

**Genesee Intermediate School District**

**Marion D. Crouse  
Instructional Center**



**Student Code of  
Conduct and Parent  
Handbook**

**2016-2017**





**Genesee Intermediate School District**

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**STUDENT CODE OF CONDUCT AND PARENT HANDBOOK**

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## **WELCOME**

Nearly all parents of special education students are aware of their rights relating to special education programs and services; however, along with these rights come many responsibilities for both parents and students attending Genesee Intermediate School District programs.

The purpose of this document is to summarize those rights and responsibilities and to communicate to our parents and students the guidelines the district will use in managing our programs. It is important for parents of students with disabilities to refer to the Procedural Safeguards document that is provided to parents for further information regarding students with disabilities. Included in this handbook is general information and a summary of parental rights and due process procedures. There is also important information contained in the appendix of this handbook. You will be asked to sign a form indicating that you have received this handbook.

It is important that we all become familiar with the information in this document. We encourage parents to participate in Individualized Education Program Team (IEPT) meetings as well as other meetings that help us work together in service to your child and family.

If you have any questions about the information in this booklet, please call your child's program administrator.



Cherie A. Wager, Assistant Superintendent  
Special Education Services  
Genesee Intermediate School District

## **RIGHTS AND RESPONSIBILITIES**

The District recognizes the individual and legal rights of students and parents as people and citizens. Prior to enrollment in a GISD program and prior to each IEPT meeting, parents will receive a copy of their parental rights and due process procedures. In addition to rights guaranteed by law, each student's rights and responsibilities associated with these rights are stated in the following list.

### **The Right To:**

Pursue, through study and self-application, a quality education at public expense and to attain personal goals through participation in the entire school program.

### ***The Responsibility To:***

Know the school rules and regulations and obey them.

### **The Right To:**

Participate in school activities without being subject to unlawful discrimination on any basis. Where access to participation in programs or activities is on a competitive basis, each student has the right to an opportunity to compete on an equal basis.

### ***The Responsibility To:***

Foster good human relations within the school with each other and members of school staff; and respect the dignity and worth of every other individual.

### **The Right To:**

Practice freedom of speech, freedom of expression of ideas, and freedom of the press as defined and limited by the courts.

### ***The Responsibility To:***

Not make false charges, slanderous remarks, or use vulgar and obscene language in verbal or written expression.

### **The Right To:**

Express views or protest symbolically so long as the manner of expression does not interfere with the orderly operation of the school or the rights of others.

### ***The Responsibility To:***

Develop tolerance of the viewpoint and opinions of others. Recognize the right of other individuals to form different points of view and to dissent in an orderly and respectful manner.



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**The Right To:**

Participate in patriotic exercises or refrain from participating.

***The Responsibility To:***

Respect the rights of classmates who do or do not wish to participate.

**The Right To:**

Be secure in their person, papers, and effects against unreasonable searches and seizures; privacy in regard to their personal possessions, unless there is reasonable suspicion that the student is concealing materials prohibited by law.

***The Responsibility To:***

Respect the rights, property, and privacy of other students and school personnel; carry only those materials which are acceptable under the law and which are not hazardous to any person or property; and to accept the consequences for the articles brought to school.

**The Right To:**

Determine their own dress, except where such dress is unsafe or unclean or is so distracting as to clearly interfere with the learning and teaching process.

***The Responsibility To:***

Dress and appear in a manner that meets reasonable standards of health, cleanliness, and safety.

## **SUPPORT FOR APPROPRIATE STUDENT BEHAVIOR**

The Genesee Intermediate School District Board of Education has the legal responsibility to make reasonable regulations for the general management of the schools and the preservation of school property. The management and development of appropriate student behavior is essential to the safe and successful operation of school programs and services. GISD has also developed "Behavior Support Guidelines and Procedures" to serve as a resource to staff and parents.

Students are expected to respond positively to requests of teachers, para-educators, ancillary staff, and administrators. The focus in school is on: self-respect, respect for others and their property, and proper behavior in order to allow everyone an equal opportunity to learn.

Disruptive, potentially destructive, or unsafe activities will not be permitted. Each student becomes responsible, to a certain extent, for the educational rights of other students.

