



STUDENT CODE OF CONDUCT

TABLE OF CONTENTS

Table of Contents.....	1
Introduction.....	2
Chapter 1: Students Rights and Responsibilities.....	4
Chapter 2: Institute Attendance.....	6
Chapter 3: Rules and Regulations for Bus Riders.....	8
Chapter 4: Personal Technology.....	10
Chapter 5: Bullying and Harassment.....	12
Chapter 6: Physical Restraint & Seclusion.....	15
Chapter 7: Confiscated Materials.....	16
Chapter 8: Anti-Discrimination/Sexual Harrasment Policy.....	17
Chapter 9: Violations of the Student Code of Conduct	19
Chapter 10: Disciplinary Procedures.....	31
Chapter 11: Complaint Procedure.....	33
Chapter 12: Amendments.....	34
Teacher Complaint Form.....	35
Student Complaint Form.....	39
Figure 1.....	42

INTRODUCTION

Michigan Islamic Institute, in an effort to establish a learning environment rooted in safety and respect. Teachers, administrators, support staff, parents, and students must assume a responsible role in promoting behavior that enhances academic and personal success. An effective behavior support system is proactive in its approach to cultivating successful student behavior. Courteous, respectful, responsible, and law-abiding behavior fosters a positive climate for the learning community.

The Michigan Islamic Institute Code of Conduct sets forth student rights, responsibilities, and the consequences for violating Institute rules. Before continuing, the Institute is deeply indebted to the standard set by the nearby Troy School District (TSD). Due to its exceptional academic caliber and student success, the Institute selected the TSD Student Code of Conduct as its basis in order to construct its own. The Institute would like to recognize that its Code of Conduct borrows heavily from the TSD Code and encourages readers to view it as well. However, the appropriate modifications have been made to suit the Institute's needs.

Students are offered a continuum of methods that help them learn and maintain appropriate behavior and discourage violation of rules of student conduct. When determining the appropriate action to be taken as a consequence of student misconduct, Institute officials may use intervention strategies, restorative practices and/or disciplinary actions they deem appropriate, depending upon the severity and repetition of misconduct; age and grade level of the student; circumstances surrounding the misconduct; impact of the student's misconduct on others in the Institute community, and any other relevant factors.

The information contained in the Student Rights and Responsibilities/Code of Student Conduct handbook is an official declaration of the policy approved by the Board of Michigan Islamic Institute. The Declaration of Student Rights and Responsibilities applies to all students of the Institute and is intended to outline the rights of students.

The Institute supports the belief that each person deserves and needs a positive, concerned, accepting educational community that values integrity and upstanding character. The intent of this handbook is to set forth the policies, procedures, and expectations generated by Michigan Islamic Institute to foster a positive learning environment.

The Institute provides an environment conducive to learning and to the development of each student's full potential. Guidelines have been established to maintain the environment and to provide for the safety and well-being of students.

The Code of Conduct is in force:

1. In the Institute and/or on Institute grounds
2. While traveling to and from Institute
 - a. At the bus stop or on a Institute bus
3. Events where the Institute is represented
4. With respect to any misconduct toward any Institute employee or damage to his/her property, whether on or off Institute premises.
5. With respect to any off-campus misconduct of a serious and/or criminal nature, which poses a likelihood of danger to the health (physical or emotional) or welfare of students or district personnel (i.e., selling drugs off-campus), or which reasonably makes the continued presence of the student in the Institute disruptive to the educational process (i.e., committing vicious crime off-campus).

The rules and regulations contained in this document do not include all conceivable student misbehavior that might result in administrative disciplinary action taken against a student.

Disruptive students who interfere with the educational process and/or do not comply with the regulations and procedures are subject to administrative action. Please be sure that you and your child become familiar with the Institute rules

CHAPTER 1

STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT BEHAVIOR

Philosophical Basis:

Proper student behavior is closely identified with future positive citizenship. Schools have long been institutions where good citizenship has not only been taught but is expected of the students.

Rights -- students have the right to:

Have access to a professional staff and facilities which allow achievement of personal growth through active participation in programs.

Responsibilities -- students have the responsibility to:

Conduct themselves in such a manner as to promote a positive educational environment.

FREE SPEECH AND EXPRESSION

Philosophical Basis:

One important role of the Institute is to prepare students for responsible self-expression in our society. Self-expression, as permitted under the First and Fourteenth Amendments to the U.S. Constitution, must not interrupt the orderly educational process of the Institute or be in violation of the Code of Student Conduct.

Rights -- students have the right to:

- With approval of the Department Head, assemble peaceably on Institute property for Institute-related activities.
- With approval of the Department Head, have access to a bulletin board or its equivalent for the purpose of making announcements and statements to the student body.
- Responsibly voice and express their views on a wide range of topics.

Responsibilities -- students have the responsibility to:

- Seek the approval of the Department Head and adhere to the established regulations for using the bulletin board or its equivalent including the dissemination of written materials.
- Voice and express their views in a respectful and responsible manner on a wide range of topics reasonably related to the district's curriculum.
- Respect the differing viewpoints of other individuals.

SEARCH AND SEIZURE

Philosophical Basis:

Students shall be free from unreasonable search and seizure of property as guaranteed by the Fourth Amendment of the U.S. Constitution. This individual right is balanced by the Institute's responsibility to protect the health, safety, and welfare of others. Institute authorities have the right to search persons or property when they have a reasonable suspicion that a student is in possession of materials or objects that are in violation of the law, student code of conduct or Board policies. Student lockers are the property of the Institute. Lockers are on loan to the students to use, with the understanding that Institute officials may inspect them at any time.

Rights -- students have the right to:

Privacy in their person and possessions unless the Department Head has reasonable suspicion to believe that inappropriate, illegal, and/or dangerous materials or materials in violation of the student code of conduct are being carried and/or concealed by the student.

Responsibilities -- students have the responsibility to:

Not carry, conceal, or bring onto Institute property any materials which are inappropriate, illegal, or that are in violation of the student handbook or Board policies or that may disrupt the educational process.

CHAPTER 2

INSTITUTE ATTENDANCE

All students enrolled at the Institute shall attend those classes and activities in which they are enrolled.

A student may be excused for personal illness or a death in the family. However, other excuses are sometimes legitimate. If the student knows that he/she will be absent for any extended period of time, he/she should contact the office at least one week in advance. If at all possible, medical and dental appointments should be scheduled outside the Institute hours.

When a student is absent from the Institute, his/her parents must follow the attendance policy and procedure. Parents must call the office within twenty-four hours of the day of the absence.

