

Vicksburg Community Schools
Administrative Guidelines

5500C - POSITIVE DISCIPLINE PLAN (ELEMENTARY)

Vision

The climate of the Vicksburg Community Schools will foster the character development of each student. The following examples of essential, character building virtues serve to illustrate the strengths we hope to nurture in each student:

- A. Respect - to treat self, others, and all property with courtesy and dignity.
- B. Responsibility - to be accountable for one's own decisions and actions.
- C. Courage - to have the confidence to face difficult challenges.
- D. Caring - to exhibit kindness, compassion, and consideration in all interactions with others.
- E. Honesty - to be truthful in word, thought, and deed.
- F. Self-discipline - to behave appropriately in all settings and to work diligently toward achieving personal goals.

Mission

Staff, students and parents will share a united goal to model and to cultivate exemplary aspects of character. Through this focus, we strive to nurture each individual's growth toward their full potential.

ELEMENTARY PLAN

Goals:

- A. To reach our individual potential.
- B. To take responsibility for our actions.

- C. To treat others and ourselves with respect.
- D. To contribute to a positive, safe, caring, and orderly school environment.
- E. To create, develop and support a strong and positive partnership between parents, school, and students.

General Rules:

Everyone will have self-discipline and take responsibility for their own behavior. They will treat others with dignity and respect and work together:

- A. to be prepared to start class on time;
- B. to strive for our personal best;
- C. to be aware of safety concerns;
- D. to stop and think before acting.

The Teachers, Support Personnel and Administrators will:

- A. take pride in themselves as educators and model positive life skills for students;
- B. believe that all children are able to learn and look for ways to insure that every student is recognized;
- C. show a commitment to excellence and establish behavioral and academic standards;
- D. set professional goals and work toward accomplishing them through improving instructional knowledge and teaching skills;
- E. be "solution oriented" when facing a problem;
- F. address students' academic and behavioral performance through open lines of communication between staff, students, and parents;

- G. treat personal information in a confidential and professional manner;
- H. make decisions based on what is best for the student;
- I. implement the school improvement plan through positive support and suggestions.

Our Goal is to Develop Successful Students who will:

- A. have pride and confidence so they can be successful no matter what the situation;
- B. set personal goals and who will work persistently toward accomplishing them;
- C. take responsibility for the way they look, talk, and act;
- D. treat themselves and others with dignity and respect;
- E. attend school regularly and be punctual;
- F. develop good study skills and work habits;
- G. be friendly and courteous;
- H. be honest and respect people, property, and our environment;
- I. be able to learn from their mistakes;
- J. follow school rules;
- K. help others in our schools and our community.

School success is created by a team effort. The team consists of the student, teacher and **most importantly, the parent**. Parents want what is best for their children. The following tips are offered as a parent guide, so that each student is supported in reaching their academic potential.

The Parents will:

- A. communicate to the child that s/he:
 - 1. has a parent that loves him/her;
 - 2. is a special and important person;
 - 3. will be successful in school;
- B. make sure the child:
 - 1. has at least eight (8) hours of sleep each school night;
 - 2. has breakfast before coming to school;
 - 3. arrives at school on time;
 - 4. is clean and appropriately dressed;
- C. set realistic goals and help your child to take responsibility for his/her behavior and learning;
- D. support your child and their teacher; especially when there are academic and/or social concerns;
- E. read to your child and encourage them to read for pleasure (for at least fifteen (15) minutes per day);
- F. provide a regular time and a quiet setting for the completion of homework;
- G. communicate regularly with your child's teacher via notes, telephone, or a scheduled conference;
- H. show interest in your child's efforts at school;

Ask what your student:

- 1. learned in school;

2. enjoyed doing during the day;
 3. accomplished with pride today;
- I. notify the school of health problems or other concerns which might interfere with your child's performance.

Schools are places where students gain the knowledge and skills to be responsible, contributing, and independent members of our society. Success in life is dependent not only on knowledge and skill, but also, on attitude and self-concept. Our ultimate goal is for all students to become independent, responsible, and contributing members of our society. All staff are encouraged to immediately reinforce acceptable student behavior when it is observed. Below are some **suggested** procedures for recognizing acceptable student behavior or performance.