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When students conduct themselves in such a manner as to affect their fellow students or the school community adversely, disciplinary action, appropriate to the abilities of the student and to the nature of the offense, must be taken. Inappropriate student behavior and possible disciplinary actions are included in the student code of conduct specific to each GISD program (Appendix). If it is determined that a special education student has brought a weapon to school or has committed serious crimes such as criminal sexual conduct, arson, or physical assault, the student may be expelled pursuant to district policies, procedures, federal/state legislation, and court decisions.

### **Student Due Process**

The following Due Process procedure will be followed when any student is accused of violating a school rule or regulation.

1. The student will be informed of the specific charges, which could be the basis for disciplinary action to be taken against him/her.
2. The student will have the right to present any relevant information that will support his/her defense.

A reasonable attempt will be made to notify the student's parent/guardian/caregiver on the day of the offense. If the disciplinary action involves suspension a letter will be given to the student with an additional copy being sent to the home via U.S. Mail. The written notice will include the description of the misconduct, a description of the disciplinary action imposed, the length of the suspension and steps necessary for the student to return to school. In many cases, the parent will be asked to meet with the student's teacher and other school staff as appropriate, in order to plan for the student's return to the school setting and to plan actions that will reduce the likelihood of the misconduct occurring in the future.

**Special Note** - In all cases where a student's suspension is for more than ten (10) consecutive school days, or where the student has been subjected to a series of removals that constitute a pattern of suspensions an IEPT meeting will be convened.

An IEPT meeting/manifestation determination must be called for any student who is recommended for suspension of greater than ten (10) school days in any single school year, or before the student can be considered for long term expulsion. In both cases, this disciplinary action would be considered a change in placement, which is one of the primary responsibilities of the IEPT. All procedural safeguards available to students and their families regarding the IEPT meeting will be followed. These procedural safeguards are provided to parents pursuant to law.

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Should the student possess a firearm (or other dangerous weapon), possess or use illegal drugs or controlled substances, or present a danger because he or she is substantially likely to injure himself/herself or others, or cause serious bodily injury, the student may immediately be placed in an interim alternative educational setting for up to 45 calendar days. An IEPT will be convened in these cases to determine the seriousness of the student's conduct and the appropriateness of the alternative educational setting.

### **Extracurricular Activity**

GISD programs sponsor many excellent social and athletic functions and we urge student participation in them because of their overall value.

Once students are in attendance at any after school extracurricular function, they are expected to remain at the activity until its conclusion unless other arrangements are made by the parent/guardian (except in emergency situations, approved by sponsor.)

All school rules apply at any school-related event. Any student, who does not conduct him/herself in accordance with school rules, may lose the privilege of attending further activities. A student, while on suspension, shall not participate in, or attend any school-related activity, function or event, held on or off school property, without permission of a building administrator.

### **Age of Majority**

The Board of Education recognizes when a student reaches the age of majority (18 years) he/she is afforded all the rights and privileges of adulthood. When a student with a disability reaches the age of majority, rights of the parent transfer to the student unless the student has been determined to be incompetent under state law or has been determined not to have the ability to provide informed consent with respect to his/her educational program. However, all school rules still apply. The Michigan Department of Education has stated that rules may be made by the state, local boards of education, teachers, and principals, and these may be enforced reasonably against all who are in the school setting, below or above the age of 18. These rules may be relative to anything necessary for the proper establishment, maintenance, management, and carrying on of the public schools of each district, including regulations relative to the conduct of pupils. A student attending school, regardless of age, is covered by school board policies, which have been adopted and published.

### **Search and Seizure**

It is understood that desks, lockers, and other storage units at GISD programs are the property of the school and may be searched at any time. In addition, the search of a student and his/her possessions, including (but

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not limited to) book bag, purse, athletic bag, automobile... while on school property, may be conducted at any time by school personnel if there is reasonable suspicion to believe that he/she possesses items which could be in violation of school rules or the law. A search may also be conducted to insure the general safety of staff and students in the school or on school grounds. All searches may be conducted with or without permission of the student.

## **STUDENT RECORDS**

**Four basic rights of a parent/guardian are:**

1. The right of access to a student's records.
2. The right to a hearing to challenge the content of records which are alleged to be inaccurate or misleading.
3. The right to be informed of these rights.
4. The right to consent to or prohibit the release of information contained in student records.

Student records will be destroyed when no longer needed to provide education to the student.

1. The student or parent/guardian will be notified and asked to sign the destruction of records form.
2. Some records will be maintained without time limitation.

Parents should refer to the Procedural Safeguards Notice to obtain more information regarding student records.

