

## **Student Code of Conduct**

### **J-2**

The following responsibilities, rights, violations, and sanctions are the basis for the Mountain Brook City Schools Code of Conduct. All Mountain Brook Schools students are required to comply with all Safe and Healthy Protocols defined by the Mountain Brook Board of Education while on campus or participating in school-related activities.

#### **I. Attendance**

Student Responsibilities Are:

- To abide by laws and Board of Education and individual school rules and policies regarding attendance.
- To be punctual and regular in attendance.
- To promptly request and complete make-up assignments for excused absences or tardies.

Student Rights Are:

- To be informed of Board of Education and individual school rules and policies regarding school attendance, including policies and rules regarding absences, tardies, trancies and related programs, checkouts, make-up work, and school-sponsored activities.
- To be provided with make-up assignments for excused absences or tardies.

#### **II. Respect for Person, Privacy, and Property**

Student Responsibilities Are:

- To abide by basic principles of honesty and ethics.
- To abide by laws and Board of Education and individual school rules and policies regarding respect for person, privacy, and property.
- To respect the recognized privacy rights of others.
- To attend school and related activities without bringing items prohibited by law or Board of Education policy or which detract from the educational process.
- To respect the property rights of those at school and the general public.

Students Rights Are:

- To be informed of laws and Board of Education and individual school rules and policies regarding respect for person, privacy, and property.

- To retain privacy of personal possessions on his/her person, in lockers, or in vehicles, unless school personnel have reasonable suspicion to believe the student possesses any item which is prohibited by law or Board of Education policy.

### **III. Knowledge and Observation of Rules of Conduct**

Student Responsibilities Are:

- To abide by laws and Board of Education and individual school rules and policies regarding rules of conduct.
- To document receipt of the Code of Student Conduct with his/her signature.

Student Rights Are:

- To be informed annually of laws and Board of Education and individual school rules and policies regarding rules of conduct.
- To be informed as to the specific ground of the violation(s) of the Board of Education's Code of Student Conduct.

### **IV. The Right to Learn**

Student Responsibilities Are:

- To abide by laws and Board of Education and individual school rules and policies regarding the right to learn.
- To take advantage of appropriate opportunities provided for learning.
- To avoid hindering the teaching process.
- To seek assistance, if needed, to aid learning.
- To obey rules regarding attendance, conduct, free speech, student publications, assembly, privacy, and participation in school programs and activities.

Student Rights Are:

- To be informed of laws and Board of Education and individual school rules and policies regarding the right to learn.
- To be provided a safe school environment free of illegal drugs, alcohol, or weapons.
- To be provided appropriate instructors, instruction, materials, and equipment to take advantage of the opportunity to learn.
- To be provided with the opportunity to express concerns regarding the operation of the school.

### **V. Free Speech**

Student Responsibilities Are:

- To abide by law and Board of Education and individual school rules and policies regarding free speech.
- To be respectful of the views of others.

Student Rights Are:

- To be informed of laws and Board of Education and individual school rules and policies regarding free speech.
- To express disagreement in a constructive manner, taking into account the rights of others.

## **VI. Student Publications**

Student Responsibilities Are:

- To abide by laws and Board of Education and individual school rules and policies regarding student publications.
- To communicate in a respectful manner consistent with good education practices.
- To see accurate and complete information on the topics approved for publication.
- To observe the accepted rules for responsible journalism under the guidance of faculty members.

Student Rights Are:

- To be informed of Board of Education and individual school rules and policies regarding student publications.
- To participate, as part of the educational process, in the development and/or distribution of student or school publications consistent with that educational process.

## **VII. Assembly**

Student Responsibilities Are:

- To abide by laws and Board of Education and individual school rules and policies in regards to assembly.
- To seek approval, plan, and conduct meetings, consistent with Board of Education rules.

Student Rights Are:

- To be informed of laws and Board of Education and individual school rules and policies regarding assembly.
- To assemble in a lawful manner for a lawful purpose with prior approval by local school officials.

## VIII. Participation in School Programs and Activities

Student Responsibilities Are:

- To abide by laws and Board of Education and individual school rules and policies regarding school programs and activities.
- To be courteous and responsible at all school programs and activities.
- To complete assignments related to his/her participation in school programs and activities.

Student Rights Are:

- To be informed of laws and Board of Education and individual school rules and policies regarding school programs and activities.
- To develop or participate in student programs and activities consistent with Board of Education and individual school policies.
- To seek office in any student organization.

## IX. Classification of Violations and Sanctions

It is fundamental that an orderly school have clearly defined rules for behavior to which students must conform. Non-conformity to these rules is a violation of the Code of Student Conduct. Violations are grouped into three classes (Class I, Class II, and Class III) which range from the least to the most serious. Appropriate school personnel shall investigate, verify, and take the necessary actions to resolve student misconduct. After determining a violation and the classification of the violation, the principal or designee should implement the appropriate sanction. Violations apply to student conduct on a school campus, at school-related events, or while being transported to or from school or school-related events. Below is a listing of each class of violations and possible sanctions. As the violations increase in seriousness, the severity of the possible sanctions increases.

