

*Geneva City Schools*

# *Summary*

# *Code of Conduct*



**GENEVA**  
CITY SCHOOLS

*Imagine • Believe • Achieve*

# Introduction

Geneva City School District wants each person to learn in a safe, positive environment where every teacher is able to provide excellent instruction and every student has an equal and rich opportunity to learn.

In order to create this space, there are norms and behaviors that must be in place. There are three levels of support to help students be successful in their personal, social, and academic lives. We work to help students:

- Learn from mistakes.
- Understand why a specific behavior is unacceptable.
- Realize harm caused and the consequences of their actions.
- Understand what they could have done differently in a situation.
- Take responsibility for their actions.
- Be given the chance to learn social skills and skills to use in the future.
- Understand that consequences become larger if negative behaviors continue.

Levels of Support	
Level 1: The Classroom	Building strong relationships, teaching positive behaviors, and social-emotional learning
Level 2: Intervention	Supports to help with social, emotional, and mental needs
Level 3: High Intervention	Supports for high-risk students

Our code of conduct exists to:

- Promote healthy and positive behavior.
- Decrease suspensions and referrals and emphasize restorative practices.
- Outline fair and shared expectations, rules, consequences and language.
- Ensure that our spaces are safe.

# Important Terms to Know

Term	Definition
Bullying & Harassment	Actions that interfere with an individual’s educational performance, opportunities or benefits, emotional, physical, or mental health, cause fear for physical safety, create a risk of large disruption to the school environment, include negative comments and acts based on but not limited to race, color, weight, origin, ethnic group, religion, disability, sexual orientation, gender, or sex.
Cyber Bullying	May occur on or off campus: harassing, teasing, intimidating, threatening, or terrorizing students or staff in the form of any technology including e-mail, texting, instant messages, pictures, images, or internet posting.
Disruptive	Interferes with the learning environment or authority of a teacher.
Ethnic Group	A group of people that identify by common heritage including language, culture, shared religion, or ancestral ideology.
Equitable	Making sure everyone gets what they need.
Gender	Actual or perceived sex, including a gender identity or expression.

National Origin	Place of birth or ancestor's country of birth.
Norms	Expected behavior to ensure positive and productive conditions.
Parent	Parent, guardian, caregiver, or person in parental relation.
Personal Electronics	Cell phones, watches, earbuds, cameras, computer-enhanced eyewear.
Progressive	Happening in stages; increasing.
Race	Related by common descent or heredity.
Sex	Biological and physiological characteristics that define men and women.
Sexting	Sending, receiving, or forwarding sexually suggestive, nude or nearly nude photos through text, e-mail, or social media.
Sexual Orientation	Actual or perceived heterosexuality, homosexuality, or bisexuality.
Transgender	Identifies gender differently from traditionally associated with the sex assigned at birth, whether or not they have undergone medical procedures.
School Function	School-sponsored activity or event, on or off campus.
Violent Behavior	Committing or attempting an act of violence, possessing a weapon at a school function, displaying a weapon or the appearance of one, threatening to use a weapon, damaging property on purpose.
Weapon	Firearms (including, but not limited to a BB gun, pellet gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, paintball gun, stun gun, air gun, silencer, etc.), another "weapon" such as a chukka stick, billy club, blackjack, pilum ballistic knife, metal knuckle knife, cane sword, electronic dart gun, Kung Fu star, explosive or incendiary bomb, dagger, dirk, straight razor, stiletto, switchblade knife, gravity knife, or metal knuckles, a slingshot, pocket knife, Swiss Army knife, multi-purpose tool with a blade, or other type of knife, box cutter, pepper spray or other noxious sprays, Any other device, instrument, material, or substance that can cause physical injury or death under the circumstances in which it is used, attempted to be used, or threatened to be used. This would also include matches or lighters when used, or attempted to be used, to injure another student.