- A. TELL the child the specific behavior you observed and how it helps our school to function more effectively.
- B. WRITE a brief note to the child telling him/her to be proud of himself/herself and state the behavior which you observed.
- C. MAIL a note home on a postcard to the parent/guardian recognizing an effort made by the child.
- D. CALL the parents at home/work just to tell them the good news about their child and the good behavior s/he is demonstrating at school.

All staff are encouraged to immediately deal with inappropriate student behavior when it occurs. In the event a student acts in a manner which is inappropriate for the educational setting, these procedures will be followed:

- A. If a student breaks a rule, the adult in charge will intervene.
- B. When necessary, the teacher will implement a plan of action to help the student change their behavior.
- C. If the inappropriate behavior continues, the teacher will notify the parents by phone or in writing. This is where the parent and the teacher develop a strategy with the child to solve the problem.

- D. If the child still chooses not to control himself/herself, the principal becomes involved by re-examining the behavior and suggesting modification techniques.
- E. If the four (4) steps are unsuccessful, the student will be referred to the building team, where an intervention plan of assistance will be generated.
- F. If all else fails, suspension and/or exclusion will result.

Recordkeeping and Review:

A record keeping process will be developed which will enable principal and staff to identify patterns of discipline problems. This plan will be reviewed on a regular basis. This review will be done by the principal in cooperation with the school staff and parents.

ELEMENTARY STUDENT CODE OF CONDUCT

A. Preamble:

The Board of Education declares it to be the policy of this District to provide an equal opportunity for all students to achieve their maximum potential through the curriculum offered in this District regardless of race, color, creed, disability, religion, sex, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background (per Board Policy [2260](#)).

The parent must be aware of school policies, such as, seeing that the child is in school on time; going through the proper channels when the child is absent; and, in general, aiding the school in every way possible. School policies are formulated for the purpose of benefiting the child and must be followed if the child is to receive the best possible education.

B. Revised School Code:

Suspension or Expulsion of Students:

"The School Board may authorize or order the suspension or expulsion from school of a student guilty of a gross misdemeanor or persistent disobedience, if in the judgment of the School Board, the interest of the school is served by the authorization or order. If there is a reasonable cause to believe that the student is handicapped, and the school district has not evaluated the student in accordance with the rules of the State Board to determine if the student is handicapped, the student shall be evaluated immediately by the intermediate school district of which the school district is a constituent . . ." Section 380.1311

C. **Elementary Discipline Procedures:**

1. **Due Process:** The Board recognizes the following:
 - a. That students have full rights of citizenship as delineated in the United States Constitution, the Constitution of the State of Michigan, the School Code, and other laws passed by the legislation of the State of Michigan.
 - b. That the primary intent of society in establishing the public school is to provide an opportunity for learning.
 - c. That citizenship rights must not be abridged, obstructed, or in other ways altered except in accordance with due process of law.
2. **Disciplinary Procedures:** If it is alleged that a student has violated the Code of Conduct, and it is determined that formal disciplinary proceeding should be instituted, the following due process procedures shall be followed:
 - a. **Administrative Procedure:**
 - 1) The student shall be informed of the specific charges.

- 2) The student shall have the right to present relevant information to support his/her defense.
- 3) If the discipline to be imposed is detention or a suspension for less than ten (10) days, the administrator shall:
 - a) Notify the parent(s) or guardian(s) of the discipline, the reasons for the discipline, and the discipline procedure to be followed.
 - b) If the parent(s) or guardian(s) are dissatisfied with the procedure or the discipline, they may file a written appeal with the Superintendent within ten (10) days.
- 4) If the administrator determines that the conduct of the student may result in a suspension for ten (10) days or more, or expulsion, the matter shall be referred for Board action.

b. **Board Procedures:**

- 1) The student and the student's parent(s) or guardian(s) shall be given:
 - a) a written statement of the charges;
 - b) a hearing notice setting forth the time and place for the hearing; and
 - c) a copy of the due process procedure.
- 2) The Board shall conduct a hearing within a reasonable time in

accordance with the following procedures, namely:

