

# HIGH SCHOOL STUDENT CODE OF CONDUCT



Refusal to identify self/give full name to any employee and/or refusal to wear student ID..... 1-5 days out-of-school suspension  
 Failure to report to serve ISS or ASD ..... 1-5 days out-of-school suspension  
 Failure to follow the dress code..... 1 day ISS or ASD  
 1-5 days out-of-school suspension

**Molesting:**  
 The act of taking personal liberties with and/or inappropriate touching of another student or staff..... 1-5 days out-of-school suspension  
 Referral to counselor/social worker  
 Mandatory police referral

**Obscene and/or Lewd Behavior:**  
 Obvious sexual gestures exhibited in view of students or staff..... 1-5 days out-of-school suspension  
 Referral to counselor/social worker  
 Possible due process expulsion  
 Possible police referral

**Sexual Harassment/Misconduct:**  
 Inappropriate verbal or physical conduct of a sexual nature  
 Or, Falsely accusing any person of sexual harassment. .... 1-5 days out-of-school suspension  
 Referral to counselor/social worker  
 Referral to Student Services  
 Possible police referral  
 Possible due process expulsion

**Theft:**  
 The act of taking possession of someone else's property (Purse snatching, thefts from lockers, etc.) ..... 1-5 days out-of-school suspension  
 Possible police referral  
 Possible due process expulsion

**Tobacco:**  
 Possession or use of any type of tobacco ..... 1-5 days out-of-school suspension  
 Possible police referral

**Verbal Abuse:**  
 Profanity, disrespectful language, gestures, and ethnic/racial slur to students or staff ..... Parent Contact  
 1-5 days out-of-school suspension  
 Possible due process expulsion  
 1<sup>st</sup> Offense .....Parent Contact  
 2 days in-school suspension  
 2<sup>nd</sup> Offense.....Parent Contact  
 1-5 days out-of-school suspension  
 Verbal Abuse to staff.....Parent Contact  
 1-5 days out-of-school suspension  
 Possible due process expulsion

**Weapons:**  
 The possession or display of any object which can be reasonably considered a weapon ..... Confiscation of weapon  
 1-5 days out-of-school suspension  
 Possible referral to police  
 Possible due process expulsion  
 Knowingly/intentional possession of a knife ..... Confiscation of weapon  
 1-5 days out-of-school suspension  
 Mandatory police referral  
 Possible due process expulsion  
 Possession of firearms ..... Confiscation of item  
 5 days out-of-school suspension  
 Mandatory referral to police  
 Mandatory due process expulsion  
 for a period of not less than one year

*Reasonable efforts will be made to contact parents whenever one of the above disciplinary consequences is implemented.*

Possession of explosive/destructive devices.....Confiscation of device  
 5 days out-of-school suspension  
 Mandatory police/fire dept. referral  
 Mandatory due process expulsion

**PROPERTY OFFENSES**

**Vandalism:**  
 The destruction, damage, or defacing of school or personal property..... 1-5 days out-of-school suspension  
 Possible police referral  
 Possible due process expulsion  
 Restitution for damage

**Unauthorized Presence in Another Building:**  
 The unauthorized presence of any student on or in the building of another school without the permission of the Principal ..... 1-3 days in-school suspension  
 Trespass notice issued  
 Possible police referral

**VEHICLES**

**Unauthorized Parking:**  
 Students violating this section will be subject to..... Vehicle towed away  
 Suspension of parking privileges  
 Possible referral to police

**DEFINITION OF TERMS**

**After School Detention (ASD):**  
 The student remains after school in an assigned detention area and will be given classroom assignments to complete.

**Authorized School District Personnel:**  
 Paid personnel of the South Bend Community School Corporation, volunteers, and student teachers.

**Due Process:**  
 Due process of law will be provided to students in all discipline matters. This includes the opportunity to be informed of the provisions of the code or other school regulations or procedures allegedly violated together with evidence to support the charge. Students will be given an opportunity to respond. Any student recommended for expulsion shall be entitled to have the legal procedures provided by law followed prior to any decision being made as to that expulsion.