*\*Students may be disciplined for conduct that happens outside of the school that may endanger the health or safety of students or has a negative effect on the learning environment.*

## Where and When the Code Applies

- In school and on school property during school hours.
- Before and after school, while on school property.
- While traveling in vehicles funded by the Geneva City School District.
- At all school-sponsored events, regardless of the location.
- At non-school events when such behavior can be demonstrated to negatively affect the educational process or to endanger the health, safety, morals, or welfare of the school community.

## Rights & Responsibilities

### Students Have the Right To:

- Go to school in their district of residence and receive a free and appropriate education from age 5 to 21.
- A quality education from Pre-K through 12<sup>th</sup> grade in a safe, secure learning environment.

- Be treated with respect, fairness, and dignity by other students, and staff.
- Express their spoken or written opinions, with help if needed.
- Participate in all district activities on an equal basis regardless of race, color, creed, religion, religious practices, sex, sexual orientation, gender, gender identity, gender expression, national origin, ethnic group, political affiliation, age, marital status, or disability.
- Tell their version of an event to school adults deciding on an appropriate consequence.
- Have access to information on drug and alcohol abuse, and people who can provide direct help to students with serious personal problems.
- Be protected from intimidation, harassment, or discrimination based on actual or perceived race, color, weight, national origin, ethnic group, religion, or religious practice, sex, gender, gender identity, gender expression, sexual orientation, or disability, by employees or students on school property or at a school-sponsored event, function or activity (The Dignity for All Students Act).

## Students Are Responsible For:

- Their personal behavior and character.
- Their learning.
- Cooperating with others and treating others with respect.
- Respecting the property of others.
- Helping to keep our school community safe.

## Geneva CARES

West Street School							
West Street CARES	Classroom	Hallway	Cafeteria	Bathroom	Bus	Playground	Playroom
<b>We take care of ourselves</b>	I am in control of my body.  I listen to the speaker.  I follow directions.	I am in control of my body.  I watch where I am going.	I stay in my own space.  I eat my own lunch.	I go to the bathroom.  I wash my hands.	I sit in my seat.  I am in control of my body.	I walk on the black and run on the grass.  I play safely.	I use kind words.  I am in control of my body.
<b>We take care of each other</b>	I use kind words.  I am in control of my body.  I take turns.	I am quiet.  I use a level 0 voice.  I am in control of my body.	I use kind words.  I use a level 2 voice.	I respect others' privacy.  I am efficient.	I use kind words.  I use a level 2 voice.	I take turns.  I include others.	I share toys.  I include others.
<b>We take care of our school community</b>	I take care of classroom materials.  I clean up after myself.	I look at what is around me.	I clean up after myself.	I clean up after myself.	I keep my things in my backpack.  I take my belongings with me.	I take my belongings with me.  I respect the equipment.	I clean up.  I put things back where they belong.

North Street School							
North Street CARES	Hallway	Cafeteria	Bathroom	Bus	Auditorium	Playground	Online
<b>We take care of ourselves</b>	Walking feet.  Facing forward.	Walking feet.  Sitting at my own seat.  Lining up with teacher.	Cleaning up after myself.  Washing my hands.  Keeping hands and feet to myself.	Sitting in your seat.  Keeping hands and feet to ourselves.	Walking feet.  Sitting flat in your seat.  Keeping hands and feet to ourselves.	Walking feet on the playground area.  Going down the slide.  Having fun (laughing, smiling, etc.).	Being school appropriate and staying on topic.  Not sharing private information.
<b>We take care of each other</b>	Keeping our hands and feet to ourselves.  Walking on the right side of the hallway.  Closing lockers gently.	Using kind language.  Talking quietly to friends around you.	Giving others privacy.  Being patient while waiting for others.	Having patience while others get on the bus and sit.  Talking quietly to friends around you.	Being at a 0 voice during a performance.  Clapping politely after a performance.	Including others.  Going down the slide.	Using my own device.  Respecting others' devices.
<b>We take care of our school community</b>	Being at a 0 voice.	Using "please" and "thank you."  Properly disposing of garbage.	Keeping water in the sink.  Telling an adult if there is a problem.  Being responsible with paper towels, toilet paper, and bathroom equipment.	Using a 1 voice.  Using kind and helpful words.  Listening to the driver/monitor.  Being respectful of school property.	Keeping feet on floor.  No food or drink.	Paying attention to what is going on around you.  Using equipment safely and responsibly.	Storing our devices.  Demonstrating digital citizenship.