- a) The student and his/her parent(s) or guardian(s) may be present while evidence is being taken, and the student may also be represented by legal counsel.
 - b) The hearing may be closed to the public, if requested by the student or the student's authorized representative, and approved by the Board. A record shall be kept of the hearing.
 - c) The Board may admit and give probative effect to evidence of a type commonly relied upon by reasonably prudent men in the conduct of their affairs, but may exclude irrelevant, immaterial, or unduly repetitious evidence. The student, or the student's authorized representative, shall have the right to question any witness.
- 3) Within ten (10) days following the hearing, the Board shall by at least a majority vote:
- a) Make a written determination of facts, which determination shall be based solely upon the evidence presented at the hearing.
 - b) Determine the disciplinary action, if any, to be taken.
- 4) A copy of the Board's findings and decision shall be given to the student and his/her parent(s) or guardian(s) within five (5) days following the Board's determination. No disciplinary

action shall be taken against the student until the parent(s) or guardian(s) have had an opportunity to receive the decision and findings of the Board provided, however, nothing in this procedure shall limit the right of the administration to take such action as may be required to protect the rights of other students or to protect the interests of the students.

- 5) The student and his/her parent(s) or guardian(s) shall have the right to appeal the decision of the Board to a court of competent jurisdiction.

D. Types of Disciplinary Action:

There are several types of disciplinary action which may be taken against the student. Appropriate disciplinary forms will be sent to the parent(s) or guardian(s) when disciplinary action is taken.

1. Detentions:

- a. **Noon Hour Detentions:** This is detention time that must be served during the student's recess time. The student is to remain in the area designated by the school administration until the lunch hour is over. Failure to do so may result in the student being given additional days of detention or being suspended from school. Upon returning to school after suspension, the student will make up the original amount of detention time.
- b. **After School Detention:** This is detention time that must be served after school. Parents will be notified one (1) day in advance of detention, and are responsible for the student's transportation home after the detention period. The student will be given assigned duties during this time

period. Failure to serve detention after school will result in being given additional days of detention or being suspended from school. Upon returning to school, the student will make up the original amount of detention time. Detention may be served at recess or after school, at the discretion of the principal.

2. **Suspensions:**

- a. **Out of School Suspension:** During this period, a student may not attend school for a specified period of time, nor may the student enter upon school premises, nor attend or participate in any related school activities.
- b. **Extended Suspension:** A suspension for a period of more than ten (10) days as approved by the Board. Note: All suspensions for violations of the School Code of Conduct are to be effective until the number of school days has passed.
- c. **Expulsion:** The student is permanently excluded from school, unless defined by State or Federal statute. Expulsion from school will result in loss of credit.
- d. **Re-entry Contract:** As a condition of reinstatement, a suspended student may be required to enter into a contract that sets forth terms and conditions of reinstatement. Any violation of the re-entry contract will result in an additional suspension or expulsion from school.
- e. **Serious Violations:** A building principal may recommend to the Board that a student be given an extended suspension or be expelled from school upon a first, second, or third violation if, in the opinion of the administrator, the presence of the student will be

disruptive to other students or to the educational process.

- f. **Persistent Violations:** A student who is suspended from school, and whose prior suspensions during the same school year total twenty (20) days or more, shall be subject to extended suspension or expulsion in accordance with due process procedures. A recommendation for such action shall be taken only after a conference is held with the student's parent(s) or guardian(s) in order to determine the future status of the student in the District.

- g. **Reservation of Rights:** The school reserves the right to set forth, as part of the Code of Conduct, those rules and regulations necessary and proper for carrying into execution the educational program of the school, which are not specifically stated herein, as the need arises. When, in the judgment of the administration, the student's behavior reaches such proportion, or is of a nature that it tends to influence others adversely, and/or interferes with the educational process, or infringes on the rights of others, the behavior is grounds for suspension.

- h. **Discipline Guidelines:** The following discipline guidelines will be used by the administration, however, special consideration will be given to disciplining kindergarten and first grade students. The standards of conduct apply to any student while under the jurisdiction of the Board, whether the offense occurs on school property or otherwise. A threat or attempt to violate any Code of Conduct standard shall be a violation of the Code and shall be punishable to the same extent as provided for a violation of the Code.

Matters Pertaining to Citizenship:

- A. A student shall not knowingly violate any State law or local ordinance.

1st Violation

KBK- Three (3) days suspension, parent conference, and the following where appropriate: file complaint with police, seek recovery of damages through court of competent jurisdiction.

