds during, before, and after school hours.
2. On school buses and other school sponsored transportation for all school-related activities and the regular school day.
3. On the school grounds as either a spectator or a participant at any other time when school is being used by a school group.
4. Off the school grounds at any school-related activity, function, or event as a participant or a spectator.

## **Student Expression**

The principal will maintain open channels of communication through which students may express their individual or group concerns and suggestions which will be formally and informally deliberated.

We sincerely believe that continued recognition of students' rights and responsibilities will develop within our youth a student philosophy that will nurture their internal strengths, will deter the influence and spread of degrading attitudes, and will perpetuate the American ideal of a responsible, democratic system of government.

## **RESPONSIBILITIES**

### **Student Responsibilities:**

#### **Environment**

1. Assist the principal and staff in the operation of a safe and orderly school, where all students can learn and develop socially.
2. Be clean and dress in compliance with school rules of sanitation and safety in a fashion that will not disrupt classroom procedures and in a manner which conforms to community standards of decency.
3. Obey school rules and/or the law concerning use, possession, distribution or sale of tobacco, marijuana, or controlled substances as defined under the Drug Control Act, drug paraphernalia as defined by the State of Michigan, imitation controlled substances, nonprescription or prescription drugs, or alcohol on school property, on the way to and from school, or while attending school-sponsored activities.
4. Obey laws and regulations which forbid supplying, handling, using, transmitting, or possessing any type of weapon on school property, on the way to and from school, or at any school-sponsored event.
5. Report to the principal or his staff incidents when your safety or the safety of others may be jeopardized.

#### **Education**

1. Support education for everyone as provided by applicable federal, state, and local statutes, without regard to race, religion, sex, creed, ability to pay, national origin, disability, or intellectual ability.
2. Take advantage of the studies offered by the school.
3. Complete assigned work, study, and read.
4. Attend school regularly and punctually.
5. Be prepared for learning by bringing materials and supplies to classes.

## **Respect**

1. Be self -controlled and non-disruptive on school property and/or at school activities.
2. Be reasonable, modest, self-controlled, non-suggestive, non-intimidating, and considerate in your relationships with other students and with school employees.
3. Keep your language and gestures respectful and free of profanity or obscenities.
4. Respect private, public, and school property.
5. Be informed of laws and school rules regarding students' rights and responsibilities.

## **Participation**

1. Support and participate in school activities
2. Remain on the school campus during the school day.

## **Expression**

1. Support the right to freedom of expression.
2. Ensure that your expressions do not interfere with the educational program or activities or with the rights of others.
3. Be sensitive to others in your choice of expressive clothing which you wear or carry, ensuring that it does not express obscene, racist, or sexist language or gestures or slanderous, libelous, racist, or sexist statements.
4. Be sensitive to others in your choice of expressive words that you say or write, ensuring that they are not obscene, slanderous, libelous, racist, or sexist.

## **Parent Responsibilities**

### **Environment**

1. Insist that your child is clean and dressed in compliance with school rules of sanitation and safety and in a fashion that will not disrupt classroom procedures.
2. Ensure that your child is free of communicable disease and in good health insofar as is possible.
3. Support school officials in maintaining a safe and orderly school environment, free of disruptions, which interfere with learning and teaching.
4. Ensure that you and your child understand school rules and/or the law concerning students' use, possession, distribution, or sale of tobacco, marijuana, or controlled substances as defined under the Drug Control Act, drug paraphernalia as defined by the School Code of Michigan, imitation controlled substances, nonprescription or prescription drugs, or alcohol on school property, on the way to or from school, or while attending school-sponsored activities.
5. Ensure that you and your child understand that supplying, handling, using, transmitting, or possessing any type of weapon on school property, on the way to or from school, or at any school-sponsored event is prohibited.

## **Education**

1. Help support education for children as provided by applicable federal, state, and local statutes, without regard to race, religion, sex, creed, ability to pay, national origin, disabling condition, or intellectual ability.
2. Make certain your child's attendance at school is regular and punctual and all absences are properly excused.
3. Instill in your child the desire to learn.
4. Become acquainted with your child's school, staff, curriculum, and activities.
5. Ensure that your child has the necessary materials and supplies needed for classes and activities.
6. Ensure that your child has a quiet and proper place to study at home.