Any absence will affect the learning experience and may affect a student's academic performance. It is the student's responsibility to ask teachers for makeup assignments.

A student with an excused absence has the right to complete the work missed and receive credit for it. Class discussions and activities cannot be duplicated. Makeup work after an excused absence is to be done promptly. Students will receive one day for each day absent to make up work or must work out a plan with their teachers. This includes tests and quizzes. It is the responsibility of the student to obtain all necessary makeup work. Assignments given to the student prior to his/her absence will be due upon the student's return. At the end of the marking period, an extension of makeup time may be granted by the Department Head, if sufficient reason is shown.

When entering or leaving the building at times other than the beginning or end of the school day, a student must "sign in" or "sign out". There the student will receive an admittance slip to get into the classroom if he arrives late or the student will be given permission to leave the building if he is signing out.

Institute-sponsored activities are not considered absences. This includes field trips, athletic trips, counselor appointments, student government meetings, etc. Work assigned prior to a student attending a Institute sponsored activity is due the day the student returns to the Institute. While absent on a Institute-sponsored activity, students shall have the number of days missed following their return to complete missed work. The Institute staff and students are encouraged to work together collaboratively to ensure that missed work is completed in a reasonable timeframe that does not place an undue burden on a student related to a Institute-sponsored absence from class/school. Teachers are encouraged to work productively with students and parents to ensure that student work is completed without causing unnecessary stress or harm to the student.

If a student moves to another school, he/she must check out through the office on or before the last day of attendance.

TARDINESS

Tardiness – Students are encouraged to be in class and on time regularly. Students who are not in the classroom at the beginning of class will be marked tardy. The tardy policy is as follows: The student will be notified upon their 3rd tardy with a detention. If a student reaches 7 or subsequent tardies, administrative discretion will be used to determine progressive discipline up to and including suspension from the Institute.

Absences – Students are encouraged to attend class on a regular basis. Students are afforded 9 absences per class per semester without penalty including both excused and unexcused absences. Absences exempted from this policy might be for reasons including mandatory court appearance, chronic/serious illness, religious holiday, suspension, family bereavement, Institute-sponsored field trip/activity, or other reasons approved by the Department Head. Students should work with their assigned Department Head(s) to ensure that attendance records are accurate. The student maintains the responsibility for communicating with the Institute about the nature of any absences and providing all necessary documentation for absences of a specialized nature. Furthermore, any documentation substantiating special absences from the Institute should be provided to an Institute administrator in a timely fashion following the absences.

For an absence to be excused, a parent must call the Institute to notify the Institute of the absence within 24 hours of the absence. Family trips or long-term absences must be pre arranged one week in advance of the first absence in the term through the submission of an Extended Absence form available in the Institute's main office. This will allow students to receive assignments in advance of the absence when possible and notify the Institute ahead of any extended time away from the Institute.

Students who exhibit a pattern of unexplained absences will be contacted by the office.

Students accumulating 10 or more absences per class per semester will not receive credit for enrollment in the course. If not passing, the student will receive a failing mark. In both cases, students will need to retake the course and satisfy academic requirements to earn credit for the course. The student shall remain in the class for the remainder of the semester. During the remainder of the class, if a student continues to have attendance problems or proves disruptive, the student will be disciplined in accordance with the procedures outlined in Chapter 10 of the Code of Conduct. Loss of credit due to attendance or other consequences related to a student's attendance challenges may be appealed to the Department Head and then the Board of Directors of the Institute. The decision of the Board of Directors is final.

CHAPTER 3

RULES AND REGULATIONS FOR BUS RIDERS

Students and parents have the responsibility to know and respect the Institute's bus rules as described below. Repeated violations will result in the suspension of bus privileges. The Student Code of Conduct is in effect while a student is riding the bus.

Rules and Regulations:

1. The behavior of students while in transit to or from the Institute, at the bus stop, or at any co-curricular Institute-sponsored activity will be consistent with the discipline procedures of the regular school day.
2. Remain behind the curb while waiting for the bus.
3. Board and depart from the bus at assigned stops.
4. Persons boarding the bus first shall move to the back.
5. The aisles shall be kept clear of books, band instruments, etc.
6. All parts of the body shall be kept inside the bus.
7. Remain seated while the bus is in motion.
8. Unnecessarily loud talking, profanity, and inappropriate language are prohibited.
9. Riders shall not tamper with bus equipment.
10. Students shall not eat while on the bus.
11. No smoking, lighting matches, use of e-cigarettes etc., will be permitted on or near the bus.
12. Animals and/or pets are not allowed on buses.
13. Spraying or using aerosol products such as perfume, deodorant, or hairspray is prohibited.
14. Any conduct which diverts a driver's attention from his/her primary job and thus endangers the safety of other riders is prohibited.
15. A student not assigned to a particular bus may not board or be transported without prior administrative approval.

Responsibilities:

1. Be at the bus stop five minutes before pick-up time in the morning and be on the bus at the designated departure time from the Institute.
2. Show respect for private property near the bus stop.
3. Treat bus equipment appropriately at all times. Students who damage bus equipment will be responsible for replacement and/or restoration/repair.
4. Take pride in the appearance of your bus. Help keep it clean.
5. Respond positively to reasonable requests made by the bus driver.

6. Know these safety rules and student responsibilities.

Discipline Procedure

1. First administrative contact (one or more of the following):
 - a. Parent notification
 - b. Reprimand
 - c. Suspension of bus privileges up to ten school days
2. Second administrative contact (one or more of the following):
 - a. Parent notification
 - b. Reprimand
 - c. Suspension of bus privileges up to ten school days
3. Subsequent administrative contact (one or more of the following):
 - a. Parent notification
 - b. Reprimand
 - c. Suspension of bus privileges. The parents will be notified by telephone and a written notification of the suspension will be sent within two school days. During the suspension of bus privileges, it shall be the parents' responsibility to provide the student's transportation to and from the Institute.

CHAPTER 4

PERSONAL TECHNOLOGY

The purpose of this policy is to set forth expectations for appropriate use of existing and emerging technologies which students may possess, including but not limited to cell phones, digital picture video cameras and/or camera phones, personal digital assistant (PDAs), iPods, MP3s, and other personal electronic devices capable of transmitting data or images. It is the responsibility of every student to know this policy and to conduct his or her activities accordingly.

Michigan law (380.1303) allows local school boards to determine the policy on the use and possession of cellular phones (cell phones) and other electronic signaling devices such as pagers on school campuses.

