

Code of Conduct

The rules of the Code of Conduct apply to all conduct:

- on school grounds during the school day or immediately before or after school hours;
- on school grounds at any other time when the school is being used by a school group;
- on or off school grounds at any school activity, function or event;
- traveling to and from school, including actions on any public conveyance.

Under this Code of Conduct, the following definitions will apply:

Student – a person, adult or minor, enrolled in the Covenant House Academy

Parent – (a) official care-giver of a minor child, including, but not limited to, mother, father, stepparent, grandparent, or court-appointed guardian, including Department of Human Services workers and/or group home employees as identified at the time of admission or amended in writing thereafter; or an emancipated minor (proof required);

(b) Guardian with whom a young adult student, ages 18-22, lives;

(c) Students ages 18-22 who are married and independent.

Married – the legal spouse of a student, as expressed in a marriage certificate of any state, the Commonwealth of Puerto Rico, or sovereign nation.

RULES AND RESPONSIBILITIES

What is Expected from Students:

- Regular attendance.
- Arrive on time to school and to each class.
- Show respect for other students as well as any and all school personnel.
- Use of proper and appropriate language at all times.
- Take on the responsibility of self-discipline and of controlling one's own conduct.
- Behave in a manner that protects the health and safety of themselves and others.

What is Not Expected from Students:

Assaults – The Michigan School Code mandates that the Board of Education take the following disciplinary actions for students in grades 6 or above who engage in physical assault or verbal assault at school:

- Physical assault of a school employee, volunteer, or contractor – permanent expulsion. (Subject to appeal for reinstatement after 180 days)
- Physical assault of another student – suspension up to 180 school days.
- Verbal assault of a school employee, volunteer, or contractor – suspension up to 180 school days.

Physical Assault Defined: Intentionally causing or attempting to cause physical harm to another through force or violence.

Verbal Assault Defined: Any statement or act, oral or written, which can reasonably be expected to induce in another person(s) an apprehension of danger of bodily injury or harm. Bomb threats and similar threats directed at a school building, school property, or school-related event are included as verbal assaults.

CODE OF CONDUCT

The rights and responsibilities of students in the school district should be clearly stated. Administering the rules of the schools must include procedures which afford students due process of law. It is the objective of the Covenant House Academy to provide a safe environment in which the major attention of the school is directed to the learning process. The rules of student conduct and discipline are intended to help nurture this environment. The written rules of conduct and disciplinary procedures which are given students are established for the purpose of:

- Recognizing the rights of students as citizens of the United States and the State of Michigan.
- Providing a uniform code of conduct.
- Providing due process procedures in the administration of discipline.

Teaching and learning proper conduct is a constructive process with emphasis on the development of self-discipline.

Maintaining proper conduct in the schools involves establishing guidelines and limitations for student behavior. Students are expected to cooperate in this process and in general:

- Develop self-discipline.
- Demonstrate responsible social behaviors.
- Show consideration for others.
- Demonstrate honesty toward teachers and fellow students.
- Respect school and personal property.
- Follow the rules of conduct established by the school district, school, and co-curricular programs.

The Student Code of Conduct applies when a student:

- Attends school or school-sponsored curricular and co-curricular programs.
- Is on school property or in school facilities.
- Travels to and from school.
- Travels with a school-sponsored organization.
- Is under the supervision of school staff.

Categories of Misconduct

The following categories are not necessarily all-inclusive for high school students. We at Covenant House Academy yearly update and disseminate student handbooks that provide consistent behavioral guidelines within each of the educational levels. The following are fundamental areas of misconduct for which students may be disciplined.

Citizenship

- Acts of civil disobedience, violating the civil rights of others, interfering with the educational process, or disrupting the order of the school.
- Verbal attacks against students, school officials, school personnel, and/or school guests.
- Persistent disobedience and/or breaking school rules and regulations.
- Using profane and/or obscene language and/or gestures.
- Defying the lawful instruction and/or supervision of school district personnel.
- Cheating in connection with scholastic and school activities.
- Refusal to furnish proper identification when requested to do so by school authorities.
- Dress, adornment, or grooming which disrupts the educational process, violates reasonable standards of safety, health, hygiene or decency.
- Adornment, which can be used as a weapon.
- Visiting another school during the school day without permission from the home school and the receiving school.
- Causing disruption at another school.
- Improper displays of affection.

Health and Safety

- Possession or storage on school property of weapons, explosives, or items which endanger health or safety. Public Act 211 (December 1987) prohibits the possession of dangerous weapons by the students in Michigan schools. The Act also provides procedures to be followed if a dangerous weapon is found in the possession of a student.
- Fighting or provoking a fight.
- Physical attacks or verbal threats to school personnel, school officials, other students, or visitors to the school.
- Extortion or issuing threats to another for the purpose of obtaining money, favors, or the possession of another person.
- Continual or persistent annoyance, disrespect or harassment of a student or school employee.
- Causing a false fire alarm or bomb threat. Violating the bus conduct rules established by the city's transportation department.
- Unsafe or reckless driving on school property.