**Geneva Middle School**

<b>GMS CARES</b>	<b>Classroom</b>	<b>Hallway</b>	<b>Cafeteria</b>	<b>Bathroom</b>	<b>Bus</b>	<b>Auditorium</b>	<b>Outdoors</b>	<b>Online</b>
<b>We take care of ourselves</b>	<p>Arrive to class on time.</p> <p>Use respectful language that values everyone.</p> <p>Active listen.</p> <p>Follow classroom expectations.</p> <p>Be prepared.</p> <p>Charge your chrome-book.</p>	<p>Walk on the right-hand side of the hallway.</p> <p>Be on time.</p> <p>Be safe and in control.</p>	<p>Clean up messes we've made.</p> <p>Use manners (please/thank you).</p> <p>Use respectful language.</p> <p>Walk.</p> <p>Be accountable for yourself (Lunch Detention).</p>	<p>Use at appropriate times.</p> <p>Take care of needs quickly.</p> <p>Wash hands; keep bathroom clean.</p>	<p>Listen to the driver/monitor.</p> <p>Remain seated.</p> <p>Volume 1 voice.</p>	<p>Eyes on the presentation.</p> <p>Volume 0.</p> <p>Appropriate audience behaviors.</p>	<p>Be responsible for belongings.</p>	<p>Look at appropriate content.</p> <p>Ensure we are on the correct screen during instruction.</p> <p>Academic integrity (no cheating).</p> <p>Come with chromebook charged.</p>
<b>We take care of each other</b>	<p>Respect and value the opinions of others.</p> <p>Collaborate effectively.</p> <p>Use kind words.</p>	<p>Walk in the hall.</p> <p>Respect personal space and belongings.</p> <p>Speak respectfully to others.</p> <p>Speak at an appropriate volume (voice level at 1).</p>	<p>Speak in a level 1 voice.</p> <p>Respect the personal space of others in the lunch line.</p>	<p>Model appropriate behavior.</p> <p>One person per stall.</p> <p>Grant privacy to others.</p>	<p>Respect personal spaces of others.</p> <p>Be safe &amp; in control.</p>	<p>Enter quietly.</p> <p>Walk to seat.</p> <p>Follow directions.</p> <p>Model appropriate behavior to our peers.</p>	<p>Stay with your class.</p> <p>Safe and in control when playing games.</p> <p>Include others in games and activities.</p>	<p>Create a positive digital footprint.</p> <p>Post and message respectfully.</p> <p>Return borrowed chrome-books and chargers.</p>

**Geneva Middle School**

<b>GMS CARES</b>	<b>Classroom</b>	<b>Hallway</b>	<b>Cafeteria</b>	<b>Bathroom</b>	<b>Bus</b>	<b>Auditorium</b>	<b>Outdoors</b>	<b>Online</b>
<b>We take care of our school community</b>	<p>Follow school expectations.</p> <p>Use classroom materials appropriately.</p> <p>Contribute to our positive learning environment.</p> <p>This is a red zone – no phone use.</p>	<p>Keep hallways clean.</p> <p>Clean up after ourselves.</p> <p>Speak respectfully to others and at an appropriate volume (voice level at 1).</p> <p>This is an orange zone – use phone appropriately.</p>	<p>Keep the lunchroom clean before the end of the period.</p> <p>Be respectful to all staff and others.</p> <p>This is a red zone – no phone use.</p>	<p>Keep the bathrooms clean and safe for everyone.</p> <p>This is an orange zone – use phone appropriately.</p>	<p>Keep your space clean.</p> <p>Use respectful language.</p> <p>Speak in a volume 1 .</p> <p>This is a red zone – no phone use.</p>	<p>Be respectful of the space.</p> <p>Positively and respectfully responding to the presentation.</p> <p>Do not leave behind trash.</p> <p>This is a red zone – no phone use.</p>	<p>Pick up litter.</p> <p>Stay in designated areas (sidewalks or fields – not in street or on equipment).</p> <p>This is a red zone – no phone use.</p>	<p>Ask for consent before taking photos, videos when using chrome-books.</p> <p>Pick up chargers/ return technology equipment.</p> <p>Speak positively and truthfully.</p> <p>Pause before we post.</p>