The Institute, unlike other academic institutions, maintains a strict policy toward cell phone and electronic devices. The Institute follows a zero-tolerance policy for any electronic devices on the campus. This policy is intended to ensure that personal electronic devices do not interfere with the learning, safety, and well-being of students and staff.

There is no reason for a student to use a cell phone during the regular school day. In any instance requiring emergency communication with a student, parents should call the Institute office.

The district shall not be liable for theft, loss, damage, or misuse of any electronic devices brought to the Institute by a student.

In addition, the following actions with Institute technology is unapproved or prohibited:

- A. Disregarding the privacy of other users, such as using or attempting to use or learn other users' passwords;
- B. Unauthorized copying, changing, reading, accessing or attempting to access or using other users' files;
- C. Gaining or attempting to gain unauthorized access to Institute equipment, systems, programs, files or other users' accounts;
- D. Introducing or attempting to introduce a virus or malware into any Institute equipment, systems, programs or files;
- E. Using or attempting to use Institute equipment, systems programs or files to disturb or harass others; and
- F. Damaging or attempting to damage any Institute equipment, systems, programs or files.
- G. Other behavior designed to obviate the Institute's technology controls, limit Institute technology functionality or damage Institute technology systems.

Cell Phones/Electronic Communication, Listening Devices:

a) Visible or audible detection of any electronic, communication listening device is prohibited. Any exception must be approved by the faculty or administration. If confiscated, disciplinary measures are as follows:

1. Confiscation/student pick-up. A parent/guardian must pick up the phone and/or electronic devices from the office after school. It is advised that parents make arrangements with the office to pick up their child's electronic device. Call phone and electronic device policy will be given to the parent indicating that any further infraction will result in out of school suspension.
2. Personal electronic devices confiscated as a result of further violations, will result with an out of school suspension, and a meeting with the administration.
3. Students will be permanently suspended from the Institute without any further hearing or warnings. Parents will be notified to pick up the student from the Institute and wait for official notice from the Institute.

b) The use of any and all devices must be for Institute purposes. Permission to use such items at TSD must be given by the faculty or administration and will be approved on a class by class basis for academic purposes. Unauthorized use (actual use of said device) for voice, text, picture, numerical message, etc. outside pre-approved periods, will result in immediate suspensions and parent pick up of the device.

c) Photographing, disseminating, transferring or sharing of offensive, obscene, pornographic or otherwise illegal images may constitute a crime and will be reported to law enforcement which may result in arrest, prosecution, and inclusion, on sex offender registries.

Respect for Privacy Rights

- Students shall not photograph, audiotape, or videotape other individuals at Institute or at Institute-sponsored events without their knowledge or consent, except for activities considered to be in the public arena such as active participants in sporting events or public performances.
- Students shall not email, post to the internet, or otherwise electronically transmit images of other individuals taken at the Institute without their expressed written consent.
- Use of cellular phones or other personal electronic devices is strictly prohibited in locker rooms and restrooms.

CHAPTER 5

BULLYING AND HARASSMENT

The purpose of this policy is to create and maintain a positive learning environment, and to promote understanding and respect for all students. The Institute does not tolerate bullying and harassment. Any student of the Institute who believes that he/she has been bullied or harassed shall immediately report his or her complaint to the Department Head or another trusted superior. The report will be promptly investigated.

Understanding bullying is complicated by the fact that a young person can be a bully, a victim or both a bully and a victim. Not all taunting, teasing and fighting among Institute children constitutes bullying. Bullying entails repeated acts by someone perceived as physically or psychologically more powerful. Bullying, like other forms of aggressive and violent behaviors, interferes with both a school's ability to educate its students and a student's ability to learn.

Definition

Bullying means: any written, verbal, or physical act, including cyberbullying, that is intended or is likely to cause harm to another student by doing any of the following:

- Substantially interfering with another student's educational opportunities or benefits;
- Affecting another student's ability to participate or benefit from the Institute by putting the student in fear of physical harm or by causing emotional distress;
- Having a detrimental effect on a student's physical or mental health;
- Causing a substantial disruption with the orderly operation of the Institute.

Bullying includes cyberbullying, or bullying done through any electronic communication. Types of bullying may include but are not limited to:

Verbal bullying, including

- derogatory comments and bad names.
- Physical bullying such as hitting, kicking, shoving and spitting;
- Having money or other things taken or damaged by students who bully;
- Being threatened or being forced to do things by students who bully.

Cyberbullying (via cell phone or internet).

Definition of Cyberbullying

Cyberbullying is any type of harassment or bullying (i.e., teasing, telling lies, making fun of someone, making rude or mean comments, spreading rumors, or making threatening or aggressive comments) that occurs through email, a chat room, instant messaging, any website (including blogs), text messaging, videos, or pictures posted on websites or sent through cell phones.

Cyberbullying differs from traditional bullying.

- It can be accessible by many people (depending on the forum) and can occur at any time both at the Institute and at home.
- Messages/images can be distributed to a wide audience very quickly.
- Cyberbullying is often anonymous, making it difficult to identify the perpetrator and therefore may encourage youth to engage in behavior that they wouldn't do face-to-face.
- Youth may be nervous to report cyberbullying because they fear adults will limit their access to technology.
- Bystanders and witnesses to cyberbullying are anonymous, viewing the harmful material on a website but not dealing with it face-to-face.

Types of Cyberbullying

Types of cyberbullying may include but are not limited to:

- **Flaming:** Online fights using electronic messages with inappropriate and/or vulgar language
- **Harassment:** Repeatedly sending offensive, rude and insulting messages
- **Cyber stalking:** Repeatedly sending messages that include threats of harm or are highly intimidating. Engaging in other online activities that make a person afraid for his or her own safety
- **Denigration:** Putting someone down online; sending or posting cruel gossip or rumors about a person to damage his or her reputation or friendships
- **Impersonation:** Pretending to be someone else and sending or posting material online that makes that person look bad, gets that person in trouble or danger, or damages that person's reputation or friendships
- **Outing and Trickery:** Sharing someone's secret or embarrassing information online; tricking someone into revealing secrets or embarrassing information which is then shared online
- **Exclusion:** Willfully excluding someone from an online group, like a 'buddy list'

Definition of Harassment

Harassing conduct may take many forms, including verbal acts and name-calling; graphic and written statements, which may include use of cell phones or the internet; or other conduct that may be physically threatening, harmful or humiliating. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities or opportunities offered by a school.

