

## INTRODUCTION

The Island City Academy is dedicated to creating and maintaining a positive learning environment for all students. Teachers, administrators, parents and students must assume a responsible role in promoting behavior that enhances academic and social success. Courteous, respectful and responsible behavior fosters a positive climate for the learning community.

The Code of Student Conduct sets forth student rights and responsibilities while at school and school-related activities. The consequences for violating school rules are also included in this document. When determining the appropriate action to be taken as a consequence of student misconduct, school officials may use intervention strategies and/or disciplinary actions, depending upon the severity or repetition of misconduct; age and grade level of the student; circumstances surrounding the misconduct; impact of the student's misconduct on others in the school community, and any other relevant factors.

The Code of Student Conduct will be administered fairly, without partiality or discrimination.

### **WHEN AND WHERE THE CODE OF STUDENT CONDUCT APPLIES:**

The Code of Student Conduct applies:

- before, during, and after school
- "at school" defined as: in a classroom, elsewhere on school premises, on a school bus or in another school-related vehicle, or at a school-sponsored field trip, activity or event, whether or not it is held on school premises
- when a student's conduct at any other time or place has a direct and immediate effect on maintaining order and discipline, or on protecting the safety and welfare of students or school district staff
- when a student is using school telecommunications networks, accounts, or other district services

### **Attendance Policy**

Michigan Law requires that all children between the ages of six and sixteen attend school on a regular and consistent basis throughout the school year. Regular attendance is extremely important. Not only is it the law, but also it is obvious that children can benefit from school by being in attendance.

Tardy – 8:10 – 8:40  
Morning Absence – 8:40 am – 11:00 am  
Afternoon Absence – 11:30 am – 3:15 pm  
Afternoon Tardy – 3:00 – 3:15

Parents may excuse an absence with a phone call to the office (663-0111) the morning of the absence. Student with excused absences must make-up work missed. Parents may request make-up work be sent to the office; any request made after 9 am may not be available until the next day.

Each child's attendance will be watched very closely throughout the school year. Parents will receive a notice if a student's absences become excessive and are not the result of illness as verified by a medical doctor. A conference between the parent and the administrator will be requested to discuss plans to meet the student's attendance needs. Should the problem continue, we would seek help from the Truancy Officer. Current state law mandates schools reporting of a certain number of absences.

### **Accepted Reasons for Excused Absences**

- A. Illness (written physician's excuse or a parent call)
- B. Family emergencies
- C. Funeral

## CODE OF CONDUCT

A major component of the educational program at Island City Academy is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

### Expected Behaviors

Each student shall be expected to:

- abide by national, State, and local laws as well as the rules of the school;
- respect the civil rights of others;
- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family, and in the school.

### Definitions:

"*At School*" is defined as in a classroom, elsewhere on school premises, school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

"*Staff*" includes all school employees and Board members.

"*Bullying*" is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless handheld device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

## Possible Classroom Interventions

- Nonverbal Cues
- Proximity
- Private Conference
- Redirect
- Verbal Warning
- 15 Second Intervention
- Reteach Behavior
- Ask Clarifying Questions
- Student Reflection Form
- Phone/Email Home
- Schedule Parent/Teacher Conference
- Seat Change within Classroom
- Provide Individualized Instruction
- Acknowledge Appropriate Behavior of Surrounding Students

There will be consequences when a student decides to act against the basic school regulations. All of the following consequences are applied equally to every student.

The Administrator does have the right to modify the consequences based on the seriousness of the violation.

### **Progressive Discipline Procedures**

1. Warning – Loss of Dojo point(s)
2. Reset Room or Student Services room for a break
3. 30 minute detention before school
4. In-school suspension
5. Out-of-school suspension

### **Long Term Suspension or Expulsion**

If recommended by the Administrator, the Academy's board of directors shall conduct a hearing to determine whether to impose a long-term suspension or expulsion.

The student and parent/guardian shall be notified of the allegation; the recommended disciplinary action; the time, date and location of the hearing; and of their right to attend and participate in the hearing.

The board of directors shall conduct a hearing, which may be recorded. The student shall be advised of the alleged violation and be given an explanation of the facts. The explanation may include the written or oral testimony of others.

