

CODE OF CONDUCT

Code **JICDA-R** Issued **9/04**

Level 1 - disorderly conduct

Disorderly conduct includes any activity in which a student engages that tends to impede orderly classroom procedures or instructional activities, orderly operation of the center, or the frequency or seriousness of which disturb the classroom or center.

Acts of disorderly conduct may include, but are not limited to, the following.

- classroom tardiness
- cheating on examinations or classroom assignments
- lying
- acting in a manner so as to interfere with the instructional process
- abusive language between or among students
- failure to complete assignments or carry out directions
- use of forged notes or excuses
- cutting class
- school tardiness
- truancy
- disrespect
- refusing to participate in classroom instructional activities
- distribution of unauthorized materials
- failure to report to designated classroom as assigned
- possession of a paging device in conflict with district policy

The staff will follow these basic enforcement procedures in instances of disorderly conduct.

- When the staff member observes (or is notified about and verifies) an offense, the staff member will take immediate action to correct the misconduct. The staff member will use an appropriate sanction, and maintain a record of the misconduct and the sanction.
- If a certain misconduct is not immediately correctable, the staff member should refer the problem to the appropriate administrator for action specified under this policy.
- The administrator should meet with the reporting staff member, and, if necessary, the student and the parent, and should effect the appropriate disciplinary action.
- The administrator will maintain a complete record of the procedures.
- The staff may apply sanctions in cases of disorderly conduct which may include, but are not limited to, the following.
 - first- parent/legal guardian notified
 - second- parent/legal guardian conference
 - third- parent/legal guardian conference and one day out-of-school suspension
 - fourth- parent/legal guardian notification and possible expulsion

Level 2 - disruptive conduct

Disruptive conduct includes those activities in which students engage that are directed against persons or property and the consequences of which tend to endanger the health or safety of

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themselves or others in the center. Some instances of disruptive conduct may overlap certain criminal offenses, justifying both administrative sanctions and court proceedings.

The administration may reclassify disorderly conduct (Level I) as disruptive conduct (Level II) if the student engages in the activity three or more times.

Acts of disruptive conduct may include, but are not limited to, the following.

- use of an intoxicant
- fighting
- vandalism (minor)
- stealing
- threats against others
- trespassing
- abusive language to staff
- refusal to obey school personnel or agents (such as volunteer aides or chaperons) whose responsibilities include supervision of students
- possession or use of unauthorized substances, as defined by law or board policy
- illegally occupying or blocking center property in any way with the intent to deprive others of its use
- unlawful assembly
- disrupting lawful assembly
- bus misconduct
- smoking or the use of any tobacco products
- hazing
- leaving school without signing out at the main office

The staff will follow these basic enforcement procedures in instances of disruptive conduct.

- When the administrator observes (or is notified and verifies) an offense, he/she will investigate the circumstances of the misconduct and confer with staff on the extent of the consequences.
- The administrator will notify the parent/legal guardian of the student's misconduct and related proceedings. The administrator will meet with the student and, if necessary, the parent/legal guardian, confer with them about the student's misconduct, and effect the appropriate disciplinary action.
- The administrator will keep a complete record of the procedures.
- The administration may apply sanctions in cases of disruptive conduct which may include, but are not limited to, the following.
 - first - One to 10 days out-of-school suspension. Parent/Legal guardian will be notified for parent conference and pick up student or student asked not to return until parent/legal guardian conference is held. Should the occurrence deem necessary, law enforcement to be contacted and recommendation for expulsion.
 - second - Two to 10 days out-of-school suspension. Parent/Legal guardian notified for parent/legal guardian conference and pick up student or student asked not to return until parent/legal guardian conference is held.
 - third - Three to 10 days out-of-school suspension. Parent/Legal guardian notified for parent/legal guardian conference and pick up student or student asked not to return until parent/legal guardian conference is held.

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Level 3 - criminal conduct

Criminal conduct includes those activities in which students engage that result in violence to themselves or to another's person or property or which pose a direct and serious threat to the safety of themselves or others in the center. These activities usually require administrative actions which result in the immediate removal of the student from the center, the intervention of law enforcement authorities, and/or action by the board.

Acts of criminal conduct may include, but are not limited to, the following.

- assault and battery
- extortion
- bomb threat
- possession, use or transfer of dangerous weapons
- sexual offenses
- vandalism (major)
- theft, possession or sale of stolen property
- arson
- furnishing or selling unauthorized substances, as defined by board policy
- furnishing, selling or possession of controlled substances (drugs, narcotics or poisons)
- distribution, sale, purchase, manufacture or unlawful possession of a controlled substance while in or within a radius of one-half mile of school grounds
- threatening to take the life of or inflict bodily harm upon an instructor or the director or members of their immediate family

The staff will follow these basic enforcement procedures in instances of criminal conduct.

- When an administrator observes (or is notified of and verifies) an offense, the administrator will confer with the staff involved, effect the appropriate disciplinary action, and, if appropriate, meet with the student.
- If warranted, the administrator should immediately remove the student from the center environment. The administrator will notify a parent as soon as possible.
- If appropriate, center officials should contact law enforcement authorities.
- Staff will follow established due process procedures when applicable.
- The administrator will keep a complete record of the procedures.
- The administration may apply sanctions in cases of criminal conduct which may include, but are not limited to, the following.
 - first - One to 10 days out-of-school suspension. Parent/Legal guardian will be notified for parent conference and pick up student or student asked not to return until parent/legal guardian conference is held. Should the occurrence deem necessary, law enforcement to be contacted and recommendation for expulsion.
 - second - Two to 10 days out-of-school suspension. Parent/Legal guardian notified for parent/legal guardian conference and pick up student or student asked not to return until parent/legal guardian conference is held.
 - third - Three to 10 days out-of-school suspension. Parent/Legal guardian notified for parent/legal guardian conference and pick up student or student asked not to return until parent/legal guardian conference is held.

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When a student accumulates 10 demerits, he/she must meet with the guidance counselor and develop a personal, written plan that addresses the conduct for which the demerits were given.

Extenuating, mitigating or aggravating circumstances

The board may give the appropriate administrator the authority to consider extenuating, mitigating or aggravating circumstances which may exist in a particular case of misconduct. The administrator should consider such circumstances in determining the most appropriate sanction.

Discipline of disabled students

Disabled students are not exempt from disciplinary processes, nor are they entitled to remain in a particular educational program when their conduct substantially impairs the education of other children in the program. However, federal and state laws and regulations require the public schools to meet the individual educational needs of disabled children to the extent that current educational expertise permits.

Nothing contained in this administrative rule will be construed as limiting an administrator's ability to remove a disabled student from school immediately under emergency conditions.

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