Sexual harassment is unwelcome conduct of a sexual nature, which can include unwelcome sexual advances, requests for sexual favors or other verbal, nonverbal or physical conduct of a sexual nature. Sexual harassment includes unwelcome sexual flirtations, advances or propositions, improper sexual comments, verbal abuse of a sexual nature, subtle pressure or requests for sexual activities, unnecessary touching of an individual, graphic or verbal commentaries about an individual's body, touching of a sexual nature, sexually degrading words used to describe an individual, calling students sexually charged names, a display of sexually suggestive objects or pictures, sexually explicit or offensive jokes, physical assault, or otherwise creating an intimidating, hostile or offensive educational learning environment.

CHAPTER 6

PHYSICAL RESTRAINT & SECLUSION

Seclusion and/or restraint shall only be used in an emergency situation, and, then, only in accordance with the Michigan Revised School Code (MCL 380.1307) and the Board of Directors in its policies. The use of seclusion and restraint in the Institute shall accomplish the following objectives:

- Promote the care, safety, welfare, and security of the Institute community and the dignity of each pupil.
- Encourage the use of proactive, effective, evidence- and research-based strategies and best practices to reduce the occurrence of challenging behaviors, eliminate the use of seclusion and restraint, and increase meaningful instructional time for all pupils.
- Ensure that seclusion and physical restraint are used only as a last resort in an emergency situation and are subject to diligent assessment, monitoring, documentation, and reporting by trained personnel.

Physical restraint does not include:

- Actions necessary to break up a fight;
- Actions necessary to take a weapon away from a student;
- Actions necessary to stop a physical assault;
- Brief holding by an adult to calm or comfort;
- The minimum contact necessary to physically escort a student from one area to another;
- Holding a student for a brief time in order to prevent an impulsive behavior that threatens the student's immediate safety (e.g., running in front of a car).

“Corporal punishment” is defined as “the deliberate infliction of physical pain by hitting, paddling, spanking, slapping, or any other physical force used as a means of discipline.” MCL 380.1312(1).

CHAPTER 7

CONFISCATED MATERIALS

Any materials, supplies, or other objects deemed to be inappropriate at the Institute or in the classroom may be confiscated by Institute personnel.

The return of confiscated items will be subject to the judgment of Department Heads, the Board of Directors, and in conjunction with law enforcement when necessary.

CHAPTER 8

ANTI-DISCRIMINATION/ SEXUAL HARASSMENT POLICY

The Institute will not tolerate unlawful discrimination, harassment, or bullying. Any student of the Institute who believes that he/she has been discriminated against, denied a benefit, or excluded from participation in any district educational program or activity on the basis of sex (including sexual harassment, as discussed below), race, color, religion, national origin, age, height, weight, marital status, ancestry, gender, sexual orientation, gender identity or expression, or mental, physical or sensory disability or physical characteristic should immediately report his or her complaint to the Department Head or the assistant/deputy superintendent. The complaint will be promptly investigated.

Sexual harassment of students by other students or by employees of the Institute is unlawful and strictly prohibited. It is the policy of this Institute that all contact between students, teachers or other adult employees of this Institute reflect respect for the individual student and be conducive to creating a stable and positive learning environment.

Sexual harassment is unwelcome conduct of a sexual nature, which can include unwelcome sexual advances, requests for sexual favors or other verbal, nonverbal or physical conduct of a sexual nature. Sexual harassment includes unwelcome sexual flirtations, advances or propositions, improper sexual comments, verbal abuse of a sexual nature, subtle pressure or requests for sexual activities, unnecessary touching of an individual, graphic or verbal commentaries about an individual's body, touching of a sexual nature, sexually degrading words used to describe an individual, calling students sexually charged names, a display of sexually suggestive objects or pictures, sexually explicit or offensive jokes, physical assault, or otherwise creating an intimidating, hostile or offensive educational learning environment.

If a student has concerns about the nature of any conduct or physical contact by an adult employed by this district, by a fellow student, or by a member of the public, the student should immediately report this concern to a building administrator, as well as to the student's parent or guardian.

Students are encouraged to report any conduct or contact that makes them feel uncomfortable, is bothersome, or is contrary to a stable, positive learning environment.

The Institute shall investigate all such reports immediately. Retaliation by a student or employee against a student for filing a complaint of sexual harassment is strictly prohibited. Anyone found to have engaged in sexual harassment or retaliation in violation of this policy will be subject to

appropriate disciplinary action. For students, such discipline could range from verbal or written warnings to suspension or expulsion.

All such reports shall be handled confidentially to avoid embarrassment and to protect the student making the report. Complaints constituting child abuse shall be reported to the Department of Social Services as required by law.

CHAPTER 9

VIOLATIONS OF THE STUDENT CODE OF CONDUCT

The aim of this chapter is to provide Institute personnel, parents, students and other members of the community with a clear understanding of the rules and the resulting disciplinary actions for violations of those rules.

This chapter lists, categorizes and defines certain violations that disrupt the Institute environment and/or the instructional process, and specifies disciplinary actions which are to be taken by the administration. A major consideration of the Code of Student Conduct is to identify appropriate disciplinary actions to bring about positive student behavior. The severity and frequency of the misbehavior is considered in defining appropriate disciplinary action.

The Department Head shall in all cases conduct an investigation deemed reasonable under the circumstances to confirm that the charged offense has, in fact, been committed. The Code of Student Conduct shall not be interpreted or applied in a manner that would violate a student's constitutional rights.

The administration reserves the right to establish fair and reasonable rules and regulations for circumstances that may not be specifically covered in this handbook. The lists of violations on the following pages are not all-inclusive, but only representative and illustrative. A student committing an improper act of misconduct which does not happen to be specifically listed is subject to disciplinary action. In all cases, rules and regulations, and possible consequences shall be as consistent as possible with previously established rules, regulations, and consequences for similar incidents. Matters omitted from this handbook should not be interpreted as a limitation on the scope of the Institute's authority and the Institute's responsibility to maintain order and provide a safe learning environment for all students. It should be noted that violations are cumulative and consequences for cumulative violations may be more severe. Violations are not disciplined independently. For example, for a Level I violation, if a student was disciplined for cutting class one week and then was disciplined the next week for loitering, the loitering may be considered as a second administrative contact.

These rules and policies apply to any student who is on Institute property, who is in attendance at the Institute or at any Institute-sponsored activity whether on or off campus, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the Institute, students and staff.

Restorative Discipline Practices

A major consideration of the Code of Conduct is to identify appropriate disciplinary actions that will bring about positive student behavior. Restorative Discipline focuses on the harms, needs and causes of student behavior, not just the breaking of rules and dispensing of punishment. Restorative discipline attempts to provide students with an opportunity to be accountable for the harm caused as well as the opportunity to repair the harm. Students are empowered to help resolve conflict and maintain an environment where the work of the Institute can happen. The goal of restorative discipline is to provide students an opportunity to learn to think differently about harm, to deal with conflict in peaceful and creative ways, to address accountability and responsibility, to focus on one another's humanity and to problem-solve in terms of community and collaboration.