Illicit Drugs and Chemical Substances

The use of illicit drugs and the misuse of chemical substances or prescription drugs is wrong and harmful to the health of students. Disciplinary sanctions up to and including suspension, a recommendation for expulsion, and referral for prosecution will be imposed on students who violate applicable laws, school drug policies and rules. The following are prohibited:

- Manufacturing, possession, using, selling, or distributing illegal drugs, marijuana, drug

paraphernalia, alcoholic beverages, or illicit chemical substances.

- Being under the influence of alcohol, illicit drugs, or chemical not intended by the manufacturer for ingestion.
- The possession, sale, distribution, misuse, and/or use of tobacco, look-alike drugs, steroid drugs, or performance enhancing drugs.
- Distributing, selling, or improperly using over-the-counter medicines, prescription drugs, or substances not intended for improper body absorption or ingestion.
- Behavior which jeopardizes personal safety, or the health and safety of others.

Property

- Theft of property from students, school staff, or the school.
- Possession of stolen property.
- Misuse of books, materials, facilities, and/or equipment.
- Defacing, damaging, vandalizing, or destroying school or personal property.
- Trespassing or unauthorized entering or presence in a school building or facility.
- Misuse of driving and parking privileges.
- Gambling while under the jurisdiction of the school.
- Loitering on or around school property.

Attendance

- Violating compulsory attendance laws and regulations.
- Persistent tardiness.
- Skipping school, a class, or classes.
- Leaving school without prior arrangements with the school and parent/legal guardian.
- Failure to report to a class or classes, required assemblies, and scheduled areas for study.
- Failure to attend school on a continuous and consecutive basis. Violating the attendance policy and the rules of the school district and attendance rules of the school.

Other

- Disruptive behavior in the classrooms or school facilities.
- The use of electronic entertainment devices other than prescribed by the school.
- Insolent or defiant behavior toward faculty and/or support staff.
- The commission of participation in unlawful activities defined by the State of Michigan; or the violation of local laws and ordinances while in a school building, on school property, at or enroute to school-sponsored events.

DISCIPLINE – RULES AND REGULATIONS

DEFINITION OF THE SUPPORT AND DISCIPLINE PROCESS

- Students have the responsibility to comply with all of the rules of the Code of Conduct

and Discipline established by the school and the school district. No student has the right to disobey rules established for responsible conduct and a safe and effective learning environment.

- School faculty members have the responsibility to understand and enforce student rules of conduct, school regulation and assist students in achieving responsible behaviors in the classroom and in the school.
- Parents have the responsibility and opportunity to work together with the school staff and administration during the support and discipline process. This parental involvement is essential to the educational and emotional development and success of the child.

DEFINITION OF THE SUPPORT AND DISCIPLINE GUIDELINES

- Discipline should be progressive in attempts to change the improper behavior of students.
- Progressive discipline means that constructive assistance and progressive consequences should be established for those students who continue to violate the same school rule, as well as those students who continue to demonstrate disruptive behaviors in the classroom and in the school.
- Progressive penalties stated for specific infractions in the high school code of conduct are for the purpose of changing improper behavior.

CLASSROOM BEHAVIOR

Generally, standards throughout the schools should be the same. However, each teacher is expected to specify particular rules and procedures suited to the specific needs of the class. Teachers have the responsibility and authority to maintain order anywhere in the school, particularly in the classroom. When a student repeatedly disrupts the class or refuses to accept the teachers' authority, the student will be referred to the Administrator for appropriate action. If the student is instructed by the teacher to leave the classroom, he/she must immediately report to the Administrator's office.

The following behaviors are considered **OFFENSES** at the Covenant House Academy and will result in corrective action, up to and including suspension or recommended expulsion, at the discretion of the Administrator:

- **Truancy** – absent without permission.
- **Dress Code Violation** – not dressed according to the Covenant House Academy's dress code.
- **Disruption** – interfering with school policies or classroom routine.
- **Cheating** – copying someone else's work, providing answers to another student without the teacher's permission or in any way trying to take credit for work not done by the student. Please refer to the Academic Honesty Guidelines.
- **Profane Language** – use of profane or unacceptable language.
- **Sexual Misconduct** – including, but not limited to, improper public display of affection in the school building or at any school-related activity, including, but not limited to, kissing, notes, etc. The prominent display of "hickies" or passion marks is prohibited.

- **Smoking** – smoking in the school building and on school property is strictly prohibited and is a violation of Michigan law.
- **Sleeping** – activity which results in student non-performance.
- **Disobedience to Lawful Instructions of a Teacher** – no student will disobey the lawful instructions of an Administrator, Teacher, Teacher’s aide, or other staff member of the Covenant House Academy.
- **Out-of-Bounds** – no student may be in any part of the building or grounds, including bathrooms, parking lot, classrooms, or offices unless specifically scheduled to be there or unless he/she has received permission from an appropriate authority. Any student found in an unauthorized area of the building without permission is subject to removal from the school.
- **Possession of Prohibited Items** – students may not use cellular phones, compact discs or other personal music devices unrelated to schoolwork unless provided specific permission by the Administrator. Food or beverages are not allowed in unauthorized areas.
- **Non-Completion of Assigned Activities** – failure to finish academic work.