**Expulsion:**  
 Denial of the right to attend school for a certain time period.

**In-school suspension (ISS):**  
 Suspension from class, but not from school. The student remains in the school building and is given the opportunity to do classroom assignments in a special area of the school.

**Out-of-School Suspension (OSS):**  
 Temporary denial by the school administration of the right to attend class or activities. (Maximum of five school days).

**Scope of Code**

This code applies to all students in the **High School**. Specific action may be administered in the order shown or may be determined by the severity or repetitiveness of the act involved. School administrators shall **have the right** to implement any of the described consequences without respect to the order in which they are listed. If a student is found to have acted inappropriately it is generally expected that at least one consequence will be imposed. All administrators shall have the right to utilize additional consequences as they deem appropriate.

THE CONSEQUENCES LISTED FOR EACH OFFENSE SHALL SERVE ONLY AS A **GUIDE** TO THE ADMINISTRATOR IN DETERMINING THE APPROPRIATE DISCIPLINE ACTION.

## Introduction

Parents, students, and educators are members of a team working together to create a learning environment that fosters the development of democratic ideals. This goal can best be accomplished by avoiding extremes of too much or too little discipline and by allowing the student to assume increasing responsibility for his/her individual behavior.

Every right has its limitations. The freedom of an individual or group to exercise rights stops when that exercise infringes upon the rights of others. Since the legitimate rights of individuals may be in conflict, it is necessary to recognize that rights must be balanced to protect as many persons as possible.

Teachers and students should promote tolerance for the views of others, as well as for the rights of an individual to form and hold different opinions and beliefs.

Each student has a right to an education. Discipline, as administered in the South Bend Community Schools in conjunction with the home, is designed to produce behavioral changes that will enable students to develop self-discipline. The major objectives of discipline in the schools are to teach the following fundamental concepts for living: (1) respect for the rights, dignity, and safety of all individuals within the school and community; (2) respect for law and observance of school corporation policies, procedures and local school regulations; and (3) respect for public and private property rights. Student behavior that unduly disrupts classwork, involves substantial disorder, or invades the rights of others or violates the law or local ordinance will not be tolerated.

Parents have the right to be informed of any disciplinary action implemented for their child. The teacher will make parent contact after dismissing a student from class. In the event that a conference between the administrator, parents, or teacher is necessary, every effort should be made to hold the conference within twenty-four (24) hours.

A student shall have access to, abide by, and be aware of, the rules, rights, and responsibilities to which he/she is subject. Introduction and orientation to the code shall be provided.

Questions or additional clarification may be directed to any teacher or building administrator. The entire text, including rights and responsibilities, is available in all school offices.

## ATTENDANCE AND TRUANCY

Truancy/Unexcused absence guidelines and consequences apply to student attendance throughout the school day. Truancy is any period of absence (all or any part of the day) which is not excused by the parent/guardian. This includes attendance during any class and/or lunch.

### Tardy Violations (per quarter):

3 <sup>rd</sup> tardy.....	Parent Contact
	1 day in-school Suspension/ASD
6 <sup>th</sup> tardy .....	Parent Contact
	2 days in-school Suspension/ASD
9 <sup>th</sup> tardy.....	Parent Contact
	2-3 days in-school Suspension/ASD
12 <sup>th</sup> tardy.....	Parent Contact
	Legal Action Taken

### Truancy/Unexcused Absences:

First Occurrence .....	Parent Contact
	1-3 days in-school suspension/ASD

*Reasonable efforts will be made to contact parents whenever one of the above disciplinary consequences is implemented.*

Repeated.....	Parent Contact
	1-5 days in-school suspension
	Possible legal action against parents or guardian
Chronic.....	Parent Contact
	3-5 days in-school suspension
	Recommended legal action against parents or guardian

### STATEMENT

Excessive absence places a student in danger of failing a course or repeating a grade. Unexcused absences and truancies, resulting in a total of 8 days or more per semester, will be a significant factor in recommending retention and/or failing grades. After 8 days per semester, a physician's excuse is required.