Student violators of the Code of Conduct may have the opportunity to engage in restorative practices as a consequence of their inappropriate behavior, as facilitated by Institute officials. It is important that any student engaging in restorative practices freely admit to any wrongdoing and express contrition for their actions to the offended parties. Restorative practices developed in response to a Code of Conduct violation may include but are not limited to the following productive activities:

- Restitution
- Alternative suspension including in-Institute Suspension/Detention
- Apology for offense (both written and verbal)
- Participation in diversion programs
- Community service activities
- Outreach and awareness activities
- Course of study, book study, or other applied learning experience
- Behavior plan or behavior contract
- Participation in counseling in and out of the Institute
- Engage in in agency and community supports,
- Student-to-student mediation

Restorative practices could also serve to supplement a lower-term suspension versus simply in lieu of a suspension. All restorative practice plans should include a timeline with a term of completion specified.

These definitions shall apply to references to suspend and expel throughout the Code of Conduct document.

Level I Violations

A Level I violation is considered to be any behavior which disrupts or interferes with the effective and safe functioning of the Institute but is not as serious as a Level II or Level III violation.

Level I violations include, but are not limited to, the following

Class Skipping/Cutting

Unexcused absence from a class for all or part of a class period.

Tardiness

Tardiness occurs when students are not in their classroom and/or seats when the class is scheduled to begin

Disruptive Behavior (Level 1)

Inappropriate language, mild profanity, gestures or actions which produce distractions, frictions, or disturbances that interfere with the effective functioning or safety of the staff, students, or the Institute.

Inappropriate Dress

Students are expected to dress in compliance with the following guidelines.

- Students are expected to dress in clean neat clothes that fit well and are in good repair, modest in style, and appropriate for the Institute and learning environment.
- Students are required to wear the topee/Imama (Islamic hat), Shalwar (above the ankles), curta/jubba/jalbab (modest) on a daily basis for class.
- Students are to maintain “even hair”. Students may not have fades or patterns cut into the hair. “Uneven hair” is categorized as a section of the head/hair a considerable number of inches longer than another section.
- Students may also bring gym clothes (sweat pants, sneakers, etc) to use in the gym during gym hours.
- No see-through or otherwise revealing clothing is allowed
- Tops and bottoms must conceal all undergarments
- Non-prescription sunglasses should not be worn in the Institute environment.
- Chains, handcuffs, and other metal paraphernalia on clothing are prohibited.
- Hats, bandanas, hoods and other head coverings are not to be worn in the Institute.
- Clothing must not display inappropriate slogans and/or graphics including those related to or depicting behavior prohibited in the Code of Conduct.

Unexcused Absences

Absence from the Institute without the clearance of the main office.

DISCIPLINE PROCEDURE - LEVEL I VIOLATIONS

First and subsequent violations: administrative contacts (one or more of the following):

1. Parent notification
2. Reprimand
3. Detention
4. Behavioral contract/disciplinary probation
5. Suspension (not to exceed three days)
6. Suspension from activities during or after the Institute day
7. Referral to an outside agency, if appropriate

8. Restorative practices where applicable

Persistent disobedience with respect to Level I violations may result in a recommendation for suspension, pending a hearing for removal from the Institute for the remainder of the semester or academic year.

Level II Violations

A Level II violation is any behavior which seriously disrupts or interferes with the effective functioning or learning environment of the Institute but is not as serious as a Level III violation.

Level II violations include, but are not limited to, the following:

Academic Misconduct

Plagiarizing, cheating, including copying or supplying class work, homework, tests, etc. for personal benefit, or gaining unauthorized access to material through such behavior as going into a teacher's file, paper or electronic, or looking through a teacher's desk.

Profanity

Inappropriate language, mild profanity, gestures or actions which are deemed unbecoming of the environment.

Disruptive Behavior (Level 2)

Inappropriate language, mild profanity, gestures or actions which produce extended/intense distractions, frictions, or disturbances that interfere with the effective functioning or safety of the staff, students, or the Institute.

Assault or Battery/Intimidation/Incitement

A threat or attempt to do harm to another without a weapon, with or without physical contact and without injury, or the act of promoting or encouraging acts of violence. Students are expected to treat each other in a respectful manner. Engaging in any type of verbal abuse will not be tolerated. A student shall not make annoying nuisance, vulgar and/or obscene communications, verbally, in writing, or by gestures to other students.

Cyberbullying

See chapter on Cyberbullying

Fighting

Aggressive physical contact between two or more individuals

Flammable Materials - Use or Possession

The use or possession of devices made from explosive or flammable materials

Harassment

Verbal acts and name-calling; graphic and written statements, which may include use of cell phones or the internet; or other conduct that may be physically threatening, harmful or humiliating. Harassment based on race, color, national origin, sex or disability also violates the civil rights of victims.

Insubordination

Verbal or non-verbal refusal to comply with a reasonable request or directive. This includes failing to complete an assigned disciplinary action

Loitering

The act of being in an unauthorized place, lingering in or about the Institute property, or refusing to leave when directed to do so by Institute personnel. A student remaining or lingering on Institute property without staff supervision for more than 30 minutes after final dismissal without a legitimate purpose or prior permission from Administration is considered to be loitering.

Stealing, Possession or Transfer of Property of Others (Value Under \$100)

The act of taking possession or transferring property of another, i.e., a student, adult, or the Institute without the consent of the owner (or copyright holder), when the property is worth less than \$100.

Trespassing

The act of being in or about an Institute building without having a legitimate reason or authorized permission (this includes suspended students).

Vandalism (Level 1)

The deliberate or negligent destruction, defacing or damaging of the Institute property or the property of others.

DISCIPLINE PROCEDURE - LEVEL II VIOLATIONS

First offense: administrative contact (one or more of the following):

1. Parent notification
2. Reprimand
3. Maximum five-day suspension
4. Behavioral contract/disciplinary probation
5. Police notification or referral to a professional agency
6. Restitution/restoration
7. Restorative practices where applicable

Second administrative contact (one or more of the following):

1. Parent notification
2. Reprimand
3. Maximum seven-day suspension
4. Behavioral contract/disciplinary probation

5. Police notification or referral to a professional agency as appropriate
6. Restitution/restoration as applicable
7. Restorative practices where applicable

Subsequent administrative contacts (one or more of the following):

1. Parent notification
2. Reprimand
3. Suspension pending a hearing
4. Ten-day suspension or the removal from the Institute for remainder of academic year
5. Police notification or referral to a professional agency as appropriate
6. Recommendation for expulsion
7. Restitution/restoration as applicable
8. Restorative practices where applicable

Persistent disobedience with respect to Level II violations will result in a recommendation for suspension, pending a hearing for removal from the Institute for the remainder of the semester or the academic year.

