

Vicksburg Community Schools Administrative Guidelines

5500D - POSITIVE DISCIPLINE PLAN (MIDDLE SCHOOL)

PREAMBLE:

Vicksburg Community Schools is dedicated to creating and maintaining a positive learning environment for all students. Teachers, administrators, parents, and students must assume a responsible role in promoting behavior that enhances academic and social success. Courteous, respectful, and responsible behavior fosters a positive climate for the learning community.

The Student Code of Conduct sets forth student rights and responsibilities while at school and school related activities, and the consequences for violating school rules. When determining the appropriate action to be taken as a consequence of student misconduct, school officials may use intervention strategies and/or disciplinary actions, depending upon the severity or repetition of misconduct; age and grade level of the student; circumstances surrounding the misconduct; impact of the student's misconduct on others in the school community, and any other relevant factors. The Student Code of Conduct will be administered uniformly and fairly, without partiality or discrimination.

When and Where the Student Code of Conduct applies:

The Student Code of Conduct applies before, during, and after school:

- A. when a student is at school;
- B. "at school" means in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event, whether or not it is held on school premises;
- C. When a student's conduct at any other time or place has a direct and immediate effect on maintaining order and discipline, or on protecting the safety and welfare of students or School District staff; and
- D. when a student is using school telecommunications networks, accounts, or other District services.

Student Rights and Responsibilities:

Individual rights relate to individual responsibilities and must be seen in relationship to the safety, health, and welfare of all students in each school.

Expectations of student conduct should be kept within the bounds of reasonable behavior expected of all members of the community. Students should have freedom and encouragement to express their individuality in school, as long as their conduct does not intrude upon the freedom of others. This applies especially to the freedom of fellow students to receive instruction. There must be a balance between individual freedom and the orderly operation of a classroom. This balance will be determined by school administration.

All students should recognize the consequences of their language, manners, and actions toward each other and school staff. Students need to understand that they benefit from an orderly school operation and, as members of the school community, acknowledge their responsibility to promote a good learning environment.

If a student feels unsafe or is threatened, the student and the student's parent/guardian should contact school administration.

Violations of the Student Code of Conduct:

The definitions of misconduct are not all-inclusive, but only representative and illustrative. A student who commits an act of misconduct not listed herein is nonetheless subject to disciplinary action.

School District staff may use intervention strategies such as teacher/student conferences, auxiliary staff/student intervention, and teacher/parent/guardian contacts. Specific types of disciplinary consequences are defined under TYPES OF DISCIPLINARY ACTION AND PROCEDURES. At the option of school administrators, a student accused of any violation of the Student Code of Conduct may be referred to a school social worker or counselor, in conjunction with or in lieu of other disciplinary procedures. Where the misconduct is subject to mandatory discipline under State law, however, the School Board will act to impose any mandatory sanctions.

Short-Term Suspensions:

A short-term suspension occurs when a student is suspended for one (1) day, up to and including ten (10) school days. During a short-term suspension, the student's rights and privileges of attending school, including extra-curricular activities, are suspended. In addition, students may not be in VCS property unless authorized by an administrator.

Long-Term Suspensions:

A long-term suspension is when a student is suspended for more than ten (10) school days. During a long-term suspension, the student's rights and privileges of attending school, including extra-curricular activities is suspended. In addition, students may not be on VCS property unless authorized by an administrator.

Expulsion:

An expulsion occurs when the School District's Board of Education terminates the student's rights and privileges to attend school, including extra-curricular activities. An expulsion is for an indefinite time, unless otherwise specified by the School Board or State law. The parent/guardian of the student may petition the School Board to request the student's reinstatement to school, as permitted by State law.

MIDDLE SCHOOL POSITIVE DISCIPLINE PLAN:

Goals:

- A. To work to be the best s/he can be.
- B. To take responsibility for their own behavior.
- C. To treat self and others with dignity and respect.
- D. To work to create a positive, safe, caring, and orderly school climate.
- E. To focus on the prevention of discipline problems.
- F. To work to develop a strong and supportive relationship between parents, students, school, and community.