## **GENERAL SCHOOL PROCEDURES**

### **Compulsory Attendance**

The School Code of 1976 requires a parent or guardian of a child from age six to his or her sixteenth birthday to send a child to school unless sick. Parents should call the school when their child is ill and may wish to call the school nurse for further information and/or guidance.

### **Transportation**

Parents must call the local school district special education office and make arrangements for their child to be transported to and from school. Any changes in the arrangements must be coordinated by the parent with the local district special education director, transportation office and the school

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program. In some instances, parents may be responsible for transportation of their child.

**Bus Safety**

Parents should encourage their child to obey bus safety rules. When rules are disobeyed, the district has the right to apply discipline as contained in this Student Code of Conduct.

**Media Release/Classroom Photo Use**

Media releases will be issued only by the Executive Director of Communications and Development with approval of the superintendent. A student's name or picture will be used only with prior written parent/guardian approval. Each program will also need parent/guardian approval for a student to have classroom photos taken for school use.

**School Closing (snow days - severe weather)**

Final determination concerning all closings of district facilities is made by the district superintendent and is based on information received from city/state law enforcement agencies, K-12 districts, civil defense officials, other agencies or information sources. Parents are advised to listen to local radio and television programs, and the GISD website for school closing announcements. If your child attends a Project CHOICE classroom in a local district, follow that local district's school closing procedures. Parents of Center program students should listen for GISD announcements.

**Visitor/Guest Procedures**

All visitors must report to the office. If you wish to observe your child's classroom, you must make arrangements in advance.

**Food Service**

Nearly all of our full day programs have a hot lunch program for the students who pay full amount or are eligible for reduced or free lunches. Parents are responsible to pay lunch fees or apply for free/reduced meals.

**Leaving School Grounds**

Students are expected to be in school and in class during the entire school day.

1. No student will be permitted to leave the school grounds without prior approval from parents and principal.
2. If the student leaves without permission, every effort will be made to notify parents as quickly as possible.
3. The principal or designee will determine if the police or another authority should be notified of the student's absence.

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### **Student Release**

If a student is to be picked up from school for any reason he/she must be signed out by the parent/guardian or designee prior to the student leaving. Designees may be identified by the parent/guardian on the Student Release form. The school should be notified by the parent/guardian if anyone other than the parent/guardian will be picking up the student. Parents/guardians/designees and others may be asked to show identification when picking up a student.

## **HEALTH AND EMERGENCY**

### **Immunization**

GISD will follow immunization requirements and recommendations set forth by the Michigan and Genesee County Department of Public Health.

The school nurse will review the student's immunization record prior to school entrance and will contact the parent/guardian if it does not meet the requirements. School nurses will periodically review all student immunization records to maintain up-to-date immunizations. Waivers that are recognized by the Michigan and Genesee County Department of Public Health will be accepted.

Students who have not received the required immunizations or provided waivers will be excluded from school until parents provide proof that the required immunizations have been given.

### **Illness and Injury**

In case of illness and injury, parents must keep their child's school informed with emergency phone numbers and any changes that might occur. The school nurse will notify the parent/guardian of any illness or injury that occurs at school.

No student will be permitted to attend school if acutely ill and/or has a fever, cough, respiratory illness, or diarrhea. The decision shall be made by the school nurse/administrator/designee.

Parents must notify the school if their child has any serious communicable disease: Hepatitis B, AIDS (Acquired Immune Deficiency Syndrome), ARC (Aids Related Complex), herpes, or other like diseases that may present potentially serious health problems for those who come in contact with the disease or the disease carrier.

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**Medication**

Parents of students who may be required to take prescribed medications for health problems during the regular school day shall be responsible for the delivery of medication and written authorizations to the nurse/designee to administer prescribed medication to the student. No student shall carry medication to school.

Parents/guardians shall provide the physician's instruction/written order on the original container including the name of the student, name of the medication, name of the doctor, dosage, and specific time of administration.

The school nurse/designee in each program shall administer prescribed medicines in the presence of another adult. No more than one month's supply of prescribed medications shall be stored at school.

Students may not take prescribed medication or nonprescription drugs (aspirin) on school property without written permission from both the student's doctor and parent/guardian.

**Health Care Procedures**

Parents/guardians shall notify the building administrator/designee of the need for health care services. The parent/guardian shall provide a parent/guardian release form, physician's written instructions (where applicable), and student supplies and/or appliances (where applicable).

