

The administration shall publish and annually revise handbooks (elementary and secondary) containing information about the District and about the individual schools and the rules and regulations which the students are expected to conform. The administration is responsible to ensure that the handbooks do not conflict with any district policies or state or federal law. The handbooks shall be distributed to all the students the first day of school each year and to new students when they enroll.

The handbooks shall be brought to the School Board for formal approval prior to the beginning of school each year.

Adopted: May 1997

### **STUDENT RIGHTS AND RESPONSIBILITIES POLICY**

The School Board affirms those legal rights of students that are guaranteed under the federal and state constitutions and statutes. The Board reminds students that rights also are accompanied by responsibilities.

These rights and responsibilities.

1. Civil rights, including the rights to equal educational opportunity and freedom from illegal discrimination; the responsibility not to discriminate against others.
2. The right to attend free public schools; the responsibility to attend school as required by law and to observe school rules and regulations essential for permitting others to learn at school.
3. The right to due process of the law with respect to suspension, expulsion, searches and seizures or administrative decisions which the student believes have injured his rights.
4. The right to free inquiry and expression; responsibility to observe reasonable rules regarding these rights.
5. The Superintendent shall insure the students are made aware of their legal rights, the legal authority of the Board, and the delegated authority of the staff to make rules and regulations regarding the orderly operation of the school.

Adopted: August 15, 2000

## **STUDENT CONDUCT POLICY**

Students in our schools are expected to act in such fashion that their behavior will reflect favorably on the individual student and on the school, will show consideration for fellow students, and will create a harmonious school atmosphere. To accomplish this, all students must recognize their individual responsibility and obligations and discharge them in accordance with the school regulations.

Attention is specifically called to behavior on school buses, at lockers, in the lavatories, in the gymnasium, in the corridors, in the cafeteria, in the area outside the school, in the library, in school offices, and of course, in the classrooms.

Students may exercise their right to freedom of expression through speech, assembly, petition, and other lawful means. The exercise of this right may not interfere with the rights of others. Freedom of expression may not be utilized to present material which tends to be vulgar or slanderous, or to defame character, or to advocate violation of federal, state, or local laws, or official school policies, rules and regulations.

The rights and limits of students respecting freedom of speech, press, and assembly shall be in accord with the First Amendment of the United States Constitution.

In each instance in which an employee acts to help students conduct themselves properly, emphasis shall be placed upon growth of students in ability to discipline themselves.

The authority of school extends beyond the building to the school grounds and to all places where school-sponsored activities are held, including athletic contests and such other activities as have a direct and immediate effect either on school discipline or on the general safety and welfare of students and staff.

Students shall have the right to receive annually at the opening of school, a publication listing the rules and regulations to which they are subject. Students have the responsibility to know and respect the rules and regulations of the school.

Adopted: August 15, 2000

## **STUDENT DISCIPLINE POLICY**

Good discipline in the school is extremely important to the school program. Without good discipline the school cannot discharge its primary responsibility in the development of citizenship. Without good discipline, student cannot realize their greatest opportunities for growth. Good discipline

in the classroom consists of businesslike behavior which encourages active, cooperative participation by each student.

In situations involving undesirable behavior, it is necessary for the school to impose discipline. Disciplinary measures should be reasonable and appropriate to the nature of the misbehavior of the offending pupil and in accordance with the law.

Principals and administrative staff are charged with maintaining adequate discipline in each school. All employees of the school system should aid in the discipline of the schools.

Teachers are expected to assume responsibility for the discipline of students in the individual classrooms as well as contributing to the monitoring of discipline throughout the building. The teacher is responsible for the care, discipline, and instruction of his/her charge and as assigned by the principal. The teacher shall enforce all rules governing the conduct of pupils. In maintaining discipline, the teachers must be able to proceed with assurance that support will be forthcoming from the principals, the Superintendent and the School Board.

The authority of school officials acting pursuant to school rules is applicable to student behavior on and off campus when relevant to any lawful mission, process, or function of the school. The school may prohibit any action which impairs, interferes with, or obstructs the missions, process, and functions of the school. Any off-campus student activity which does not come within this test is beyond the power and responsibility of school officials to regulate. The relationship of each off-campus student activity to the mission, process, or function of the school must be determined from the specific fact situation.

The constructive side of discipline should be emphasized. A climate conducive to good citizenship should be created in the school. The best discipline prevents rather than corrects after the wrongdoing has occurred. Conferences with teachers, principals, and parents should be effectively employed to bring about acceptable classroom behavior.

Parents should be advised promptly when students begin to get into difficulty which might lead to suspension.

The use of corporal punishment, defined as physical pain inflicted on a student, is not allowed in the Leeds Public School District. The use of any instruments such as a paddle or stick on a student is strictly prohibited. Corporal punishment does not include action taken by an employee for self-defense, protection of persons or property, obtaining possession of a weapon or other dangerous object, to quell a verbal disturbance or for preservation of order. The School Board recognizes that reasonable physical force may occasionally be necessary to guard the safety and well-being of students or employees or to deliver a student to an administrator's office.

Complaints against a teacher regarding corporal punishment will be dealt with in accordance with school board policy on personal complaints.

Adopted: August 15, 2000