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 on time and prepared for class/activities;
- B. to assist and spend extra time in student/staff/school activities;
- C. to keep our hands, feet, and mouth to ourselves;
- D. to act safely and sensibly;
- E. to stop and ask ourselves, before saying or doing something to another person, "Would I like this done to me?" If the answer is "Yes", we proceed. If the answer is "No", we stop immediately and find another way of handling the situation.

These general rules outline the behavior expected of everyone at Vicksburg Middle School. Each teacher has developed classroom rules which establish the expectations for the individual classrooms.

The Teachers, Support Personnel, and Administrators:

An effective school, where "everyone is successful" is created by the attitudes and behaviors of the staff (teachers, support personnel, and principal). We become like the

people with whom we associate. If we expect our students to be positive, supportive, accepting, and respectful of others, it is essential that we model this behavior for them. At VMS, we have "successful staff members" who:

- A. take pride in themselves as educators, knowing they have one of the most important jobs in the world;
- B. believe that all children can be successful and will look for and take whatever steps are necessary to insure that students are recognized for their success;
- C. treat others with dignity and respect;
- D. commit their efforts to make VMS the most effective school in the country;
- E. set professional goals and work persistently to accomplish them;
- F. make decisions based on what is best for the student;
- G. assist and spend extra time in student/staff/school activities;
- H. continually improve their instructional knowledge and skill;
- I. make suggestions on ways the school can be more effective;
- J. are a positive influence on students, parents, and colleagues by:
 - 1. being "solution oriented" when facing a problem rather than grumbling or complaining;
 - 2. discovering the other person's point of view during a conflict;
 - 3. communicating concerns or disagreements directly to the proper recipient;

If this communication is written, it is signed by the person who wrote it. If it is communicated face-to-face, it is done in an "agreeable" manner, with dignity and respect for all those involved.

4. treating information about school (students, parents, staff) in a confidential and professional manner.

Successful Students:

Schools are places where students gain the knowledge and skills to be responsible, contributing, and independent members of society. Our goal is to develop successful students who:

- A. take pride in themselves and have confidence they can be successful no matter what the situation;
- B. set goals and work persistently to accomplish them;
- C. take responsibility for what they say and do and how they present themselves;
- D. treat self and others with dignity and respect;
- E. attend school regularly;
- F. get to school and class on time;
- G. exercise good study skills and work habits;

Upon completing an assignment quietly find something constructive to do.

- H. have good manners and are friendly and courteous to everyone in school;
- I. are honest with themselves and others;
- J. respect everyone's property;

- K. put forth their very best efforts in whatever they do;

If a mistake is made, they learn from it by correcting it and moving ahead.

- L. follow the school and classroom rules;
- M. keep their school clean;
- N. make our school and community a better place.

The Parents:

*School success is created by a team effort. The team consists of the student, teacher, and **most importantly, the parent**. The attitude, expectations, and behavior of the parents about our school plays a crucial role in the child's success in school. Parents want what is best for their children and by doing the things listed below, parents increase the potential that their children will get the best education. The parents at VMS:*

- 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 gets:
 - 1. at least eight (8) hours of sleep each school night;
 - 2. breakfast before coming to school;
 - 3. to school on time;
- C. help the child to take responsibility for his/her behavior and learning;
- D. support the child and staff when there are problems or when progress is not being made as rapidly as desired;

- E. support school discipline procedures;
- F. read to or encourage the child to read an interesting or fun book at least fifteen (15) minutes a day;
- G. provide a regular time and place, which is quiet, where the child can do homework or read;
- H. communicate and consult with the teacher on a regular basis about the child's performance;

This is done on the phone, in writing, or in person.

- I. show interest in the child's efforts in school by asking questions each day about what s/he:
 - 1. learned in school;
 - 2. enjoyed doing during the day;
 - 3. was proud of what happened during the day;
- J. notify the school of health or other problems which might interfere with the child's performance.

Procedures which are followed by Teachers, Support Personnel, and Administrators:

Our ultimate goal is for all students to become independent, responsible, and contributing members of society. For this to occur, we must communicate to the students what we expect of them and reinforce that behavior when they demonstrate it. Eventually, they must learn to assess their own performance and reward themselves by developing an internal locus of control. The following are some procedures which will help us reach our goal. The severity of the incident may require that the process begin at an advanced level.