Level III Violations

A Level III violation is considered to be any behavior of an aggravated nature, including a Level I or Level II violation of a more serious nature, which seriously disrupts or interferes with the effective and safe functioning of the Institute.

Level III violations include, but are not limited to, the following:

Aggravated Assault and Battery

Striking or unlawful touching of a victim: 1) without a weapon and infliction of an injury; 2) with a weapon or other object used as a weapon; or 3) attempt to use a weapon.

Arson

Any act utilizing unauthorized fire, smoke or explosives which presents a risk of danger to life or property.

Breaking and Entering

Breaking into and/or entering any Institute building, facility, office, room, storage space or other enclosure without authority to do so.

False Alarm, Bomb Threat, or Tampering with any Fire Safety Device (this includes "911" calls)

The deliberate or intentional act of setting off a false alarm, calling in or writing a bomb threat or tampering with any fire safety device.

Felonious Assault

Striking with a weapon with the intent to inflict bodily harm or the attempt to do so.

Fighting

Aggressive physical contact between two or more individuals

Harassment

Harassing conduct may take many forms, including verbal acts and name-calling; graphic and written statements, which may include use of cell phones or the internet; or other conduct that may be physically threatening, harmful or humiliating.

Possession or Concealment of Weapon or Dangerous Instrument

The possession or concealment of any kind of weapon or dangerous instrument, device, materials, knife, gun, metal knuckles, tools, mace, pepper gas, etc., or any other item deemed to be a weapon. This also includes look-alike weapons.

Robbery or Extortion

The act of attempting to obtain money, goods, services or information from another by force of the threat of force or by coercion.

Stealing, Possession, or Transfer of Property of Others (Value \$100 or More)

The act of taking possession or transferring property of another without the consent of the owner (or copyright holder), when the property is worth \$100 or more.

Use, Possession, Selling, Distribution, or Under the Influence of Drugs or Alcohol

The possession on one's person or among one's belongings, or the direct or indirect selling, distribution or use of illegal substances, including, but not limited to, alcohol, and marijuana, and controlled substances as defined by law, or imitation (counterfeit) controlled substances which have not been specifically prescribed for the student by a physician.

Vandalism (Value Over \$100)

The deliberate or negligent destruction, defacing or damaging of property, of another, i.e., student, adult, or the Institute.

Inappropriate Displays of Affection

Engaging in acts or demonstration of inappropriate affection toward or with another person in public, including physical acts as well as signs and gestures.

Leaving School without Authorization (Level 2)

The Institute operates a closed campus, i.e., one in which all students must remain on the Institute site during the school day, unless authorized permission to leave is granted from the attendance office or Department Head. This violation refers to leaving the building and general campus site.

Misuse of Technology/Inappropriate Use of a Cell Phone

No student shall carry smartphones, cellular phones, or other devices with inbound/outbound communication and Internet capabilities on Institute property at any time, unless authorized by a teacher or administrator.

Sexting

The act of electronically sending to another person or receiving sexually explicit text messages, photographs, graphic images and/or videos. "Sexting" is not only an inappropriate and forbidden behavior; it also violates many state and local laws.

Students and their parents need to be aware of the possible criminal consequences and penalties for possessing, producing, and disseminating pornographic and/or sexually explicit material. Violations may carry felony charges and label the youth as a sex offender. Parents and students should understand that once a picture of a video is on the internet, it may be copied hundreds if not thousands of times.

All students who engage in sexting will be referred to police and/or other appropriate agencies.

Smoking, Possession or Use of Tobacco Products, ECigarettes, Electronic Vapor Inhalation Devices and Oils, and/or Possession of Drug Paraphernalia

Possession, holding, smoking, sale or transfer of any tobacco products or any other use or possession of tobacco products (i.e., cigars, pipes, cigarettes, snuff or chewing tobacco) or e-cigarettes is prohibited.

E-cigarettes and vapor inhalation devices shall include any and all recreational inhalation devices including but not limited to the brands V2, Juul, E-Kit, Halo, Aspire, and Mig. Mostly all electronic vapor inhalation devices include a batter, atomizer, and e-liquid (juice or oil). Individual parts of electronic devices including only the e-liquid shall not be possessed and are also prohibited.

Possession of drug paraphernalia, e.g., bong, pipes, etc., is prohibited

Vandalism (Over \$100)

The deliberate or negligent destruction, defacing or damaging of property, of another, i.e., student, adult, or the Institute.

Gambling

Participation in or organization of games of chance for money, other things of value and/or inappropriate conduct.

DISCIPLINE PROCEDURE - LEVEL III VIOLATIONS**First and subsequent administrative contact:**

1. Parent notification
2. Suspension pending a hearing

3. Behavioral contract/disciplinary contract (optional)
4. Report or complaint filed with the appropriate policy agency as appropriate
5. Restitution/restoration (if applicable)
6. Recommendation for removal from the Institute for a minimum of ten days, the remainder of the Institute year (if appropriate), or recommendation for expulsion (if appropriate)
7. Restorative practices where applicable

OFFENSES

1. Arson (MCL 380.1311(2))

If a student commits arson in a school building or on school grounds, then the student shall be permanently expelled, subject to possible reinstatement in accordance with the Revised School Code, MCL 380.1311(6).

Before suspending or expelling a student for arson, the 7 restorative justice factors discussed below must be considered.

2. Criminal Sexual Conduct (MCL 380.1311(2))

If a student commits criminal sexual conduct in a school building or on school grounds in violation of MCL 380.1311(2), then the student shall be permanently expelled, subject to possible reinstatement in accordance with the Revised School Code, MCL 380.1311(6).

Before suspending or expelling a student for criminal sexual conduct, the 7 restorative justice factors discussed below must be considered.

3. Possession of a Dangerous Weapon Other than a Firearm (MCL 380.1311(2))

If a student possesses a dangerous weapon, other than a firearm, in a weapon free school zone, the student shall be permanently expelled, subject to possible reinstatement in accordance with the Revised School Code, MCL 380.1311(6).