## **Respect**

1. Guide your child, from the earliest years of his or her life, to develop socially acceptable standards of behavior, to exercise self-control, and to be accountable for his or her actions.
2. Teach your child, by word and example, respect for law, for the authority of the school, and for the rights and property of others.
3. Know and understand the rules your child is expected to observe at school; be aware of the consequences for violations of these rules, and accept legal responsibility for your child's actions.
4. Encourage your child to respect honest work and to develop an interest in exploring broader fields of knowledge.
5. Accept the right of the Board of Directors to require respectable behavior of all students and nonstudents at all activities involving the school.
6. Help your child understand and respect the purposes of schooling, learning, and teaching.

## **Participation**

1. Send your child to school as required by The Michigan School Code.
2. Request and attend parent-teacher conferences.
3. Attend school functions and activities with your child.
4. Volunteer for school functions.

## **Expression**

1. Encourage your child to conduct himself or herself in an acceptable manner.
2. Encourage your child not to make obscene gestures or libelous, racist, or sexist statements nor to use intimidating tactics toward others.
3. Encourage your child not to interfere with the educational progress of others or the educational program by using inappropriate verbal or nonverbal expressions.
4. Encourage your child to dress appropriately so that his or her appearance will not disrupt the educational process or activities.



## **Teacher/Staff Responsibilities**

### **Environment**

1. Reflect personal enthusiasm for teaching and learning and genuine concern for the individual student.
2. Express positive reinforcement for acceptable behavior.
3. Project the image of your profession, your school, and education for everyone in a positive manner.
4. Be professional, and be a role model for students.
5. Refer to the student's teacher or an administrator any student whose behavior requires special attention.
6. Report all incidents of suspected child abuse or neglect as required by Michigan Law.

### **Education**

1. Guide learning activities so students learn to think and reason.
2. Provide opportunities for students to develop socially acceptable skills, attitudes and behaviors.
3. Provide meaningful schoolwork for students with the expectation that all students will be successful.
4. Inform parents regarding student achievement and behavior, and consult with parents whenever necessary.

### **Respect**

1. Guide students to assume responsibility for their actions and to respect the rights of others.
2. Be firm, fair, and consistent in enforcing school rules on school property and at all school-sponsored activities.
3. Demonstrate by word and personal example self-discipline and respect for law.
4. Respect the dignity of everyone.

### **Participation**

1. Assume the rights and responsibilities of shared decision-making
2. Participate in the establishment of school rules and regulations regarding student behavior; explain these rules to students, and require observance of them.
3. Assist the administration of the school in developing the school philosophy, objectives and procedures for the efficient and orderly operation of the school.
4. Participate in school activities.

## **Expression**

1. Ensure that expressions by anyone do not interfere with the educational program.
2. Encourage students to express themselves appropriately and respectfully.
3. Do not use language that is obscene, slanderous, racist or sexist.
4. Encourage students, parents, other teachers, and other staff to use language that is not obscene, slanderous, racist or sexist.
5. Represent your profession positively through your appearance and conduct at school and at school-sponsored events.
6. Refrain from initiation of or participation in sexual harassment activities.

## **Administrator Responsibilities**

### **Environment**

1. Create the best teaching-learning conditions possible for student learning.
2. Create a safe, caring school environment for everyone.
3. Take the lead in establishing reasonable rules and regulations for the orderly operation of the school.
4. Make rules and regulations known and understood by students, parents, teachers and staff.
5. Report all incidents of suspected child abuse or child neglect as required by Michigan Law.

### **Education**

1. Organize school schedules and teaching assignments, and require effective classroom management and instruction.
2. Maintain open lines of communication between school and home and between staff and administration.
3. Offer a complement of student activities which provide interesting activities for all students.
4. Encourage the recognition of students' accomplishments.

### **Respect**

1. Be firm, fair, courteous, and consistent in all decisions affecting students, parents and staff.
2. Demonstrate by word and personal example respect for law, self-discipline, and genuine concern for all persons.

### **Participation**

1. Provide leadership by creating a school culture where shared decision making can flourish.
2. Become acquainted with students and parents by visiting classrooms and attending school activities.
3. Receive teacher or staff referrals of students with behavior problems, confer with these students,

communicate with parents, and set up cooperative procedures for correcting student behavior.