- 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.

Behavior is changed through the use of reinforcement once there is a close approximation to the desired behavior. Whenever behavior is being changed, there are "peaks and valleys". Behavior will improve, then slip back, then improve. Patience, persistence, and reinforcement all play a critical role in behavior change.

Staff will deal with inappropriate student behavior when it occurs. In the event a student acts in a manner which is inappropriate for the educational setting, this procedure will be followed.

- A. When a student breaks a rule, the adult at the scene will handle the problem.
- B. If the classroom teacher receives several complaints or sees a pattern developing, s/he will implement a plan of action to change the student's behavior. Parent contact when appropriate.
- 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 become a "focus of concern" for the building team where an intervention plan of assistance will be generated.
- F. If all else fails, suspension and/or exclusion will result.

CATEGORIES OF MISCONDUCT:

Assuming the responsibility granted to it by law, the Board established the following categories of misconduct (while a student is under the jurisdiction of the school and/or engaged in school connected activities) as those which may result in temporary separation, suspension, or expulsion from the Vicksburg Community Schools. These categories are general in nature and are not to be held all inclusive.

We feel it is in the best interest of the community to work with the students in developing the best possible citizens, which means learning to live within rules as good citizens. It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation.

A. Alcohol and Drugs

A student will not possess, use, offer to buy or sell, pass to another student, or purport to buy or sell, a controlled substance, dangerous drug, prescription drug, counterfeit drug, intoxicating substance, alcohol or substances purported to be or have the effects of illegal drugs (including over-the-counter drugs). Students shall not possess or use any related paraphernalia on school premises, at school related activities, or within 1000 feet of school premises. A student legally in possession of prescribed medication will not be in violation of this section as long as his/her use and possession of the prescribed medication is authorized at school.

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, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or furnishing is also prohibited. If caught, the student shall 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, 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.

Possession/Use:

First Violation: Confiscation, up to ten (10) days out of school suspension during which period the student must have counseling by a qualified substance abuse counselor. Police will be involved.

Second Violation: Confiscation, ten (10) days out of school suspension, and a recommendation for expulsion. Police will be involved.

Sales/Furnishing:

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

Use of Breath-Test Instruments: The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage. The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test. The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention. If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, s/he will be advised that such refusal will be considered insubordination and also considered in determining alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

B. **Arson**

A student will not intentionally, by means of starting a fire, cause harm to any property or person, or participate in the burning of any property or person.

If a student commits arson in a school building, on school grounds or other school property, the School Board or its designee shall expel the student from the School District permanently, subject to possible reinstatement, pursuant to M.C.L. 380.1311.(5). (M.C.L. 380.1311[2]).

"Arson" means a felony violation as set forth in Chapter X of the Michigan Penal Code. (M.C.L. 750.71 to M.C.L. 750.80).

First Violation: Ten (10) days suspension, parent conference, file complaint with police, seek recovery of damages through court of competent jurisdiction, possible recommendation for expulsion.

Second Violation: Recommendation for expulsion, file complaint with police, seek recovery of damages through court of competent jurisdiction.

C. **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:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- 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;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

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

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- 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.

"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.).

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

First Violation: Warning, detentions, After School Behavior Program (ASBP) and/or up to ten (10) days suspension from school contingent upon the severity of the infraction.

Second Violation: After School Behavior Program (ASBP), Saturday School, and/or up to ten (10) days suspension contingent upon the severity of the infraction.

Third Violation: Saturday School and/or up to ten (10) days suspension with possible request for expulsion.

D. **Bus Rules**

In addition to Administrative Regulation 5500B, the Student Code of Conduct, as it appears in the Handbook, applies, in its entirety, to students riding on the bus. Consequences for violation of these rules may include the suspension of riding privileges.

Bus drivers have a great deal of responsibility. They are charged with the safety of your child and the timely operation of their bus. For the safety of everyone involved, we have rules that must be followed. At the beginning of each school year Vicksburg Transportation sends home a student data sheet with a list of student responsibilities. Parents are requested to go over the rules with their children and then fill out the student form, sign and send back with their child. Students must follow the directions given by the bus driver and will follow classroom behavior while riding the bus. The student

handbook rules apply in both the classroom setting and on the bus.