**Geneva High School**

<b>GHS CARES</b>	<b>Classroom</b>	<b>Hallway</b>	<b>Cafeteria</b>	<b>Bathroom</b>	<b>Bus</b>	<b>Auditorium</b>	<b>Online</b>
<b>We take care of ourselves</b>	<p>Arriving to class on time.</p> <p>Using respectful language that values everyone.</p> <p>Actively listening.</p> <p>Following classroom expectations.</p>	<p>Walking on the right-hand side of the hallway.</p> <p>Practicing good time management skills.</p> <p>Using eHall pass when leaving our scheduled location.</p>	<p>Speaking in a volume and tone that is appropriate .</p> <p>Cleaning up messes we've made.</p> <p>Using eHall pass when leaving the cafeteria.</p>	<p>Using the bathroom at appropriate times.</p> <p>Being mindful of time spent in the bathroom.</p> <p>Using the bathroom for its intended use.</p> <p>Keeping ourselves and the bathroom clean.</p>	<p>Listening to and complying with the directions of our driver for our own safety.</p> <p>Remaining seated while the bus is in motion.</p> <p>Being responsible for our space.</p>	<p>Paying attention to presentations.</p> <p>Putting away our distractions.</p>	<p>Looking at appropriate content.</p> <p>Ensuring we are on the correct screen during instruction.</p> <p>Speaking positively and truthfully about ourselves.</p> <p>Pausing before we post.</p>
<b>We take care of each other</b>	<p>Respecting and valuing the opinion of others.</p> <p>Challenging opinions and not people.</p> <p>Respecting the "one mic" rule.</p>	<p>Walking at an appropriate pace in the hallway.</p> <p>Respecting the personal space and belongings of others.</p> <p>Speaking respectfully to others.</p>	<p>Modeling appropriate behavior to our peers.</p>	<p>Modeling appropriate behavior to our peers.</p> <p>Entering stalls in the bathroom by ourselves.</p> <p>Granting privacy to others.</p>	<p>Respecting the personal spaces of others.</p> <p>Kindly assisting others when needed.</p>	<p>Walking into and out of the space appropriately.</p> <p>Modeling appropriate behavior to our peers.</p>	<p>Creating a positive digital footprint.</p> <p>Posting and messaging respectfully.</p>
<b>We take care of our school community</b>	<p>Respecting and following school expectations.</p> <p>Using school facilities and materials appropriately.</p> <p>Recognizing that our actions impact everyone's learning environment.</p>	<p>Speaking in a volume and tone that is appropriate.</p> <p>Respecting school property.</p>	<p>Making sure the lunchroom is clean before the end of the period.</p> <p>Being respectful to all staff and others.</p>	<p>Keeping the bathrooms clean and safe for everyone</p>	<p>Being respectful of school property.</p> <p>Using respectful, kind and appropriate words when interacting with others.</p> <p>Speaking in a volume and tone that is appropriate.</p>	<p>Being respectful of the space.</p> <p>Positively and respectfully responding to the presentation.</p>	<p>Asking for consent before taking their photo, video, or posting about them online.</p> <p>Recording and posting positive interactions between peers.</p>