### **Expression**

1. Do not use language that is obscene, racist, sexist or libelous.
2. Encourage and ensure that students, parents, teachers and other staff use appropriate expressions which are not obscene, racist, sexist, slanderous, disruptive, libelous, or intimidating.
3. Exemplify leadership qualities, and represent your profession positively through your appearance and conduct at school and at school-sponsored events.
4. Ensure that students, parents, teachers, and staff members follow the appropriate dress code for the school and for common decency and that the code is consistently and fairly enforced.
5. Be aware of and follow guidelines prohibiting sexual harassment.

## **Board of Directors and Management Responsibilities**

### **Environment**

1. Inform the community of what is expected of students and what the consequences are when rules are violated.
2. Give full support to school staff and others charged with the responsibility for managing the schools.

### **Education**

1. Maintain a well-trained staff at all levels.
2. Develop programs and activities which provide for all students, including those with special needs.
3. Provide vision for the school which includes curricular programs and activities designed to provide students with opportunities to learn and develop.

### **Respect**

Be fair, courteous and consistent in making decisions regarding those students whose behavior problems have been appealed to the Board of Directors in accordance with state law.

### **Participation**

1. Become acquainted with schools, staffs and students by visiting buildings regularly and by attending school activities.
2. Encourage and support shared decision-making.

### **Expression**

1. Provide guidelines and regulations to schools regarding appropriate expressions by students, parents, teachers, and other staff members consistent with federal, state and local laws.
2. Ensure and protect freedom of expression for all publics and constituencies.

## **GUIDELINES FOR STUDENT BEHAVIOR**

### **Attendance**

As mentioned in the Family Handbook, according to Section 340.731 of the General School Laws of the State of Michigan, parents or legal guardians of children between the ages of 6 and 16 years, are required to see that their child is in regular attendance.

Please notify the school by 10:00 am to excuse your child from school. If the office does not have a call from the parent/guardian, the student will have an unexcused absence. If a student accumulates 5 unexcused absences, the truancy officer will be notified.

When a student is absent from school for ten consecutive days without approval of the principal, the student will be withdrawn from school and the name turned over to the truancy officer for the county in which you reside.

### **Expressions and Limitations**

Students may exercise the right to freedom of expression through speech, assembly, petition, and other lawful means and have the right to advocate change of any law, policy, or regulation. The exercise of this right may not interfere with the rights of others nor may oral or written student opinions be used to present material that falls into one or more of the following categories:

1. Material that reasonably leads the principal or teacher to forecast substantial disruption of, or interference with, school activities or that endangers the health or safety of students;
2. Material that is libelous or slanderous - statements that are inaccurate or false statements that injure the person as to his or her reputation, cause personal humiliation, mental anguish, and suffering or other injuries.
3. Material that advocates the commission of a criminal act or is a criminal act as defined by the Criminal Code of the United States, or the State of Michigan.
4. Material that is obscene as defined in the Michigan School Code, as amended.

### **Distribution of Literature by Students and Nonstudents**

The principal or his/her designee shall coordinate distribution or display of literature by students enrolled in the school. The material must be approved by the principal, must not be in violation of applicable Board of Directors regulations, and must bear the name of the sponsoring individuals or school organizations.

### **Search and Seizure**

Desks, lockers, and storage spaces, which are provided to students without charge, are the property

of the school. The principal or designee may have general inspections on a periodic basis and may open desks, lockers, or storage spaces in the presence of a witness and examine the contents, including personal belongings of students, when there are reasonable grounds to believe that they contain illegal drugs, contraband, weapons, or stolen property, or that the student has violated or is violating state or federal laws, Township Codes, or Board of Directors policies or regulations, provided the search is conducted primarily for enforcing order and discipline in the school and not for criminal prosecution. If the student is present, the school official shall advise him/her of the circumstances justifying the search and seizure of the objects that the official believes the search may disclose. If the student is not present, he or she shall be informed of the search. Stolen items and items that are specifically prohibited by law, Board of Directors regulations, township or school regulations may be impounded. The student shall be given a receipt for any items impounded by school authorities, and parents shall be notified of any items impounded.

## **DISCIPLINARY ACTION DISCIPLINARY ACTION**

### Definition of Discipline

Discipline is the positive direction of behavior toward established standards of conduct, fully understood and based upon reason, judgment, and consideration of the rights of others. Ideal discipline is self-directed and self-controlled. Schools, community, and parents share the responsibility for helping students develop self-discipline. When self-control falters and self-discipline fails, disciplinary forces from outside the individual must be imposed to protect the rights of others and to ensure uninterrupted instruction by teachers for students.