**Epinephrine Auto-Injector (Epi-pens)**

Michigan's Public Acts 186 and 187 require that each Michigan public and nonpublic school have at least two epinephrine auto-injectors, commonly known as "epi-pens," in each school beginning with the 2014-2015 school year.

Pursuant to state law, trained staff will administer an epinephrine auto-injector to any individual on school grounds who is believed to be having an anaphylactic reaction. If administered to a student, the parent/legal guardian will be notified.

**Concussions**

To provide for the safety of students, all applicable programs of the District shall comply either with the concussion protocols of the Michigan High School Athletic Association, or the protocols set forth by the CDC, which shall meet all the requirements of state law and Department of Community Health guidelines regarding concussion awareness training and protection for youth. The District shall comply with whichever standards are more protective.

### **School Based Services-Medicaid**

If your child is a Medicaid recipient, the district may seek reimbursement from Medicaid for school based services, such as occupational, physical and speech therapies. This school based program does not reduce Medicaid benefits to students.

## **DRUG AND SUBSTANCE ABUSE PREVENTION**

The Drug Free Schools and Communities Act of 1989 (P.L. 101-226) requires that GISD and all districts have a drug abuse prevention program. Students attending GISD programs have an age-appropriate, developmentally-based drug and alcohol education program. This program is individualized to the special needs of our students. Information provided in this program includes:

1. Ways that students can resist peer pressure to use drugs.
2. The possession and use of drugs is wrong and harmful.
3. Drugs are not permitted on school premises or during any school activities.
4. Students can be expelled, referred for prosecution, or referred to a treatment program if found to use drugs.
5. Information is available at school about drug and alcohol counseling.

GISD and all of its special education programs are committed to assuring that our schools are drug free and that students and their families know and understand the harmful effects of drug and alcohol abuse.

## **CHILD ABUSE OR NEGLECT**

The Michigan Child Protection Law, P.A. 238 of 1975, requires that any school administrator, teacher, nurse, counselor, social worker or child care worker report all cases of suspected child abuse or neglect on behalf of children under 18 years of age. The law provides legal immunity for such persons acting in good faith and making reports or assisting in any other requirements of the law. Furthermore, school staff must report suspected abuse or neglect for vulnerable adults.

The Board of Education of the Genesee Intermediate School District establishes this policy in an effort to alert staff to be observant for any incidence of child abuse or neglect.



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**The following basic policy statements apply:**

1. If evidence of suspected child abuse or neglect is observed, staff shall report their findings immediately to the building administrator/designee. The presence of a venereal disease in a child who is less than 12 years of age shall be reasonable cause to suspect child abuse and neglect.
2. The building administrator/designee shall take the child to the school nurse for observation. All observations shall be documented in writing, including the date and age of child.
3. The building administrator/designee shall notify the department director of the suspected child abuse or neglect prior to reporting the incident.
4. A reporting staff member, in consultation with the administrator/designee, shall initiate a call to the Department of Human Services, or appropriate agency.
5. A representative of Child Protective Services shall determine if the child is in need of a physical examination by a physician and follow-up with a home call if appropriate.
6. Within 72 hours, the reporting staff member shall file a written report with the Child Protective Services as required by law. The written report shall contain the name of the child, description of the suspected abuse or neglect, names and addresses of the child's parents, child's guardian or persons with whom the child resides, and child's age. The report shall contain other information available to the reporting person which might establish the cause of suspected abuse or neglect and the manner in which it occurred.

## **EQUAL EDUCATIONAL OPPORTUNITY**

It is the policy of Genesee Intermediate School District to provide an equal education opportunity for all students. The district does not discriminate on the basis of race, color, national origin, sex, age, religion or disability in admission or access to its programs, activities or policies. Any person having inquiries concerning the school's compliance with the regulations implementing Title VI, Title IX or section 504 is directed to contact: GISD Deputy Superintendent- Human Resources who has been designated to coordinate the school's efforts to comply with the regulations implementing Title VI, Title IX and Section 504:

Deputy Superintendent – Human Resources  
Genesee Intermediate School District  
2413 W. Maple Avenue

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Flint, Michigan 48507-3493  
(810) 591-4432

Complaints will be investigated in accordance with Board policy. Any student/parent making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

## **PROCEDURAL SAFEGUARDS NOTICE**

The “Procedural Safeguards Notice” shall be provided to parents annually or when required by state and federal regulations. Parents may request a copy of the document at any time by contacting the Center where their child attends.