# Student Dress Code

- Must wear non-transparent clothing that covers all body parts which includes:
  - A shirt with fabric in the front, the back, and sides that covers the chest, torso, and back.
  - Bottoms (pants, jeans, shorts, leggings, sweatpants, skirts, dresses, etc.)
- Shoes (sneakers, boots, sandals, flip-flops, slides, flats, heels, etc.)
- Middle and high school students: Hats and bandanas, head wraps, including do-rags, and other headwear (hoodies can be worn, but hoods cannot be up) are allowed.
- A person's face must be visible to staff and not block the line of sight of any student or staff.
- Clothing must be appropriate for all scheduled classroom activities, including physical education, science labs, technology class, and other activities where unique hazards and or circumstances may exist.
  - Physical Education: sweatpants or shorts, athletic shoes. No slip-ons, heels, Uggs, boots, slippers, or flip-flops. Shoes should surround the ankle for protection.
- Clothing may not depict, advertise, or advocate the use of alcohol, tobacco, marijuana, or other controlled substances.
- Clothing may not depict pornography, nudity or sexual acts, or feature profanity.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender, religion, or any other protected groups.
- May not wear accessories that could be dangerous or could be used as a weapon.
- May not wear blankets or other coverings that are not intended to be clothing.

Anyone who violates the dress code will be required to cover, remove, or replace the item in question.

Additional or repeated violations of the dress code will be dealt with on a case-by-case basis. Students refusing to comply with the consequences will face appropriate, progressive school discipline.

# Electronics Policy

## Technology, Media, & Personal Device Policy

We know that it is important to know how to use technology responsibly. Students are responsible for accidental or intentional damage or loss of their school issued chromebook and electronics. Students must bring their district chromebook to school each day fully charged and **may not bring their own device to use at school**. The district is not liable for the loss, damage, misuse, or theft of any personal electronic device.

Offenses will be dealt with on a case-by-case basis.

Elementary (grades Pre-K–5) students are required to keep devices off and stowed away during the school day. In emergency situations, a school administrator can grant a student access to their phone.

Personal electronics at Geneva Middle School and Geneva High School will be divided into “zones” using a color-coding system – green, yellow, or red. Electronics must be used according to the code of conduct expectations whether district owned or personal.

The following activities and behaviors are prohibited in school:

- Using the district's computer system to obtain, view, download, send, print, display, or otherwise gain access to or



send materials that are unlawful, obscene, pornographic, or abusive.

- Harassing, insulting, bullying, threatening, or attacking others.
- Damaging, disabling, or otherwise interfering with the operation of computers, computer systems, software, or related equipment through physical action or electronic means.
- Using unauthorized software on the district’s computer system.
- Changing, copying, renaming, deleting, reading, or otherwise accessing files or software not created by the student without express permission from the computer coordinator.
- Violating copyright law, including the illegal file sharing of music, videos, and software.
- Using the district’s computer system for non-educational, commercial purposes, product advertisement, or political lobbying.
- Disclosing an individual’s password to others or using others’ passwords.
- Transmitting material, information, or software in violation of any district policy or regulation, the district code of conduct, or federal, state, and local law or regulation.
- Revealing personal information about students or colleagues.
- Accessing personal, interactive sites (including social media) unless under the direct supervision of a staff member. This includes the use of a student’s personal cell phone or digital device to access such social networking sites.
- Creating or using a website, blog, or social media platform to cause a substantial disruption in the school environment or interfere with the rights of others.
- Using a digital device, electronic technology, or media to facilitate cheating or plagiarism.
- Using electronic devices to create audio or video recordings of students or staff members without their consent.

<b>Electronics – Zones of Acceptable Usage</b>		
<b>“Green” Zones</b>	<b>“Yellow” Zones</b>	<b>“Red” Zones</b>
Students have permission to use their personal electronics freely.	Students may use their personal electronics with explicit permission from their teacher or the adult responsible for the space.	Electronics are not permitted whatsoever.

## **Prohibited Student Conduct**

Students may be subject to disciplinary action, up to and including suspension from school, when they:

### **A) Engage in conduct that is disorderly**

**Cell Phone and Smart Device Policy: Classrooms are a NO CELL PHONE zone.**

- Students who use an electronic device to take video, audio, or photos of students in a conflict, fight, or bullying will face administrative discipline, including suspension from school and extracurricular privileges. This may apply to students who take videos of staff or students without their permission.
- Teachers may give students permission to use personal electronics in class for an educational reason. This permission always pertains to a single instance.
- Other smart devices such as smart watches must not be connected to the internet in any way during the school day. The expectation is that these devices are set to “airplane mode” or the wifi is turned off.