At Flat River Academy, as in the community at large, certain rules and procedures are established to guide students through constructive growth and into mature adulthood. The rules and procedures are basically the same from kindergarten through grade 8. Parents, teachers, and others responsible for the welfare and education of these students cooperate to interpret and enforce these rules.

### **Behaviors Warranting Disciplinary Action**

Students guilty of any of the following offenses shall be subject to appropriate disciplinary action, including suspension and expulsion, as set forth in the Michigan School Code.

1. Absenteeism (including cutting of class), excessive;
2. Aggressive behaviors, including but not limited to hitting, pushing and shoving, bullying
3. Alcoholic beverages, possession, delivery, use or being under the influence of;
4. Arson or attempted arson;
5. Assault or attempted assault;
6. Cell phone use, I Pod, and/or other telecommunications devices during school.
7. Cheating and/or plagiarism;
8. Dangerous articles, firearms, knives, metal pipes, sharpened implements, clubs, "look-alike weapons", ammunition, etc., possession of;

9. Defacing or destruction of school property or property of another (includes writing on walls, etc.);
10. Detention, failure to report to;
11. Detention, refusal of;
12. Dice shooting (whether or not gambling);
13. Disobedience to teacher or other staff member;
14. Disrespectful behavior toward teacher or other staff member;
15. Disruption of class, study or instruction;
16. Dress guidelines, violation of;
17. Drugs and controlled substances, possession, use, distribution, or being under the influence of;
18. Extortion or attempted extortion, harassment, or intimidation;
19. Failure to report to office as directed;
20. Failure to pick up trash or return tray in designated eating areas;
21. Fighting;
22. Fireworks, stink bombs, or other explosives, possession, distribution, use, or lighting of;
23. Forgery of notes or passes, etc.;
24. Gambling or present at scene of gambling;
25. Leaving class without teacher's permission;
26. Leaving school grounds without proper authorization, this is a closed campus;
27. Loitering on school property, including halls and classrooms;
28. Loitering in vehicles, in parking lots, or on streets;
29. Lying/falsehood;
30. Misuse of school property or property of others;
31. Molesting others;
32. Obscene language or gestures, use of;
33. Obscene writing, pictures or articles, or possession of;
34. Participating in and/or instigating a riot;
35. Presentation of forged notes or passes;
36. Profane language, use of;
37. Refusal to follow directions of teacher or other staff member,
38. Refusal to identify self properly;
39. Removal of food from cafeteria;
40. Rude behavior to others;
41. Sexual harassment;
42. Running, screaming, scuffling or loud raucous behavior in class, halls, or cafeteria;
43. Sleeping in class;
44. Tardiness, excessive;
45. Tobacco products, possession or use of;
46. Trespassing while suspended;
47. Theft or attempted theft;
48. Threatening bodily harm or property damage;

49. Threatening language or gestures, use of;
50. Truancy from school;
51. Unauthorized entry into restricted areas;
52. Violence, acts of;
53. Walkouts;
54. Any violation of this code, policies of the Board of Directors, or local, state or federal law;
55. Any other conduct considered by the principal or teachers to be disruptive, disrespectful or disobedient.

In the following six cases, discipline referrals must be made immediately to the principal:

1. Fighting;
2. Abusive language directed toward a teacher or another student;
3. Student actions that disrupt the class to the extent that the teacher's authority is being challenged and the teacher is losing control of the class;
4. Student actions which indicate the use of drugs, alcoholic beverages, or other behavior-altering substances;
5. Student actions that present a danger to the safety and well-being of anyone in the school;
6. Other criminal acts in violation of local, state or federal laws.
7. Bullying

**The Principal may recommend expulsion for the following first-time offenses occurring on school property, at school-sponsored activities, or for school-related reasons (policy 5610).**

1. Arson or attempted arson;
2. Assault and/or battery of an employee or student;
3. Possession, use, or sale of a firearm or dangerous weapon;
4. Manufacturing, growing, distribution, and/or sale of drugs and/or drug paraphernalia;
5. Extortion, attempted extortion, robbery, and/or larceny;
6. Immoral conduct;
7. Hazing;
8. Unlawful assembly and/or riot;
9. Possession, use, distribution, sale, lighting, or discharge of explosive devices;
10. Students found guilty or not innocent of a crime which resulted in or could have resulted in injuries to others, regardless of where the crime occurred.