Students who receive a third disciplinary notice will be required to: with their parents, meet with the driver, Transportation Director and when needed, the building principal. A fourth write up is an automatic suspension of bus riding privileges, time off the bus to be determined by the severity of the infraction. A fifth write up will incur a longer suspension from the bus, up to and including the remainder of the semester. Depending on the seriousness of the infraction, the Transportation Director may suspend riding privileges before the fourth write up.

E. Cheating/Academic Misconduct

A student will not plagiarize, cheat, gain unauthorized access to, or tamper with educational materials. Discipline under this section may result in academic sanctions in addition to other discipline.

Violation: After School Behavior Program (ASBP) spent correctly doing all work related to the cheating incident for half credit and satisfactory parent conference.

F. Corridor/Playground Misconduct

Conduct of students in hallways and hallway appearance give lasting impressions to visitors as to the quality of school program and the character of students. Disruptive behavior and litter create safety hazards for all who pass through. Therefore, it is incumbent upon all students to refrain from disruptive, inappropriate behavior and littering hallways. Students are not to bring glass bottles to school, nor are they to eat or drink outside the dining areas without permission. Corridor or playground behavior which could harm or endanger other students is subject to disciplinary action. Teachers have discretion whether gum is allowed in their classrooms.

First Violation: Warning, detention periods, After School Behavior Program (ASBP), one (1) to three (3) days suspension.

Second Violation: Detention periods, After School Behavior Program (ASBP), or one (1) to three (3) days suspension, plus satisfactory parent conference.

G. **Defacement of Property**

A student will not willfully cause defacement of, or damage to, property of the school or others. Actions such as writing in school textbooks or library books, writing on desks or walls, carving into woodwork, desks or tables, and spray-painting surfaces are acts of defacement.

First Violation: Up to ten (10) days suspension or possible recommendation for expulsion. Reparation and/or restitution, including the obligation to do work in the school, related to the type of offense committed, and a satisfactory parent conference.

Second Violation: Ten (10) days suspension and possible recommendation for expulsion. Reparation and/or restitution.

H. **Destroying a Detention Slip**

A student will not willfully destroy a detention written to them by any staff member. All detentions slips must be signed by a parent/guardian and returned the next school day to the staff member who wrote the detention.

First Violation: After School Behavior Program (ASBP) or one (1) day suspension

Second Violation: Three (3) days suspension.

Third Violation: Five (5) days suspension.

I. **Destruction of Property including Textbooks, Lost or Stolen Books, or other Class Related Materials**

A student will not intentionally cause destruction of property of the school or others. Actions that impair the use of something are destructive. Ruining bulletin boards, intentionally clogging the plumbing system, breaking light bulbs or fixtures, and damaging school equipment to the point where repair is necessary are acts of property destruction. Damaged, lost or stolen books and other materials must be paid for by the student to whom they were issued.

First Violation: Up to ten (10) days suspension or possible recommendation for expulsion. Reparation and/or restitution, including the obligation to do work in the school, related to the type of offense committed, and a satisfactory parent conference.

Second Violation: Ten (10) days suspension and possible recommendation for expulsion. Reparation and/or restitution.

J. **Disorderly Conduct and/or Disruption**

A student will not harass others or misbehave in a manner that causes disruption or obstruction to the educational process. Disruption caused by talking, making noises, throwing objects, or otherwise distracting another constitutes disruption and/or disorderly conduct. Behavior is considered disruption and/or disorderly conduct if a teacher is prevented from starting an activity or lesson, or has to stop instruction to address the disruption.

First Violation: Warning, detention periods, After School Behavior Program (ASBP), and/or up to three (3) days suspension. Confiscation of inappropriate objects.

Second Violation: After School Behavior Program (ASBP), Saturday School, and/or up to seven (7) days suspension. Confiscation of inappropriate objects.

Third Violation: Up to two (2) After School Behavior Program (ASBP), Saturday School. or

up to ten (10) days suspension. Confiscation of inappropriate objects.