To efficiently communicate the appropriate type of cell phone usage, the school will be divided into zones using a color coding system – green, yellow, or red. Refer to the table above. Students who violate the district cell phone or electronic policy during the school day may be subject to the following:

- Device taken by an administrator and returned at the end of the day
- Lunch detention, parent/guardian notification, device taken by an administrator and returned at the end of the day
- Half-day suspension, parent/guardian notification, device taken by an administrator and returned at the end of the day
- Full-day suspension, parent/guardian notification, device taken by an administrator and returned at the end of the day.

**Carrying an electronic device in a pocket or “out of sight” in a red zone does not constitute a violation of these rules.**

## **Medical Exemptions to Electronics Policy**

Parents, guardians, or students should contact the health office or their counselor, and the school will notify teachers if students need access to their cell phones for medical reasons during instructional times.

\* During emergency situations, it is important that the district is able to communicate effectively with students; therefore, students are not permitted to use electronic devices during emergency situations.

\* The Geneva City School District is not responsible for damage or loss of personal property. Nor is the district responsible for locating personal property that has allegedly been stolen or lost.

## **B) Engage in conduct that is violent**

### **Weapons on School Grounds**

Except for law enforcement officers, no person may have a weapon on school grounds, in any district building, school bus/district vehicle, or at a school-sponsored activity or setting.

Discipline may include a mandatory suspension for a period of not less than one (1) calendar year.

Gun-Free Schools Act: Any person who has brought a “weapon” or “firearm” to school will be referred by the superintendent to the appropriate law officials or agency.

**C) Engage in any conduct that endangers the safety, physical or mental health, or welfare of others.**

**D) Engage in misconduct while on a school bus.**

**E) Engage in any form of academic misconduct.**

**F) Engage in off-campus misconduct that interferes with or can reasonably be expected to substantially disrupt the educational process in the school or at a school function.**

## **Assigned Consequences, Procedures, & Referrals**

We believe that discipline is the most effective when it deals directly with the problem at the time and place that it happens, in a fair and just way. We aim to:

- Address behaviors that are physically, emotionally, or educationally harmful.
- Help students understand the impact and harm their actions have caused.
- Teach students skills to make positive choices that improve relationships and build confidence and accountability.
- Supply a path to repairing relationships and provide ideas on how to better handle situations in the future.
- Be firm, fair, and consistent.

In determining the appropriate restorative action, the following will be considered:

- Student's age.
- Nature of the offense and the circumstances which led to the offense.
- Student's prior disciplinary record.
- Effectiveness of other forms of discipline.
- Information from parents, teachers, or others, as appropriate.
- Other extenuating circumstances.

## Types of Suspension

Students must be informed of the alleged misconduct and staff must investigate the facts surrounding it. All students will have an opportunity to present their version of the facts.

### Detention and Alternative to Suspension

Teachers, assistant principals, principals, and the superintendent may assign after-school or Saturday detention or Alternative to Suspension (ATS) as a consequence for student misconduct. This will include the restorative process of meeting and discussing what happened, how it was harmful, and a plan to repair harm, and how to respond more positively the next time. Parents and guardians will be informed.

### Suspension from transportation

If a student does not conduct themselves properly on a bus, the bus driver will notify the principal. Students may have their riding privileges suspended by the building principal or the superintendent.

The student and their parents or guardians will have an opportunity to conference with the building administration to discuss the conduct and consequences. The parties involved will have a discussion about how their actions caused harm, supply a path to repairing the relationship that was harmed, and ideas on how to better handle situations in the future.

### Suspension from athletic participation, extracurricular activities, and other privileges

The student and their parents or guardians will have an opportunity to conference with the building administration to discuss the conduct and consequences. The parties involved will have a discussion about how their actions caused harm, supply a path to repairing the relationship that was harmed, and ideas on how to better handle situations in the future.