### **Discipline Procedures**

A school is judged by the actions of its students in and out of school. At all times when students are under school jurisdiction, they are expected to conduct themselves in an orderly, courteous, dignified, and respectable manner. In an effort to maintain an orderly atmosphere in the school and on the school grounds, the teacher's authority extends to all students, whether or not the teacher teaches the student in class.

## **Disciplinary Actions**

Disruptive student behavior is subject to disciplinary action by the teacher and/or principal. Action taken by teachers toward students who are disruptive may include but is not limited to:

1. time out in the classroom or other secure, supervised area;
2. a conference with the student;
3. a reprimand;
4. detention;
5. a conference with a parent;
6. one-day suspension until a satisfactory conference with a parent is held.

A discipline referral should be sent to the principal when the teacher feels that the student's improper behavior cannot be corrected through the teacher's classroom management practices.

After consultation with the student and the teacher (if needed), the administrator will determine the course of action required to provide a safe, secure school. Action taken by an administrator toward students who are disruptive may include but is not limited to:

1. a conference with the student and/or the parents;
2. a reprimand;
3. entering into a behavioral contract between student, parent, and administrator;
4. detention;
5. Saturday School;
6. in-school suspension (ISS) (up to three days);
7. out-of-school suspension (OSS) (up to ten days);
8. recommendation for long-term suspension (more than ten days) and
9. recommendation for expulsion.

For a student who has been suspended for three or more days, the principal will require the parent to meet with him to develop a corrective action plan which is signed by the parent, child, teacher, and principal.

## **Incorrigible Behavior**

The Board of Directors has endorsed efforts of the Principals to define incorrigible behavior and common patterns of behavior that may result in long term suspension (more than ten school days) of a student from the Academy.

Definition: An incorrigible child is a child who h Definition: habitually engages in unacceptable behavior as defined in the Code of Student Conduct and disrupts the school and or classroom to the



extent that the Principal's and or teachers authority is being challenged.

**Patterns of Behavior:**

**Students**

- a. Not doing homework; refusing to do homework.
- b. Attendance; excessive tardies and unexcused absences.
- c. Horseplay that gets out of control.
- d. Talking back to teachers.
- e. Being disrespectful towards others.
- f. Irritating behavior such as inappropriate touching that escalates into classroom disruption.
- g. Gossip; spreading rumors, note passing.
- h. Graffiti.
- i. Lying.
- k. Put downs; socially incorrect language, such as disparaging and demeaning language.
- l. Bullying.

**Parents**

- a. Not cooperating with teachers and Principal on discipline and unacceptable behaviors.
- b. Not supporting staff.
- c. Lying; providing false information to resist a child from being held accountable for their actions.
- d. Not expecting a child to be a responsible student and citizen of the school.

**Definition:** Out-of-school suspensions are considered in the following classifications:

Short-Term: The child's teacher may suspend him or her for one day and/or until a parent comes to school and holds a satisfactory conference with the teacher. The principal can suspend a student for up to ten days.

Long-Term: A student can be suspended for more than ten days following approval of the principal's recommendation by the Board of Directors or its appointed representative.

Expulsion: A student can be expelled only by action of the Board of Directors based upon recommendation of the principal or his designee. Expulsion from school excludes the student from regular school attendance until readmitted by the Board.

Notification: A letter from the principal or his designee will be sent to the student's parent(s) when the student is assigned in-school suspension or out-of-school suspension or is recommended for long-term suspension or expulsion.

The suspension notice for in-school suspension shall include at least the following information:

1. Reason (s) for the suspension and date (s) of suspension are to be clearly stated;

2. A parent is expected to participate in a conference with the principal or teacher in order for the student to be readmitted to the regular classroom;
3. The student will not be allowed to participate in classroom and school activities during the suspension period; and
4. Appeal procedures shall be clearly stated in detail.

If a student is assigned in-school suspension, a parent will be expected to enter an agreement with the principal which outlines the guidelines of the in-school suspension program.

The suspension notice for out-of-school suspension (fewer than 10 days) shall include at least the following information:

1. Reason(s) for the suspension and date(s) of suspension are to be clearly stated;
2. A parent must come to school for a conference with the principal in order for the student to be readmitted to school;
3. The student will not be allowed to participate in classroom and school activities during the suspension period;
4. The student is not to go on school property;
5. Appeal procedures shall be clearly stated in detail.