3
4-5 Five (5) days suspension, parent conference, and the following where appropriate: file complaint with police, seek recovery of damages through court of competent jurisdiction.

2nd Violation

KBK- Five (5) days suspension, parent conference, and the following where appropriate: file complaint with police, seek recovery of damages through court of competent jurisdiction.

3
4-5 Ten (10) days suspension, parent conference, and the following where appropriate: file complaint with police, seek recovery of damages through court of competent jurisdiction.

Students should be aware that State law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as the community.

3rd Violation

KBK- Ten (10) days suspension and/or expulsion, and the following where appropriate: file complaint with police, seek recovery of damages through court of competent jurisdiction.

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B. A student shall not use profane language or gestures, nor possess pornographic or profane material.

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1st Violation - 2 days detention	3 days detention - noon
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2nd Violation - 3 days detention - noon	5 days detention - noon
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3rd Violation - 5 days detention - after school	5 days detention - after school
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C. A student shall not cheat or lie.

K-BK-3 **4 - 5**

1st Violation - 2 days detention	3 days detention - noon
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2nd Violation - 3 days detention	5 days detention - after school
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3rd Violation - 5 days detention	1 day suspension
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D. A student is expected to conduct himself/herself in a safe and proper manner. Running or yelling is not appropriate.

1st Violation - 1 day detention	1 day detention - noon
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2nd Violation - 3 days detention	3 days detention - noon
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3rd Violation - 5 days detention	5 days detention - noon
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E. A student shall avoid public displays of affections. There is a proper time and place for expressing affection.

1st Violation - 2 days detention 2 days detention - noon

2nd Violation - 3 days detention 5 days detention - after school

3rd Violation - 5 day detention - noon 1 day suspension

F. A student shall not leave the school premises without authorization.

1st Violation - 5 days detention 5 days detention - noon

2nd Violation - 5 days detention 5 days detention - after school

3rd Violation - 1 day suspension 1 day suspension

G. A student shall not loiter in the restrooms.

1st Violation - 1 day detention 1 day detention - noon

2nd Violation - 3 days detention 3 days detention - noon

3rd Violation - 5 days detention 5 days detention - after school

H. CD Players, Radios, and other music playing/recording devices; Pagers, Cell Phones, and Other Electronic Communication Devices are Not to be Used in School Unless Approved:

K-BK - 3 & 4 - 5

1st Violation Confiscation, warning, and parent conference

2nd Violation Confiscation, detention, and parent conference

3rd Violation Confiscation, detention or suspension, and parent conference

- I. A student shall not be absent from school or absent from his/her assigned place at school without proper authority.

K-BK - 5

Contact parents

1st Violation - Make up time missed at noon or after school

2nd Violation - Make up time missed at noon or after school

3rd Violation - Contact juvenile authorities

- J. Bullying/Harassment/Intimidation (Policy 5517.01)

- ~~"Bullying, harassment or intimidation" means any gesture or written, verbal or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that a reasonable person, under the circumstances, should know will have the effect of harming a student or damaging the student's property, placing a student in reasonable fear of harm to the student's person or damage to the student's property, or that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the School's educational mission or the education of any student. Bullying, harassment or intimidation may or may not be motivated by a student's religion, race, color, national origin, age, sex, sexual orientation, disability, height, weight, socioeconomic status, or by any other distinguishing characteristic.~~

▲ "Bullying" is defined as any written, verbal, or physical act, including cyber bullying (i.e. any electronic communication, including, but not limited to electronically transmitted acts, such as internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

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A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;

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B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;

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C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or

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D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

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Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

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A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact,

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B. Verbal – taunting, malicious teasing, insulting, name calling, making threats,

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C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

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"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

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"Intimidation/Menacing" includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage

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or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.

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4 - 5

1st Violation - 3 days detention - noon

5 days detention - noon

2nd Violation - 5 days detention - noon

5 days detention - after school

3rd Violation - 5 days detention - after school

1 day suspension*

K. Ethnic Intimidation:

Ethnic intimidation by any person on school property or at a school event will not be tolerated. State law and Board Policy **5515** defines "ethnic intimidation" as the intentional, malicious intimidation or harassment of another person because of that person's race, color, religion, gender, or national origin. Ethnic intimidation may be manifested through wrongful physical contact; damage to or destruction of another person's property; name calling or racial slurs, both verbal and written.