Failure to Provide Name or Identification to School Employees – a student’s refusal to provide the Covenant House Academy’s staff with identification or other necessary information, including but not limited to: current phone number, address, etc.

- **Theft** – taking the property of another without right or permission.
- **Fighting or Violence** – participating in physical contact with one or more students or staff.
- **Vandalism** – purposeful destruction of school or student property.
- **Gang Activities** – the presence of gangs and gang-related activity is contrary to the health, safety and welfare of the students and staff of the school district and the district as a whole. That presence materially disrupts the classroom and involves substantial disorder and/or invasion of the rights of other. Therefore, the presence of or student involvement in gangs or gang-related activities on school grounds or at school-related activities is strictly prohibited.
- **False Fire and/or Bomb Alarm** – willful intent to cause panic by submitting false information.
- **Arson or Attempted Arson** – setting fire to or attempting to set fire to any school or building property,
- **Use/Possession/Concealment/Sale/Transmission of any Drug, Alcoholic Beverage, or Other Illegally Controlled Substance.**
- **Use/Possession/Concealment/Sale/Transmission of any Dangerous or Illegal Instruments, including but not limited to, Weapons, Fireworks, Etc.**
- **Destruction and/or Intentional Harm to Person or Property**
- **Sexual Harassment, Misconduct, Improper Language and/or Inappropriate Touching**
- **Disrespect of the Rights of Others or Others’ Property** – willful destruction or rudeness toward others (staff or students).

- **Conduct That Endangers Others – any form of physical contact that jeopardizes others** including, but not limited to, horseplay and throwing objects.

Suspension & Expulsion Procedures

Rules of suspension and expulsion follow due process as mandated by the State of Michigan.

SUSPENSION

- No suspension shall exceed ten (10) working days.
- The Administrator must give written notice of the intention to suspend and the reason for the suspension to the student.
- The student shall be given the right to appear at an informal hearing before the Administrator and has the right to challenge the reasons for the intended suspension or otherwise provide his/her explanation. The hearing can happen immediately after the incident and can take place anywhere – hall, office, classroom, etc.
- The written notice of suspension shall be sent or given within one calendar day to the parent/guardian if the student is under the age of 18. The notice shall contain the reasons for the suspension and the right of the student to appeal to the Sr. Administrator/Educational Service Provider (ESP).

EXPULSION

- The Administrator shall provide the student and the parent/guardian written notice of the intent to expel. The written notice shall include reasons for the intended expulsion.
- The student and parent/guardian shall have an opportunity to appear, upon request, before the Board of Directors to challenge the expulsion or otherwise explain the actions that led to the intended expulsion.
- The written notice shall state the time and place to appear which shall not be less than three (3) days or more than five (5) days after the notice of intent to expel is given.
- The Board may grant an extension of time. If granted, the Administrator must notify all parties of the new time and place of the meeting.
- An expelled student will be provided with a date of re-entry and the date of the re-entry conference.
- The student and parent/guardian of any student will be notified, in writing, in the event the student fails to attend the re-entry conference.
- **Change of Address/Phone Number**

It is the student's responsibility to immediately inform the Covenant House Academy of any change of address or phone number. Any other relevant information, such as emergency contact numbers or legal name changes, must also be updated in the office.

- **Student Grievances**

A student complaint or grievance shall be any that arises out of actions, procedures, and policies. The staff will hear the complaints and grievances of students, provided that complaints and grievances are made according to the following procedure:

- The grievance must be presented in writing to the Administrator.
- The Administrator has five (5) school days to investigate and respond in writing.
- The student shall have the right to appeal the decision of the Administrator within five (5) school days to the Sr. Administrator/ESP.
- The student shall have the right to appeal to the Board within ten (1) days of receipt of the decision of the Sr. Administrator/ESP.

- **Student Right of Expression**

Students have the right, protected by the First Amendment, to exercise freedom of speech. This includes the right to distribute or display, at reasonable times and places, written material, petitions, buttons, badges or other insignia, except expressions which:

- are obscene.
- are libelous.
- are pervasively indecent or vulgar.
- advertise any product or service.
- constitute insulting or fighting words, the very expression of which injures or harasses other people.
- present a clear and present likelihood that either because of its content or the manner of distribution or display it will cause a material and substantial disruption of school or school activities, a violation of school regulations or the commission of an unlawful act.

Procedure

Any student wishing to distribute or display non-school material must first submit a copy of the material to the school Administrator twenty-four (24) hours in advance of the desired distribution/display time, together with the following information:

- Name of the student or organization
- Date(s) and time(s) of day of intended display or distribution
- Location where material will be displayed or distributed

If permission to distribute or to display the material is denied, the student shall have the opportunity to make necessary revisions and/or deletions.

Permission to distribute or display material DOES NOT imply that the School, ESP, or the

Board necessarily agrees with the content.