The suspension notice for long-term suspension/expulsion (greater than 10 days) shall include at least the following information:

Notice

1. The reason(s) for a suspension are to be clearly stated;
2. A parent should be told that an investigation is being conducted by the administrators and what the most severe recommendation might be;
3. A date and time will be given for the student and parent to appear at a disciplinary hearing with the school board.
4. The right to inspect the student's school records.

Subsequently, the principal will notify the student and his or her parent or guardian of the time and place of the hearing with the Board of Directors or its designee and the rights parents have in the process.

### **Students with Disabilities**

Students with Disabilities may be suspended for inappropriate behavior. Principals may suspend a student with disabilities for short-term suspension. Principals may suspend a student with disabilities from school for a total of ten (10) days in a school year. In making decisions concerning inappropriate behavior by students in Special Education, the teacher and the principal are to consult with the student's Special Education resource teacher to ensure consistency with the student's IEP.

Principals may recommend a student with disabilities for long-term suspension or expulsion (greater than ten days) by following these procedures:

1. The principal will follow regular procedures for long-term suspension or expulsion as described above.
2. Once the principal has made a recommendation for long-term suspension or expulsion of a student with disabilities, he or she will convene the student's IEP team for a manifestation determination meeting that will determine:
  - (1) if the student is eligible for special education services;
  - (2) if the student is appropriately placed in a special education program; and
  - (3) if there is a casual relationship between the student's disabling condition and the conduct for which he or she is to be disciplined.
3. The parent will be notified in writing of the time and place of the committee meeting and its purpose.

### **Appeal Procedures**

#### In-school Disciplinary Actions school Disciplinary Actions school Disciplinary Actions

Should a parent disagree with disciplinary action of the school other than out other than out other than out-of-school

suspensions or expulsions, the parent may appeal the suspensions or expulsions decision as follows:

1. Appeals should be made to the principal by arranging an appointment or by writing to the principal.
2. If the parent is dissatisfied with the result of the appeal to the principal, the parent may appeal to the Designee of the Board of Directors. Appeals must be filed, in writing, within three school days of receipt by the parent of the principal's notice of disciplinary action.

#### **Out-of-School Suspension (ten days or fewer)**

Should the parent disagree with a suspension of ten days or fewer, the parent may appeal the decision of the principal as follows:

1. Appeal requests must be made in writing by the parent to the designee of the Board of Directors. Such a written request must be filed with the principal within three school days of the notice of suspension, or the right to review and appeal is waived.
2. If the parent is dissatisfied with the designee's decision, he or she may appeal the decision to the Board of Directors by filing a written request of appeal within five school days or the right to further appeal is waived.

In cases of immediate appeal, if the principal determines that the student's presence at school does not create a continuing danger to persons or property or an ongoing threat of disruption, the student may be allowed to continue in school on a regular basis until the appeal is considered. A favorable decision will allow the student to continue in school, whereas a decision supporting the principal will require the student to serve the full suspension beginning the next school day after receiving notice of the decision. In situations where the student is excluded during the appeal process and the appeal is ultimately favorable to the student, opportunity will be provided for the completion of

make-up assignments.

### **Long-Term Suspensions (more than ten days)**

Following a hearing, should the parent disagree with the Board designee's decision to suspend a student for more than ten school days, the parent may appeal the decision to the Board of Directors as follows:

1. Appeal requests must be made in writing by the parents to the Principal. Such request must be filed with the Principal within five calendar days of the suspension decision, or the right to appeal is waived.
2. If the parent is dissatisfied with the decision of the Board's designee, he or she may appeal the decision to the full Board. The appeal must be in writing and must be filed with the Principal within five calendar days of the designee's decision or receipt of the decision by the parent of a student or the right to further appeal is forfeited.

### **Expulsions**

Following the Principal's recommendation for expulsion, the Board of Directors will hold a hearing.

## **RECORDS**

### **School Records**

Students have the right to accurate and complete school records, maintained in accordance with applicable federal and state law. Accurate and complete individual records shall be maintained for each student enrolled at Flat River Academy.