K. **Disrespect Toward School Employees**

First Violation: Warning, detention periods, ASBP, and/or up to three (3) days suspension.

Second Violation: Detention periods, ASBP, and/or five (5) days suspension.

Third Violation: Detention periods, ASBP, and/or ten (10) days suspension.

L. **Dress Code and Grooming:**

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 of Education 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 others in the school;
2. interferes with school work, creates disorder, or disrupts the educational program;

3. causes excessive wear or damage to school property;
4. prevents the student from achieving his/her own educational objectives because of blocked vision or restricted movement;
5. depicts or encourages violence or acts of violence, drug use, profanity, or sexually suggestive connotations;
6. advocates or advertises alcohol or tobacco products;
7. implies, initiates, or advertises gang affiliation.

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

Middle school students shall abide by the following guidelines:

- Pants should be worn on the hips, no sagging or overly baggy clothes shall be worn.
- All shirts must have a strap, and the strap must be a minimum of two (2) inches in width.
- No bare midriffs, shirts must cover the entire middle section of a student's body.
- Spaghetti straps, tube tops, and around-the-neck halters are not allowed unless covered by a shirt.
- Undergarments should not show. Bathing suits or parts of suits and pajamas are not to be worn.

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

M. **Extortion**

A student will not make another person do any act against his/her will, by force or a threat of force, expressed or implied.

First Violation: Five (5) days suspension. Appropriate notification of police.

Second Violation: Recommendation for expulsion.

N. **Failure to Serve Assigned Detention**

A student will not fail to serve an assigned detention of which students and/or parents/guardians have been notified.

First Violation: Failure to serve the detention will result in an ASBP.

Second Violation: Failure to serve the ASBP will result in one (1) day of in-house suspension.

O. **False Accusation of School Employee:**

A student shall not make a false accusation about a school employee.

First Violation: Five (5) to ten (10) days suspension contingent upon the severity of the infraction, with possible request for expulsion and/or notification of police, if appropriate.

Second Violation: Recommendation for expulsion. Notification of police.

P. **False Fire Alarm or Bomb Report; Tampering with Fire Alarm System**

Unless an emergency exists, a student will not intentionally sound a fire alarm or cause a fire alarm to be sounded, nor will a student falsely communicate or cause to be communicated that a bomb is located in a building or on school property, or at a school-related event. These acts are prohibited, irrespective of the whereabouts of the student. A student will not destroy, damage, or otherwise tamper with a fire alarm system in a school building.

If a student enrolled in grade 6 or above makes a bomb threat or similar threat directed at a school building, or other school property, or a school-related event, then the School Board or its designee shall suspend or expel the student from the School District for a period of time as determined in the discretion of the School Board or its designee. (M.C.L. 380.1311a[2])

First Violation: Ten (10) days suspension, parent conference, file complaint with police, seek recovery of damages through court of competent jurisdiction, possible recommendation for expulsion.

Second Violation: Recommendation for expulsion file complaint with police, seek recovery of damages through court of competent jurisdiction.

Q. **False Identification**

A student will not use another person's identification, including student lunch numbers, or give false identification to any school official with intent to deceive school personnel or falsely obtain money or property.

First Violation: Warning, detention periods, ASBP, and/or up to three (3) days suspension.

Second Violation: Detention periods, ASBP, and/or five (5) days suspension.

Third Violation: Detention periods, ASBP, and/or ten (10) days suspension.

R. **Fighting**

A student will not physically fight with another person. Fighting poses an immediate threat to student safety. The length of suspension will depend on severity or repetition.

First Violation: Three (3) to five (5) days suspension from school and satisfactory parent conference; notification of police, if appropriate.

Second Violation: Five (5) to ten (10) days suspension from school; notification of police.

Third Violation: Recommendation for expulsion; notification of police.

S. **Fireworks**

A student will not possess, handle, transmit, conceal, or use any fireworks or firecrackers.

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.

Second Violation: One (1) to ten (10) days suspension contingent upon the severity of the infraction and/or recommendation for expulsion and/or notification of police.

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

T. **Forgery**

A student will not sign the name of another person for the purpose of defrauding school personnel or the Board of Education.

First Violation: One (1) day suspension.