Before suspending or expelling a student for possessing a dangerous weapon other than a firearm, the 7 restorative justice factors discussed below must be considered. In addition to consideration of the 7 restorative justice factors, expulsion is not mandatory if the student establishes in a clear and convincing manner at least 1 of the following:

- (a) The object or instrument possessed by the pupil was not possessed by the pupil for use as a weapon, or for direct or indirect delivery to another person for use as a weapon.
- (b) The weapon was not knowingly possessed by the pupil.

(c) The pupil did not know or have reason to know that the object or instrument possessed by the pupil constituted a dangerous weapon.

(d) The weapon was possessed by the pupil at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

There is a rebuttable presumption that expulsion for possession of a dangerous weapon is not justified if a student establishes 1 of the factors listed in (a) through (d) above and the student has no history of suspension or expulsion.

A “dangerous weapon” includes a dagger, dirk stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar or brass knuckles. MCL 380.1313(4).

A “weapon free school zone” means school property and vehicles used by a school to transport students to or from school property. MCL 750.237a(6)(e).

4. Possession of a Firearm (MCL 380.1311(2))

If a student possesses a dangerous weapon, other than a firearm, in a weapon free school zone, the student shall be permanently expelled, subject to possible reinstatement in accordance with the Revised School Code, MCL 380.1311(6).

The 7 restorative justice factors discussed below should not be considered before suspending or expelling a student for possessing a firearm. However, expulsion is not mandatory if the student establishes in a clear and convincing manner at least 1 of the following:

(a) The object or instrument possessed by the pupil was not possessed by the pupil for use as a weapon, or for direct or indirect delivery to another person for use as a weapon.

(b) The weapon was not knowingly possessed by the pupil.

(c) The pupil did not know or have reason to know that the object or instrument possessed by the pupil constituted a dangerous weapon.

(d) The weapon was possessed by the pupil at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

There is a rebuttable presumption that expulsion for possession of a firearm is not justified if a student establishes 1 of the factors listed in (a) through (d) above and the student has no history of suspension or expulsion.

“Firearm” means “(A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or

receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device.” See MCL 380.1311(12)(d), citing 18 USC 921.

A “weapon free school zone” means school property and vehicles used by a school to transport students to or from school property. MCL 750.237a(6)(e).

5. Physical Assault Against a School Employee, Volunteer, or Contractor (MCL 380.1311a(1))

If a student enrolled in grade 6 or above commits a physical assault against a school employee, volunteer, or contractor on school property, in a school vehicle, or at a school-related activity and the physical assault is reported to the school board or Department Head, then the student shall be suspended or expelled for up to 180 days.

Before suspending or expelling a student for physical assault against another student, the 7 restorative justice factors discussed below must be considered.

Physical assault means intentionally causing or attempting to cause physical harm to another through force or violence. MCL 380.1311a(12)(b).

6. Physical Assault Against Another Student (MCL 380.1310)

If a student enrolled in grade 6 or above commits a physical assault against another student on school property, in a school vehicle, or at a school-related activity and the physical assault is reported to the school board or Department Head, then the student shall be suspended or expelled for up to 180 days.

Before suspending or expelling a student for physical assault against another student, the 7 restorative justice factors discussed below must be considered.

Physical assault means intentionally causing or attempting to cause physical harm to another through force or violence.

7. Bomb Threats or other Similar Threats

If a student in grade 6 or above makes a bomb threat or similar threat directed at a school building, other school property, or a school-related event, then the student shall be suspended or expelled for a period of time as determined at the discretion of the school board or its designee.

Before suspending or expelling a student for making a bomb or similar threat at a school building, school property, or a school related event, the 7 restorative justice factors discussed below must be considered.

RESTORATIVE JUSTICE FACTORS

Pursuant to MCL 380.1310d(1), before suspending or expelling a student for offenses 1, 2, 3, 4, 6, or 7 above, the school board, Department Head, or other decisionmaker will consider the following factors:

1. The student's age;
2. The student's disciplinary history;
3. Whether the student has a disability;
4. The seriousness of the violation or behavior committed by the student;
5. Whether the violation or behavior committed by the student threatened the safety of any student or staff member;
6. Whether restorative practices will be used to address the violation or behavior committed by the student;
7. Whether a less intervention would properly address the violation or behavior committed by the student.

“Restorative practices” means practices that emphasize repairing the harm to the victim and the Institute-community caused by the student's misconduct.

Students who are expelled shall be referred to the appropriate county department of social services or community mental health agency. The parent, legal guardian and/or student shall also be notified of the referral.

Students who commit any of the above offenses shall be reported to appropriate state or local law enforcement officials, as required under state law.

Each student subject to expulsion shall have his/her situation reviewed by the superintendent on a case-by-case basis, in accordance with the requirements established by state law.

This policy is intended to place the district in compliance with applicable law, and the superintendent is hereby authorized to take whatever actions are necessary to ensure such compliance.

CHAPTER 10

DISCIPLINARY PROCEDURES

DUE PROCESS RIGHTS

All students subject to disciplinary action, including suspension or expulsion, shall be afforded due process rights. Students will receive oral or written notice of the charges against them and the opportunity to respond to those charges.

A Institute administrator may temporarily suspend or remove a student from the Institute for the purposes of investigating an incident prior to imposing any discipline, where such temporary suspension/removal is deemed necessary to prevent disruption to the educational program, avoid possible interference or problems in the investigation, defuse conflict situations, protect the health or safety of the student or other students, or any other compelling reason.

SUSPENSION/EXPULSION

Types of Suspension

1. In-Institute Suspension
 - a. Student attends a particular room or station for a duration of a program
2. Standard Suspension.
 - a. Students must leave the Institute

Length of Suspension

Suspension begins with notification by an administrator and continues until midnight of the last suspension day. During a suspension, a student may not participate in or attend Institute-sponsored activities, either on or off campus.

Suspension Process

If the student is considered for suspension, for any period of time, the Department Head will:

1. Complete and submit a "Suspension Form" to the Board
2. Provide the student's parents/guardians (or student, if 18 or older) with notification of the charges and related evidence, the time and place of the conference, and the length of the recommended suspension; schedule a conference, if requested by the parents or student, to include the student, his/her parents and other persons as Board deems appropriate for the purpose of trying to resolve the problem;

3. Within 24 hours of the conference, provide the student and parents with written notification of the disciplinary decision. If the decision is to suspend, include the length and terms of the suspension in the written notice.
4. The Board and parents will make arrangements for the student to leave campus as soon as possible, if necessary.