At the request of the student or the student's parents, the board of directors may meet in a closed session to "consider the dismissal, suspension, or disciplining of a student." (MCL 15.268[b]).

The student and parent/guardian may be represented at the hearing by an attorney or other adult.

Written or oral evidence may be presented at the hearing on behalf of the student.

After the hearing, the board of directors shall issue a decision, including a termination of disciplinary action.

## **Appeal to Board of Education for Reconsideration for Long Term Suspension:**

A student aggrieved by the decision of the Academy board of directors may, within five (5) days of receipt of the decision, petition the board of education for the opportunity to request review or reconsideration by the board. The petition shall be in writing and contain the reasons that the board's decision should be reviewed or reconsidered. The board of directors may grant or deny the request for an appeal or request for reconsideration. If granted, the board shall notify the student in writing of the procedures to be used for the appeal or request for reconsideration.

## **Suspension and Expulsion of Students Receiving or Otherwise Eligible for Special Education:**

Students previously identified under state and federal regulations as eligible for special education are entitled to an extra measure of consideration for the disability in student discipline procedures. Also, other due process provisions are triggered for any student if a review of a student's record indicates significant prior knowledge about a potential but unidentified disability. School personnel are advised to consult with their local and intermediate district administrators for special education and to refer to the most recent edition of Special Education Considerations in Student Disciplinary Procedures (Michigan Department of Education).

## **Electronics Device Policy**

Electronic Devices are not permitted at Island City Academy during school hours (laser pens, CD players, electronic games, iPods, or toys). If it is necessary to have a cellular phone while being transported to and/or from Island City Academy, the phone must be turned off and kept off while at school. If the phone is used or is left on during the school day, the phone will be confiscated. 1<sup>st</sup> offense - parents will have to retrieve phone from the office. 2<sup>nd</sup> offense – phone will be locked in the office for 5 school days and a parent will have to retrieve. 3<sup>rd</sup> and each additional offense – phone will be locked in the office for 10 school days and the parent will have to retrieve. Island City Academy has phones available for student use in the event of an emergency. Any electronic device brought to school should be kept locked up. Students should turn their phones into the homeroom Teacher and retrieve it at the end of the school day. The school will not be held responsible for lost or stolen devices.

## **Hallway Policy**

While passing in the hall students are expected to maintain a safe environment. Students are to refrain from running, jumping, loud and boisterous behavior, or physical contact with others.

## **Personal Affection**

Displays of affection will not be accepted at Island City Academy. Students will be expected to maintain a reasonable distance from each other. Students will not hold each other, hold hands, sit on laps, kiss, or excessively hug while at school or school functions.

## **Lunch Time Behavior**

Politeness and civility are expected at lunch time. Lunch time is also reserved for polite conversation and social interaction. Students walk into the lunchroom, select a seat in an area designated for their grade, eat, pick-up after themselves, and wait for announcements and dismissal by the lunchroom supervisors.

## **Playground/Recess Behavior**

The following is a composite of the playground behavior regulations. The purpose of these rules is to protect our children from accidents or mishaps that may occur during recess.

Students will:

- Stay in full view of the playground supervisors

- Respect their fellow schoolmates
- Respect playground equipment and property
- Respect schoolmates' property
- Play safely at all times and act in ways that do not endanger fellow schoolmates
- Walk to their classroom/lunchroom in a quiet manner at the end of recess

Student will not:

- Throw or kick dirt, mud, snow, ice, stones, wood chips, or other objects
- Roughhouse – this includes tackling, pushing, shoving, slapping, pinching, wrestling, tripping, or grabbing clothes or bodies
- Spit or bite
- Swear or use vulgar, inappropriate language or gestures
- Re-enter the building until recess is over, unless by permission of the playground supervisor
- Take food, drinks, or candy on the playground

### **Substitute Teacher**

When a substitute is in a classroom, exemplary student behavior is expected. Students exhibiting rude, disrespectful or generally poor behaviors are infringing upon the right of other students' to learn.

### **Field Trips**

Field trips are defined as anytime a staff member, for purposes of extending children's educational experience take students from school property. Parents will receive notification of these excursions through class newsletters, Class Dojo, PowerSchool, and or specific information notices.

Parents that transport students are asked to provide a copy of their driver's license and proof of insurance to be kept at the school.