1. Parents have the right to inspect any and all records relating to their dependent;
2. Students with written parental permission may inspect their own records;
3. Information may be released to others only under carefully prescribed conditions;
4. Nominal fees may be charged for duplication of records;
5. A procedure should be established for challenge of the contents of a student's record by parents;
6. That certain information, known as directory information, may be released without parental consent following notice to parents. This information may include the following: Name of student in attendance or no longer in attendance, address, Date and place of birth, Telephone listing and other similar information
7. That educational records may be forwarded without parental consent on request to a school in which the student intends to enroll or has applied for admission.

## **CLOSING**

"The Code of Student Conduct -- A Partnership in Responsibility" has been developed to communicate the responsibilities that all stakeholders share in ensuring every student a safe, secure place for learning. Our Partnership relies on promises kept, trust, good faith, and a commitment to the well being of all students.

## **CODE OF STUDENT CONDUCT CHECKLIST**

A parent or guardian is expected to read this Code of Student Conduct carefully and review each section of this handbook with his or her child. The student and the parent must sign this verification form and return the entire checklist to the school. Your signature indicates that you have reviewed each section with your child.

### 1. THE SCHOOL HAS AUTHORITY OVER SCHOOL ACTIVITIES.

\*The school has authority over the school grounds before, during, and after school hours.

\*The school has authority off the school grounds at school-related events.

\*The school has authority over school buses and school sponsored transportation.

### 2. LEARNING IS THE PRIMARY PURPOSE OF SCHOOL.

\*Anything that interferes with learning will not be permitted. \*Come prepared with materials and assignments.

### 3. STUDENT ATTITUDES ARE IMPORTANT TO THE SCHOOL.

\*Students are expected to display positive attitudes, such as honesty, respect, tolerance, and courtesy.

### 4. STUDENTS ARE TO FOLLOW THE DRESS CODE (also in Family Handbook).

\*Clothing must be clean and modest. \*Clothing cannot portray profane, obscene, vulgar, or racist language or tobacco, substance or alcohol abuse.

### 5. STUDENTS HAVE THE RIGHT TO EXPECT A SAFE SCHOOL.

\*School staff in cooperation with parents and students must ensure safe and secure places for teaching, learning, and school-related events. \*Weapons and acts of violence will not be tolerated.

### 6. STUDENTS MUST LEARN TO GET ALONG WITH OTHERS.

\*Students can expect courtesy, fairness, and respect. \*Students must offer courtesy, fairness, and respect. \*Harassment and intimidation will not be tolerated.

### 7. STUDENTS MAY EXPRESS THOUGHTS AND OPINIONS.

\*Use suitable methods of expression and wait for an appropriate time. \*Do not use foul language or obscene gestures.

### 8. ATTENDING SCHOOL EACH DAY IS VERY IMPORTANT.

\*Students should be in school, on time, every day prepared for instruction.

### 9. VANDALISM IS NOT ACCEPTABLE.

\*Personal and school property must be respected and cared for by everybody. \*Do not damage or destroy school property. \*Do not damage the property of others.

### 10. FLAT RIVER ACADEMY CODE OF STUDENT CONDUCT IS FOR ALL STUDENTS.

\*Parents, students, and staff are responsible for knowing the contents of this booklet.

### 11. THE PRINCIPAL IS THE SCHOOL'S LEADER.

\*The principal has the right to make a final decision when rules have been broken.

### 12. SERIOUS MISBEHAVIOR CAN RESULT IN SERIOUS CONSEQUENCES.

\*You should understand these important words. \*Suspension means that the student is not allowed to attend class for one or more days. \*Expulsion means that a student may not attend school.

## VERIFICATION OF PARTNERSHIP AGREEMENT

Students and Parents,

Each student and his or her parents or guardian are expected to enter into the Partnership in Responsibility in the Code of Student Conduct as a condition of enrollment at the Academy. To verify that you have reviewed the Code of Student Conduct/Family Handbook and this checklist, please sign the following statement and return it to the Academy immediately:

STUDENT: I have reviewed the Code of Student Conduct with my parent or guardian and accept my responsibilities.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Grade: \_\_\_\_\_

PARENT/GUARDIAN: I have reviewed the Code of Student Conduct/Family Handbook with my child and understand my responsibilities in the partnership.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

TEACHER & PRINCIPAL: I have reviewed the Code of Student Conduct/Family and Handbook, understand its contents, and will work to fulfill my responsibilities in the partnership with parents and students.

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Failure of a student and his or her parents or guardian to sign this verification form does not relieve them of their responsibilities to demonstrate appropriate behavior at the Academy at all times.