1st Violation - 3 days detention - noon

5 days detention - noon

2nd Violation - 5 days detention - noon

5 days detention - after school

3rd Violation - 5 days detention - after school and/or up to 3 days suspension

up to 5 days suspension

Matters Pertaining to the Safety of Others:

A. A student shall not intentionally engage in hostile bodily contact.

1st Violation - 5 days detention - noon

5 days detention - after school

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2nd Violation - 5 days detention - after school 1 day suspension

3rd Violation - 1 day suspension* 5 days suspension*

B. A student shall not wrongfully take, by the use of threat or violence, money or property of another person.

1st Violation - 5 days detention - noon 5 days detention - after school

2nd Violation - 5 days detention - after school 1 day suspension

3rd Violation - 1 day suspension* 5 days suspension*

C. A student shall not engage in inappropriate behavior which may affect the safety of others. Inappropriate behavior includes: inciting or contributing to the disruption in or outside the classroom, pushing, shoving, kicking, biting, spitting, pulling on clothing, throwing objects (snowballs, etc.).

[K-BK](#) - 3 4 - 5

1st Violation - 3 days detention 3 days detention - noon

2nd Violation - 5 days detention - noon 5 days detention - noon

3rd Violation - 5 days detention - after school* 5 days detention - after school*

D. Physical or Verbal Threats against the Lives of Students or Adults:

[K-BK](#) - 5

1. First Violation:

Warning, detention, and/or up to three (3) days suspension, contingent upon the severity of the infraction, with possible expulsion and/or notification of police, if appropriate. Appropriate counseling services may be requested before returning to school.

2. Second Violation:

Up to ten (10) days suspension contingent upon the severity of the infraction and/or recommendation for expulsion contingent upon the severity of the infraction. Notification of police. Appropriate counseling/assessment services may be required.

3. Third Violation:

Recommendation for expulsion and notification of police.

E. Physical Assault Upon Students or Adult Supervisors:

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1. First Violation:

One (1) to ten (10) days suspension contingent upon the severity of the infraction, with possible request for expulsion and/or notification of police, if appropriate. Appropriate counseling services may be requested.

2. Second Violation:

One (1) to ten (10) days suspension contingent upon the severity of the infraction, with possible request for expulsion and/or notification of police, if appropriate. Counseling/Assessment services may be required.

3. Third Violation:

Ten (10) days suspension and/or recommendation for expulsion contingent upon the severity of the infraction. Notification of police.

F. A student shall not possess or use any weapons, which include: [but are not limited to, firearms, guns of any type whatsoever, including spring, air and gas-powered guns \(whether loaded or unloaded\) that will expel a BB, pellet, or paint balls, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons,](#)

ammunition, and explosives or any other weapon described in 18 U.S.C 921.

firearm, gun, revolver, pistol, dagger, dirk, stiletto, knife with blade over three (3) inches in length, pocket knife opened by mechanical device, iron bar (to include bludgeoning instruments of other materials) or brass knuckles, as per State and Federal law.

"Firearm" means:

1. a weapon (including a starter gun) which will, or is designed to or may readily be converted to, expel a projectile by an explosive, spring or other propellant;
2. the frame or receiver of any such weapon;
3. any firearm muffler or firearm silencer;
4. any destructive device, including explosives, incendiaries, poison gas, or any weapon which will (or may readily be converted to) expel a projectile by the action of an explosive, spring, or other propellant. For purposes of application and enforcement of this policy, a B-B gun is considered to be a "firearm". (See Board Policy [5772](#).)
5. It may also include any toy or other object that is presented as a real weapon or reacted to as a real weapon.

1st Violation – Recommendation for expulsion; Superintendent and police notification.

- G. A student shall not possess or use irritants, such as pepper gas and mace, or other dangerous objects.

1. 1st Violation:

Detentions and/or up to ten (10) days suspension, contingent upon severity of infraction. Notification of police.

2. 2nd Violation:

Ten (10) days suspension with possible request for expulsion. Notification of police.

H. Knowledge of Dangerous Weapons or Threats of Violence:

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report to the administration knowledge of dangerous weapons or threats of violence. Failure to report such knowledge may subject the student to discipline, to include warnings, detentions, suspensions, and/or expulsion.