### Class I Violations

- 1.01 Distraction of other students
- 1.02 Bullying, intimidation, harassment of student, mild and isolated
- 1.03 Unauthorized organizations
- 1.04 Tardiness
- 1.05 Non-direct use of profane language or obscene manifestation (See 2.09)
- 1.06 Non-conformity to dress code
- 1.07 Disruption on a school bus
- 1.08 Inappropriate public display of affection
- 1.09 Unauthorized absence from class or school for part of a day
- 1.10 Refusal to complete class assignments

- 1.11 Failure to follow appropriate directives from a school system staff member
- 1.12 Unauthorized use of school or personal property
- 1.13 Littering of school property
- 1.14 Any other violation which the principal may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances

#### Class I Sanctions

- 1. Conference with the student
- 2. Verbal reprimand
- 3. Withdrawal of privilege(s)
- 4. Parent conference(s)
- 5. Temporary removal from class
- 6. Detention
- 7. In-school suspension
- 8. Other sanction(s) as approved by the Board of Education

#### Class II Violations

- 2.01 Refusal to follow appropriate directive from a school system employee
- 2.02 Vandalism/property damage
- 2.03 Theft of property
- 2.04 Gambling
- 2.05 Possession of stolen property with the knowledge that it is stolen
- 2.06 Sexual harassment
- 2.07 Threats/extortion
- 2.08 Trespassing
- 2.09 Direct use of profane language or obscene gesture directed toward another person
- 2.10 Repeated direct or non-direct use of profane language or obscene manifestations
- 2.11 Unauthorized absence from school for a day or more
- 2.12 Written or verbal proposition to engage in sexual acts
- 2.13 Inappropriate touching of another person
- 2.14 Possession of and/or use of matches or lighters
- 2.15 Possession, sale, and/or use of a tobacco product
- 2.16 Dishonesty and cheating
- 2.17 Providing false information to a local board of education employee
- 2.18 Any other violation which the principal may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances
- 2.19 Bullying, intimidation, harassment of student, mild or moderate or second incident

Class II Sanctions

1. Temporary removal from class
2. Detention
3. In-school suspension
4. Saturday School detention
5. Assignment to the Alternative School
6. Restitution of property and damages where appropriate
7. Out-of-school suspension
8. Referral to outside agency
9. Expulsion
10. Any sanction(s) included in Class I and other sanction(s) as approved by the Board of Education

Class III Violations

- 3.01 Arson
- 3.02 Robbery
- 3.03 Theft of property
- 3.04 Burglary of school property
- 3.05 Criminal mischief
- 3.06 Bomb threat
- 3.07 Sexual offense
- 3.08 Fighting
- 3.09 Inciting or participating in major student disorder
- 3.10 Unjustified activation of fire alarm system or fire extinguisher
- 3.11 Assault on another person (Student, teacher, staff member, visitor, etc.)
- 3.12 Possession of a weapon
- 3.13 Preparing, possessing, and/or igniting explosive device
- 3.14 Unlawful sale, purchase, furnishing or giving, or possession of illegal drug or drug paraphernalia or alcohol beverage
- 3.15 Accessing or changing information in school computers without authorization or for inappropriate purposes
- 3.16 Any other offense which the principal may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances
- 3.17 Crimes as defined under the laws of the city, state of Alabama, or United States
- 3.18 Bullying, intimidation, harassment of student, moderate, severe or repeated

Class III Sanctions

1. Out-of-school suspension
2. Transfer
3. Assignment to the Alternative School
4. Referral to outside agency, including the criminal justice system

5. Expulsion
6. Restitution of property and damages where appropriate
7. Any sanction(s) included in Classes I and II and other sanction(s) as approved by the local Board of Education

#### **X. Discipline: Off Campus**

According to legal rulings, students may be disciplined for offenses (such as those listed above) not only when they occur during the school day, on school premises, but also when they occur off campus during school - sponsored activities.

Students who threaten school employees or damage employees' property away from the school campus are also subject to disciplinary action.

Off campus activity, such as the use of social media to threaten or intimidate any employee or student, may be subject to disciplinary action.

#### **XI. Due Process**

Each student will be afforded due process when the procedures outlined in the Student Code of Conduct are implemented. Principals of each school site will familiarize school personnel with the procedures and provide each faculty member with a copy of this policy. This Code of Conduct has been published with the following concepts in mind:

- School rules should be clearly stated and related to the school's educational purposes.
- School rules should be fair and specific enough for students to understand what they can and cannot do.
- Students, parents and guardians should be informed of the rules affecting behavior and discipline.
- When disciplinary actions are involved, school personnel and students should comply with the required procedures.
- Any student who has been identified as being eligible for the Individuals with Disabilities Education Act; Americans with Disabilities Act; and/or Section 504 of the 1973 Vocational Rehabilitation Act is subject to the provisions of the code of conduct and may be suspended or expelled. However, all procedural safeguards identified within these specific laws will be followed as required.

Adopted: January 27, 1979

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