## **In-school suspension**

The student and their parents or guardians will have an opportunity to conference with the building administration to discuss the conduct and consequences. The parties involved will have a discussion about how their actions caused harm, supply a path to repairing the relationship that was harmed, and ideas on how to better handle situations in the future.

## **Suspension from school**

Suspension from school may occur when a student is violent, excessively defiant, disobedient, violent, disruptive, or endangers the safety, morals, health, or well-being of others. Staff will notify the principal or superintendent with a written referral. The parties involved will have a discussion about how their actions caused harm, supply a path to repairing the relationship that was harmed, and ideas on how to better handle situations in the future.

### **Short-term out-of-school suspension (five days or less)**

Students will be notified by the principal or superintendent. If the student denies the misconduct, an explanation of reasoning behind the suspension will be provided. Parents and guardians will be notified in writing of the suspension within 24 hours of the decision and provided with a description of the incident and misconduct. Families may request a conference with the principal in their dominant language and may appeal the suspension decision within five days, in which case the decision is reviewed by the superintendent. A re-entry meeting is required to put supportive plans in place to help the student in the future. Parents and guardians will be invited to participate in these meetings.

### **Long-term (more than five days) suspension from school**

Students and their parents or guardians will be given notice of their right to a fair hearing at which the student has the right to representation, present witnesses and evidence, and to question witnesses against them. The hearing will be recorded via tape and led by the superintendent or a hearing officer. Families may appeal the decision within 30 days. The suspension will include a follow-up meeting between the principal, superintendent or designee, and Board of Education to address questions such as: Has the behavior improved? Do other issues need to be addressed? What is the student's plan moving forward? A re-entry meeting is required to put supportive plans in place to help the student in the future. Parents and guardians will be invited to participate in these meetings.

### **Permanent suspension**

Permanent suspension is only for extreme circumstances, including but not limited to a student's conduct posing a life-threatening danger to the safety and well-being of another person.

## **Minimum Periods of Suspension**

For the safety of students and school staff, some behaviors call for a minimum period of suspension. The student and parents or guardians will be notified of the disciplinary action and given an opportunity for an informal conference for short-term suspensions or a hearing for long-term suspensions.

**Bringing a weapon to school:** at least one calendar year and/or legal action.

**Persons who commit violent acts other than bringing a weapon to school:** suspension from school for at least five days.

**Persons who are repeatedly substantially disruptive (four or more times) during a semester:** suspension for at least five days.

# Counseling

## Person In Need of Supervision

The district may file a petition in Family Court on any student under the age of 18 who shows that they require supervision and treatment by:

- Being consistently absent.
- Engaging in an ongoing or continual course of conduct that makes the student consistently disobedient and unable to adhere to school norms, rules, and expectations.
- Knowingly and unlawfully possessing marijuana.

## Juvenile Delinquents & Juvenile Offenders

The superintendent is required to refer the following students to the county attorney for a juvenile delinquency proceeding before the Family Court:

- Any student under the age of 16 who is found to have brought a weapon to school.
- Any student 14 or 15 years old who qualifies for juvenile offender status.
- The superintendent is required to refer students aged 16 and older or any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities.

## Special Rules Regarding the Suspension or Discipline of Students with Disabilities

The district's Committee on Special Education will:

- Examine why a student is displaying a behavior and make or review a behavior plan when a student with a disability is first suspended or removed for more than 10 school days or is changing placements due to a suspension or removal involving weapons, illegal drugs, or controlled substances.
- Conduct a manifestation determination review of the relationship between the student's disability and the conduct in question whenever a decision is made to move a student's placement for misconduct involving weapons, illegal drugs, or controlled substances or because maintaining the student in their current educational setting poses a risk of harm to the student or others, or a decision is made to impose a suspension that constitutes a disciplinary change in placement.
- Students with disabilities will be provided services required by the state's regulations during any period of suspension or removal.

## Corporal Punishment

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any district employee is strictly forbidden.

In situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force may be used to:

- Protect oneself, another student, teacher, or any person from physical injury.
- Protect someone from hurting themselves.
- Protect the property of the school or others.