Expulsion Process

If a student is considered for expulsion, an administrator will:

1. Complete and submit an “Expulsion Form” to the Board
2. Provide the student’s parents/guardians (or student, if 18 or older) with notification of the charges and related evidence, the time and place of the conference, and the length of the recommended expulsion; schedule a conference, if requested by the parents or student, to include the student, his/her parents and other persons as Board deems appropriate for the purpose of trying to resolve the problem;
3. Within 24 hours of the conference, provide the student and parents with written notification of the disciplinary decision. If the decision is to suspend, include the length and terms of the suspension in the written notice.
4. The Board and parents will make arrangements for the student to leave campus as soon as possible.

CHAPTER 11

COMPLAINT PROCEDURE

COMPLAINT PROCEDURE

A complaint is a charge by a student that there has been a violation, misinterpretation or inequitable application of an established Institute policy or regulation, or if the student feels he has been treated unfairly or been denied due process in a non-disciplinary matter.

Informal Complaint Procedure

The student is encouraged to discuss the concern informally with the staff member involved before a Student/Teacher Complaint Form is filed.

It is hoped that the great majority of complaints will be resolved in this manner. If this informal approach is not successful or not applicable to the situation, the student may initiate the following formal complaint procedure.

Formal Complaint Procedure

The student must obtain a standard Student/Teacher Complaint Form from the administration or from their personal Code of Conduct copies, preferably fill out all the information requested in the form, and submit it to the designated location within a week of the incident.

The complaint will be collected within one week of filing and will be submitted directly to an external member of the Institute's Board of Directors. This member will not be a teacher nor have a conflict of interest with any Director. The member will judge the course of action necessary to address the complaint, including but not limited to:

1. Restorative practices
2. Suspension/expulsion of a student and/or teacher
3. Contacting law enforcement.

CHAPTER 12

AMENDMENTS

The Code of Conduct is subject to an annual review that merely must be adopted before every academic year. The Code of Conduct will be distributed to every student annually. If the Code is to be amended mid-year, a Board member must propose the amendment and the Board must approve the amendment by a $\frac{2}{3}$ majority. The amendment must be distributed to all students.

Teacher Complaint Form

INSTRUCTIONS: Please complete the following form with as much detail as possible in regards to your concerns about a specific incident of teacher incompetence or misconduct.

Professional incompetence: Professional incompetence is a question of fact, but the display by a registered teacher of a lack of knowledge, skill or judgement or a disregard for the welfare of a student or other member of the public served by the profession of a nature or to an extent that demonstrates that the registered teacher is unfit to:

- (a) continue in the practice of the profession; or
- (b) provide one or more services ordinarily provided as a part of the practice of the profession; is professional incompetence within the meaning of this Act.

Standards of Competence Instructors at Michigan Islamic Institute shall:

1. Create and maintain an environment that encourages and demonstrates a commitment to student learning and student well-being.
2. Demonstrate a professional level of knowledge about the curriculum and the skills and judgment required to apply this knowledge effectively.
3. Demonstrate and support a repertoire of instructional strategies and methods that are applied in teaching activities.
4. Carry out professional responsibilities for student assessment and evaluation.
5. Reflect upon the goals and experience of professional practice, and adapt one's teaching accordingly.
6. Work with colleagues in mutually supportive ways and develop effective professional relationships with members of the educational community.
7. Conduct all professional relationships in ways that are consistent with principles of equity, fairness and respect for others.

Professional misconduct Professional misconduct is a question of fact, but any matter, conduct or thing, whether or not disgraceful or dishonourable, constitutes professional misconduct if:

- (a) it is harmful to the best interests of students or other members of the public;
- (b) it tends to harm the standing of the profession;

The following conduct on the part of the teacher is misconduct:

- (a) conduct which is harmful to the best interest of pupils or affects the ability of a teacher to teach;
- (b) any intentional act or omission designed to humiliate or cause distress or loss of dignity to any person in Institute or out of Institute which may include verbal or non-verbal behavior;
- (c) physically abusive conduct which involves the application of physical force which is excessive or inappropriate in the circumstances to any person;
- (d) sexually abusive conduct that violates a person's sexual integrity, whether consensual or not which includes sexual exploitation;

- (e) an act or omission that, in the circumstances, would reasonably be regarded by the profession as disgraceful, dishonourable or unprofessional;
- (f) being in violation of a law if the violation is relevant to the teacher's suitability to hold a certificate of qualification or if the violation would reasonably be regarded as placing one or more pupils in danger;
- (g) signing or issuing a document in the teacher's professional capacity that the teacher knows or ought to know contains a fake, improper or misleading statement; or
- (h) falsifying a record relating to the teacher's professional responsibilities; providing false information or documents to the registrar or to any other person with respect to the teacher's professional qualifications.

Student Complaint Form
Bullying and Harassment

Your Right to File a Complaint...

The Institute does not tolerate bullying and harassment. Any student of the Institute who believes that he/she has been bullied or harassed shall immediately report his or her complaint to the Department Head or another trusted superior. All charges of bullying and harassment are taken very seriously by students, faculty, staff, administration, and parents. Please consult the Institute Code of Conduct for more information on bullying and harassment. The Institute will make every reasonable effort to handle and respond to every charge and complaint filed by students and employees in a fair, thorough, and just manner. Every reasonable effort will be made to protect the due process rights of all victims and all alleged offenders.

Instructions: Use this form to report bullying and harassment so that Institute officials may investigate and take appropriate steps to increase your safety.

Complete the form, providing as much detailed information as possible so that the complaint may be properly investigated.

It is important that you report the facts as accurately and completely as possible and that you cooperate fully with the persons designated to investigate the complaint.

Confidentiality: To conduct this investigation in a confidential manner, the Institute will disclose the contents of your complaint only to those persons who have a need to know of your complaint. In signing the complaint form, you authorize the Institute to disclose as needed the information you have provided, and may in the future provide, regarding your complaint. Your complaint form will not be shown to the accused student.

Retaliation prohibited: Retaliation against a person who files a formal complaint is strictly prohibited and is grounds for disciplinary action, including but not limited to professional training, community service, suspension, expulsion, and involvement with law enforcement, etc.

D. DETAILS OF YOUR COMPLAINT

Provide a clear description about the concerns you have about the student. Include in your description what the student did or failed to do to cause you to complain. Please enclose copies of any documents you feel would be relevant to your case. Be as specific as possible and mention any witnesses. **A copy of this complaint will be sent to the teacher you have identified.**

I certify that all statements made in the complaint are true and complete. Any intentional misstatement of fact will subject me to appropriate discipline. I authorize Institute officials to disclose the information I provide only as necessary in pursuing the investigation.

Signature of student: _____

Date: _____

Figure 1: Incident Flowchart