Second Violation: Three (3) days suspension.

Third Violation: Five (5) days suspension.

U. **Fraud**

A student will not deceive another or cause another to be deceived by false or misleading information in order to obtain anything of value.

First Violation: Warning, detention periods, ASBP, and/or up to three (3) days suspension.

Second Violation: Detention periods, ASBP, and/or five (5) days suspension.

Third Violation: Detention periods, ASBP, and/or ten (10) days suspension.

V. **Gambling**

A student will not engage in any game of chance or contest wherein money or other items of monetary value are awarded to the winner, except for those games and contests authorized by official school functions.

First Violation: Warning, detention periods, After School Behavior Program (ASBP), and/or up to three (3) days suspension. Confiscation of inappropriate objects

Second Violation: Five (5) days suspension.

Third Violation: Ten (10) days suspension.

W. **Insubordination/Unruly Conduct**

A student will not ignore or refuse to comply with directions or instructions given by school authorities. Refusing to open a book, write an assignment, work with another student, work in

a group, take a test or do any other class or school-related activity not listed herein, being absent from an assigned place, refusing to leave a hallway or any other location by a school staff member, or running away from school staff when told to stop constitutes unruly conduct.

Students are expected to possess and carry their School Agenda at all times. Periodic and random agenda checks will be conducted resulting in lunch detention.

First Violation: Warning, detention periods, After School Behavior Program (ASBP), and/or up to three (3) days suspension.

Second Violation: Detention periods, up to two (2) days After School Behavior Program (ASBP), Saturday School, and/or up to five (5) days suspension.

Third Violation: Detention periods, up to two (2) days After School Behavior Program (ASBP), Saturday School, and/or up to ten (10) days suspension.

X. **Interference with School Authorities**

A student will not interfere with administrators, teachers or other school personnel by threat of force or violence.

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 will be required.

Second Violation: Ten (10) days suspension and/or recommendation for expulsion. Notification of police.

Y. **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 knowledge of dangerous weapons or threats of violence to the administration. Failure to report such knowledge may subject the student to discipline, to include warnings, detentions, suspension, and/or expulsion. The Michigan Department of State Police and the Michigan Department of Education have established a statewide school violence hotline for students to make anonymous reporting of specific threats or imminent school violence or other suspicious or criminal conduct by juveniles. This toll-free school violence hotline telephone number is 1-800-815-TIPS.

Z. **Leaving School Without Permission**

A student will not leave campus without permission from authorized school personnel.

First Violation: Saturday School.

Second Violation: Two (2) sessions of Saturday School.

Third Violation: Up to ten (10) days suspension.

AA. **Loitering**

A student will not remain or linger on school property without legitimate purpose and/or without proper authority.

First Violation: Warning, detention, and/or After School Behavior Program (ASBP).

Second Violation: Up to two (2) After School Behavior Programs (ASBPs), Saturday School and/or up to three (3) days suspension, parent notification, police may be notified.

Third Violation: Five (5) days suspension, parent notification, police may be notified.

BB. Physical Assault

A student will not physically assault another person.

If a student enrolled in grade 6 or above commits a physical assault at school against another student, then the School Board or its designee shall suspend or expel the student from the School District for up to 180 school days. (M.C.L. 380.1310[1]).

If a student enrolled in grade 6 or above commits a physical assault at school against a person employed by, or engaged as a volunteer or contractor by the School Board, then the School Board or its designee shall expel the student from the school permanently, subject to possible reinstatement under M.C.L. 380.1311a(5). (M.C.L. 380.1311a[1]).

"Physical assault" means intentionally causing or attempting to cause physical harm to another through force or violence.
(M.C.L. 380.1310[3][b], M.C.L. 380.1311a[12][b]).

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.

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.

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

CC. Possession of Inappropriate Personal Property

A student will not possess personal property that is prohibited by school rules or that is disruptive to teaching and learning, including but not limited to pornographic or obscene material, laser lights, or any electronic devices used for communication or entertainment. Certain devices may be permitted for health or other reasons, if approved by the principal or his/her designee. Confiscation of the items and satisfactory parent conference will occur.