- Restrain or remove a student whose behavior interferes with the orderly exercise and performance of school district functions, powers, and duties if that student has refused to refrain from further disruptive acts

## **Student Searches & Interrogations**

In order to keep our schools safe, students and their possessions may be searched for illegal substances or objects that pose a threat to the health, safety, welfare, or morals of the schools. Any illegal or forbidden materials will be turned over to an appropriate law enforcement and the students' parents or guardians notified. Any school official may question a student about an alleged violation of law or the district code of conduct without contacting a student's parents or guardians or conduct searches of students and their belongings under reasonable suspicion. Students will be told why they are being questioned and asked to admit that they possess physical evidence or have violated the law or code of conduct. Whenever possible, searches will be done in the privacy of administrative offices and students will be present when their possessions are being searched. Searches will be conducted in the presence of two adults whenever possible.

### **Student Lockers, Desks, & Other School Storage Places**

The student search rules in this code of conduct do not apply to student lockers, desks, and other school storage places, and school officials have complete control over them. These places may be searched at any time without prior notice or consent.

### **Strip Searches**

Under no circumstances will any school personnel conduct a strip search of any other person. Removal of an outer coat or jacket or shoes and socks does not count as strip search. In the event that this type of search is required, the police will be called.

### **Documentation of Searches**

- Name, age, and grade of student searched.
- Reasons for the search.
- Name of any informant(s).
- Purpose of search (that is, what item(s) were being sought).
- Type and scope of search.
- Person conducting search and their title and position.
- Witnesses, if any, to the search.
- Time and location of search.
- Results of search (that is, what items(s) were found).
- Disposition of items found.
- Time, manner, and results of parental notification.

Items taken from the student and will be documented and kept by the principal until turned over to the police.

### **Interrogation of Students Suspected of Possession or Consumption of Alcohol**

All authorized district staff may investigate the suspected consumption or use of alcohol, marijuana, or illegal substances on school property or at a school function. Such investigations may include (but are not limited to):

- Searching student lockers, desks, and other storage spaces.
- Searching student clothing.
- Questioning students.
- Conducting pre-screening tests (e.g., examining coordination, mannerisms, speech).
- Using hand-held breath test devices.

## **Police Involvement in Searches and Interrogations of Students**

District officials will work with police officials and other law enforcement authorities to keep a safe school environment. Police officials may enter school property or a school function to question or search a student or to conduct a formal investigation involving students only if they have:

- A search or an arrest warrant; or
- Probable cause to believe a crime has been committed on school property or at a school function; or
- Been requested by school officials to investigate a reported or suspected crime.
- Parents or guardians must be notified by law enforcement for police questioning of students under 16. Although students under 16 may be questioned by school officials, they may not give consent for police questioning.

## **Child Protective Services Investigations**

Adults who suspect that a student has been abused or maltreated will report their concern to the principal, who will schedule an interview with Child Protective Services (CPS). A school nurse must be present if clothing is removed. CPS may not remove a student from school property without a court order, unless the worker reasonably believes that the student would be in danger or abused if they were not removed from school before a court order can reasonably be obtained.

## **Searches of Student Vehicles**

A student's unlocked vehicle on school grounds may be searched if there is reasonable suspicion to believe that the vehicle contains contraband in violation of the law or this code of conduct. A trunk is considered unlocked if the passenger compartment is unlocked and the trunk lid can be released from within the passenger compartment. If the vehicle is locked, the school official should ask the student to unlock the vehicle. If the student refuses to unlock the vehicle, the school official may either call the student's parent(s) for permission to open the vehicle or, if there is reasonable suspicion that the vehicle contains illegal contraband, call the police to determine whether or not they have grounds to search the vehicle, either with or without a warrant. If a student or a student's parents or guardians refuse to open a locked vehicle to allow a search by school officials based on reasonable suspicion, or if they remove the vehicle from school grounds to avoid the search, the student's parking privileges may be suspended or revoked as a consequence.

From Geneva City School District's Code of Conduct Revised and Adopted: Aug. 14, 2023.