## **CENTER ENROLLMENT AND WITHDRAWAL**

Placement in any of GISD’s Center programs shall be made in accordance with GISD Center Program Placement Guidelines, Michigan Administration Rules for Special Education, and any applicable federal and state regulations. Any parent or student who wishes to withdraw from the Center should contact the Center principal and/or Center office.

## **STUDENT FUNDRAISING**

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community as approved by the Center Principal. Students may not participate in fund-raising activities off school property without proper supervision by approved staff or other adults.

## **PARENT INVOLVEMENT**

The Genesee Intermediate School District supports parent involvement in its programs. Involvement includes parent communications, parent teacher conferences, parent meetings including student Individualized Education

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Program Team meetings, and information available on GISD's website at [geneseeisd.org](http://geneseeisd.org). Parent involvement is also included in each Center's School Improvement Plan.

## **APPENDIX**

# **SCHOOL RULES AND DISCIPLINE FOR MARION D. CROUSE INSTRUCTIONAL CENTER**

## **INTRODUCTION**

The management of student behavior is primarily accomplished by positive behavior support. Students are offered a continuum of methods that help them learn and maintain appropriate behavior and discourage violation of the codes of student conduct. Behavior intervention plans are developed when a student's behavior continues to be inappropriate, even after teachers and other staff try various strategies to alter, prevent, or improve the behavior. Generally, the student assistance team process will address persistent inappropriate behavior. However, in some instances, student behavior can be dangerous to other students and staff. Furthermore, state law requires that all school districts must take some action in response to dangerous behavior. Behavior intervention plans and student discipline will be initiated depending on the nature and severity of the behavior, the particular facts involved, the age of the student, the abilities of the student, the student's prior behavior record, and the recommendation of school personnel. Although typical school rules regarding misconduct by students are not appropriate for students attending ECPS, there are behavioral concerns that may necessitate certain interventions, including suspension.

## **DEFINITIONS**

### **Positive Behavioral Interventions and Supports**

Positive Behavioral Interventions and Supports (PBIS) is a broad range of systematic and individualized strategies for achieving important social and learning outcomes while preventing problem behavior with all students. The emphasis is on a school-wide system of support that includes proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments.

### **Suspension**

Suspension is the exclusion of the student from school for a specific period of time or until the fulfillment of a specific set of conditions. Suspension will not exceed ten (10) cumulative school days within a school year, without an IEPT meeting being called to consider a change in programs or services.

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Teachers may suspend students from a class, subject, or activity pursuant to MCL380.1309(1) for up to one full day only for conduct involving a physical assault. Following the suspension, teachers shall meet with the parents to develop or revise a behavior intervention plan to address the inappropriate behavior. A building administrator and other staff, as appropriate, shall participate in this meeting. All other suspensions shall be made by the principal or designated school administrator.

**Long Term Suspension**

A suspension for over ten (10) school days which may be imposed by the superintendent or designee. However, pursuant to law students with disabilities may be entitled to the provision of appropriate services as determined by the IEPT.

**SPECIFIC STUDENT BEHAVIOR/PROHIBITED ACTS**

**Physical Assault**

Physical assault is behavior that causes physical harm to another student, staff member, or other person through force or physical violence.

**Harassment, Bullying and Other Aggressive Behavior Toward Students**

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation. Any harassment allegation involving an adult must be reported to the building administrator and district compliance officer. Any student who believes they are a victim of bullying should immediately report the situation to the Principal or his/her designated staff person. The Principal or designee shall promptly investigate and document all complaints about bullying and other aggressive behavior. If the investigation finds an instance of bullying or other aggressive behavior has occurred, it will result in prompt and appropriate remedial action. GISD Board Policy 5517.01 Bullying and Other Aggressive Behavior Toward Students, provides additional information and this handbook shall serve as notice of the Board's policy and compliance with PA 241 of 2011.

**Destruction of Property**

Destruction of property means the intentional destruction of school property or the property of others.

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**School Response**

- The building administrator or designee will contact parent/guardian/primary caregiver.
- The Center will develop or revise a current behavior intervention plan to address the behavior.
- Parent/Guardian/Primary care giver will be invited to participate in the review process.
- In some cases, to assure the safety of other students and staff, a student may be suspended up to ten (10) days in order to develop and implement recommendations for student and staff protection.

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**NOTES**