The School Violence Hotline will provide a means for students or parents to anonymously report. The toll-free hotline will be operational twenty-four (24) hours per day, 365 days a year, by the Michigan State Police Operations Center. This toll-free school violence hotline telephone number is 1-800-815-TIPS.

I. Bus Rules:

In addition to AG [5500B](#), the Student Code of Conduct, as it appears in the handbook, applies, in its entirety, to students riding on the bus. Consequences for violations of these rules may include the suspension of riding privileges.

Matters Pertaining to Public and Private Property:

A. A student shall not take, conceal, or wrongfully carry away the property of another.

K-BK-3	4 - 5
1st Violation - 5 days detention - noon	5 days detention - noon
2nd Violation - 5 days detention - after school	5 days detention - after school

3rd Violation - 7 days detention - after school* 1 day suspension*

Theft of items of substantial value will result in more severe penalty, including suspension.

- B. A student shall not abuse, misuse, or destroy the property of another, including textbooks.

1st Violation - 3 days detention - noon 5 days detention - noon

2nd Violation - 5 days detention - noon 5 days detention - after school

3rd Violation - 5 days detention - after school 1 day suspension*

Substantial destruction will result in more severe penalty, including suspension.

- C. A student shall take all precautions to safeguard textbooks or other materials entrusted to the student's care.

The student shall pay for the loss of the textbooks or materials or any damage which is greater than normal wear.

- D. Lockers and desks are the property of the School District, and as such may be inspected at any time without notice or student consent.

- E. Lockers are not to be utilized for illegal or dangerous purposes, e.g., harboring stolen property, drugs or alcohol, materials that might create health or fire hazards, etc.

- F. Internet/Network Safety and Network Use/Abuse:

The use of the District's Network resources is limited to support of the academic program.

The use of the Network is a privilege, which may be revoked by the District at any time and for any reason. Appropriate reasons for revoking

privileges include, but are not limited to, the altering of system software, the placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages. The District reserves the right to remove files, limit or deny access, and refer a student for other disciplinary/legal actions. A District-wide filtering system has been implemented for all student log-on stations.

Any misuse of a student account will result in suspension of the account privileges and/or other disciplinary/legal action determined by the District. Misuse shall include, but not be limited to:

1. intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users;
2. misrepresenting other users on the Internet/Network;
3. disrupting the operation of the Network through abuse of the hardware or software including hacking and other unlawful activities;
4. malicious use of the Network through hate mail, harassment, profanity, vulgar statements, or discriminatory remarks;
5. interfering with other's use of the Network;
6. use for noncurriculum-related communication, including e-mail, chat rooms, and other forms of direct communications;
7. installation of software;
8. down-loading, copying, or unauthorized use of licensed or copyrighted software;
9. allowing anyone to use an account other than the account holder;

10. unauthorized disclosure, use and dissemination of personal identification information regarding a student or staff member.

First Violation: Warning, detention periods, up to ten (10) days suspension, and restitution.

Second Violation: Up to ten (10) days suspension and/or possible recommendation for expulsion.

Matters Pertaining to Disruption of the Educational Process:

- A. A student shall not be insolent, insubordinate, or disrespectful toward school employees.

K-BK - 3 4 - 5

1st Violation - 3 days detention 3 days detention - noon

2nd Violation - 5 days detention - noon 5 days detention - noon

3rd Violation - 5 days detention - after school 5 days detention - after school

- B. A student shall not possess toy weapons to include: a squirt gun, bean shooter, smoke bomb, or other potentially dangerous objects, including laser pointer, and shockers.

K-BK - 3 4 - 5

1st Violation - 3 days detention 5 days detention – noon

2nd Violation - 5 days detention - noon 5 days detention - after school

3rd Violation - 5 days detention - after school 1 day suspension*

C. A student shall conduct himself/herself in a mature and appropriate manner while attending assemblies or school events.

1st Violation - Removal from event Removal from event

2nd Violation - 1 day detention 2 days detention

3rd Violation - Student may not attend school functions for the rest of the school year.