## GENERAL SCHOOL CONDUCT

General school conduct guidelines apply to student conduct throughout the school day on school grounds before and after school hours, during travel to and from school and at all school sponsored activities (including summer school).

- Engaging, on or off school grounds, in any unlawful activity that constitutes an interference with school purposes or an educational function.
- Aiding, assisting, or conspiring with another person to violate student conduct rules or state or federal law.
- Violating a school rule, and/or a state or federal law.
- Engaging in pranks or other behaviors that could result in harm to another person.

### Arson:

The possession of lighters, matches, fireworks, etc. or attempting to use the above items on school property.....	1-2 days after-school detention/confiscation
	1-5 days out-of-school suspension
	Police/fire department referral
	Possible due process expulsion

### Assault/Bullying/Cyberbullying:

Bullying/Intimidations/Threatening another student by any means .....	Parent Contact
	1-3 days in-school suspension
Repeated occurrences .....	1-5 days out-of-school suspension
	Possible due process expulsion
Physically attacking another student .....	1-5 days out-of-school suspension
	Possible police referral
	Possible due process expulsion

### Intimidation, Battery, Harassment, Threats or Assaults on

Adults.....	5 days out-of-school suspension
	Mandatory police referral
	Possible due process expulsion

### Bomb Threats:

Indicating the presence of a bomb or other destructive materials when in fact there is none.....	5 days out-of-school suspension
	Police referral
	Possible due process expulsion

### Drug/Alcohol:

Possession, using, transmitting or under the influence of alcohol/drugs (including look alikes) .....	3-5 days out-of-school suspension
	Mandatory police referral
	Possible due process expulsion
Prescription & non-prescription drugs .....	Parent Contact

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### Electronic Devices:

Possessing or using items such as cell phone, electronic paging device (such as a beeper), CD Player, I-Pod, MP3 Player or any other unauthorized electronic device must be turned off and placed in your locker from the start of the school day until dismissal at the end of the school day .....

Confiscation of device
Parent pick up device
Possible Discipline Action

Taking or displaying pictures without the consent of the student or staff member in a situation not related to a school purpose or educational function.....	1-3 days in-school-suspension
	1-5 days out-of-school suspension
	Possible police referral
	Possible due process expulsion
Sending, sharing, viewing, possessing pictures, text messages, emails or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device.....	1-3 days in-school-suspension
	1-5 days out-of-school suspension
	Possible police referral
	Possible due process expulsion

### Extortion:

Obtaining or attempting to obtain monies by use of violence or threats .....	3-5 days out-of-school suspension
	Police referral
	Possible due process expulsion

### False Alarm:

The act of setting off a fire alarm where there is no fire .....	5 days out-of-school suspension
	Referral to police/fire personnel
	Possible due process expulsion

### Fighting:

Provocation (provoking or encouraging a fight) or pushing and shoving in anger.....	1-3 days in-school detention
	1-5 days out-of-school suspension

### Severe fights where blows are struck and/or

exchanged.....	3-5 days out-of-school suspension
	Possible due process expulsion
	Possible referral to police

### Forgery/Cheating:

Alteration of documents including possession or signing.....	Parent Contact
	1-5 days out-of-school suspension
	Possible police referral
Engaging in academic dishonesty .....	Parent Contact
	Loss of credit on assignment
	Possible discipline action

### Gambling:

Playing any games in which money or valuables may be won or lost (betting, use of dice, etc.) .....	1-3 days in-school suspension
	1-5 days out-of-school suspension
	Possible police referral

### Insubordination:

Disruptive behavior or failure to obey, follow, or carry out a request to follow rules and regulations by staff (administrators, teachers, secretaries, paraprofessionals, custodians, cafeteria help and bus drivers).....	Parent Contact
	1-3 days in-school suspension
	1-5 days out-of-school suspension

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