D. A student shall not throw any unauthorized objects.

1st Violation - 3 days detention 3 days detention

2nd Violation - 5 days detention - noon 5 days detention - noon

3rd Violation - 5 days detention - after school* 5 days detention - after school*

E. Dress Code:

A student will not dress or groom in a manner that disrupts the educational process or is detrimental to the health, safety or welfare of others. A student will not dress in a manner that is distracting or indecent, to the extent that it interferes with the learning and teaching process. Administrative discretion will be used to determine appropriate dress code.

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the rights of students and their parents to make decisions regarding this appearance, except when their choices affect the educational program of the schools. The Board will have the right to establish the dress requirements for members of the athletic teams, bands, and other school groups when representing the District at a public event.

Students shall not wear clothing which:

1. presents a hazard to the health or safety of the student himself/herself or to the others in the school;
2. interferes with school work, creates disorder, or disrupts the educational program;
3. prevents the student from achieving his/her own educational objectives because of blocked vision or restricted movement;
4. depicts or encourages violence or acts of violence, drug use, profanity, or sexually suggestive connotations;
5. advocates or advertises alcohol or tobacco products;
6. causes excessive wear or damage to school property;
7. implies, initiates, or advertises gang affiliation.

Violation: Exclusion from school until acceptable standard is met and/or detention periods. Continued violations will be considered insubordination.

Elementary school students shall abide by the following guidelines:

1. Pants should be worn on the hips, no sagging or overly baggy clothes shall be worn.
2. All shirts must have a strap, and the strap must be a minimum of two (2) inches in width.
3. No bare midriffs, shirts must cover the entire middle section of a student's body.

4. Spaghetti straps, tube tops, and around-the-neck halters are not allowed, unless covered by a shirt.
5. Undergarments should not show. Bathing suits or parts of suits and pajamas are not to be worn.

6. Shorts and skirts must come down to at least the end of the index finger when hands are at the side.

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Matters Pertaining to Controlled Substances:

The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, **furnishing**, or use of drugs, alcohol, fake drugs, over-the-counter drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or furnishing is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the furnishing or sale of over-the-counter medication to another student.

The sale, distribution, possession, or use of drugs, alcohol, fake drugs, over-the-counter drugs, steroids, inhalants, or look-alike drugs that has a negative effect on the school environment is prohibited. Attempted sale or distribution is also prohibited. This includes nonalcoholic beers and wines, and the like. Many drug abuse offenses are also felonies. Sale also includes the **furnishing** or sale of over-the-counter medication to another student.

We shall define drugs as:

- A. all controlled substances as so designated and prohibited by Michigan statute;
- B. all chemicals which release toxic vapors;
- C. all alcoholic beverages;
- D. any prescription or patent drug, except those for which permission to use in school has been granted according to Board policy;
- E. "look-alikes";
- F. anabolic steroids;
- G. over-the-counter medications;

- H. any illegal substances so designated and prohibited by law.

The use, possession, concealment for distribution, or being under the influence of any drug at any time on District property, or at any District event, is prohibited.

- A. Tobacco, all types, including chewing tobacco

- 1. Possession:

- a. First Violation: Confiscation and three (3) days noon detention
- b. Second Violation: Confiscation and five (5) days after school detention
- c. Third Violation: Confiscation and one (1) day suspension

- 2. Use on school premises or at school-related activities:

- a. First Violation: Confiscation and five (5) days noon detention
- b. Second Violation: Confiscation and five (5) days after school detention
- c. Third Violation: Confiscation and five (5) days suspension

- B. Substance Abuse

Knowingly using or possessing drugs as defined above

- 1. First Violation: Confiscation, five (5) days suspension. Police will be involved. Counseling may be required.
- 2. Second Violation: Confiscation, ten (10) days ~~detention-suspension~~ during which time the student may be required to have drug counseling by a qualified substance abuse counselor. Police will be involved.

3. Third Violation: Confiscation, ten (10) days suspension and recommendation for expulsion. Police will be involved.

C. Sale or furnishing of drugs

Sale or furnishing, or attempting to sell or furnish drugs (as defined above) on school property, at school-related activities, or within 500 feet of school premises:

1. First Violation: Confiscation, ten (10) days suspension. Police will be involved. Counseling may be required.
2. Second Violation: Confiscation, ten (10) days suspension. Recommendation for expulsion. Police will be involved.

*additional violations will lead to expulsion

K = confiscation

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Revised 7/14/08
Revised 6/8/09
Revised 5/14/12
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