First Violation: Confiscation, warnings, detention periods, After School Behavior Program (ASBP), or suspension from school for up to three (3) days and until satisfactory conference with parent(s).

Second Violation: Confiscation, warning, detention periods up to two (2) After School Behavior Programs (ASBPs), Saturday School, and/or up to five (5) days suspension contingent upon the severity of the infraction and satisfactory conference with parent(s).

Third Violation: Confiscation, up to two (2) After School Behavior Programs (ASBPs), Saturday School, up to ten (10) days suspension contingent upon the severity of the infraction plus possible recommendation for expulsion and satisfactory conference with parent(s).

DD. **Profanity and/or Obscenity Toward Students/Staff/Volunteers**

A student will not orally, in writing, electronically, or with photographs or drawings, use profanity or insulting, obscene gestures during school or at any school activities.

First Violation: Warning, detention periods, After School Behavior Program (ASBP), or suspension from school for up to three (3) days and until satisfactory conference with parent(s).

Second Violation: Detention periods, up to two (2) After School Behavior Programs (ASBPs), Saturday School, or up to five (5) days

suspension contingent upon the severity of the infraction and satisfactory conference with parent(s).

Third Violation: Up to two (2) After School Behavior Programs (ASBPs), Saturday School, or up to ten (10) days suspension contingent upon the severity of the infraction, plus possible recommendation for expulsion and satisfactory conference with parent(s).

EE. Public Displays of Affection

Students will not engage in inappropriate displays of affection, such as kissing or long embraces of a personal nature. Handholding is considered to be an inappropriate public display of affection.

First Violation: Warning and/or detention.

Second Violation: Warning, detention, ASBP, and/or up to three (3) days suspension, parents notified.

Third Violation: Up to five (5) days suspension, parent conference.

FF. Sexual Assault

A student will not sexually assault another person. If a student commits criminal sexual conduct in a school building, on school grounds or any other school property, the School Board or its designee shall expel the student from the School District permanently, subject to possible reinstatement, pursuant to M.C.L. 380.1311(5). (M.C.L. 380.1311[2]).

GG. Sexual Harassment

A student will not use words, pictures, objects, gestures, or other actions relating to sexual activity or a person's gender that cause embarrassment, discomfort, or a reluctance to participate in school activities. A student will also not make unwelcome sexual advances, request sexual favors or engage in verbal

communication or physical conduct of a sexual nature with or toward any other student, School District personnel or adult volunteers.

First Violation: Warning, detention, ASBP, and/or up to ten (10) days suspension.

Second Violation: Up to ten (10) days suspension contingent upon the severity of the infraction.

Third Violation: Ten (10) days suspension with possible request for expulsion.

HH. **Student Disorder/Demonstration**

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is need to organize some form of demonstration, s/he is encouraged to contact the principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

II. **Student Distributed Material**

Any material handed out by students or displayed on school property must be approved by the school principal or designee before it may be distributed or displayed to other students. When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Any suggestions, concerns, and grievances may be directed to the principal or to the student government.

First Violation: Warning, ASBP, and/or detention periods, and up to three (3) days suspension.

Second Violation: Five (5) days suspension from school.

JJ. Tardiness

A student will not fail to be in his/her place of instruction at the assigned time without a valid excuse.

1. Three (3) unexcused tardies per semester, per class, will result in a minimum of ~~two (2) lunch detentions~~ parent communication. Six (6) tardies per semester will result in a one (1) hour after school detention.
2. Continued tardiness (nine (9) tardies per class per semester) will result in an ASBP. Continued tardiness (twelve [12] or more) per class per semester) will be viewed as an act of insubordination and result in ~~one day in-house suspension~~ Saturday school.
3. Periodic and random tardy sweeps will be conducted, and will result in a lunch detention.

KK. Technology Abuse

A student will not violate the District's "Technology Use Guidelines". The use of the District's Network resources is limited to support of the academic program.

The use of District resources is limited to support of the academic program. The use of the Network/Internet is a privilege that may be revoked by the District at any time and for any reason. Appropriate reasons for revoked 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 monitor, review, inspect, and 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.

Students are responsible for their behavior and communication on the Network/Internet. 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. (Users may only access the Network/Internet by using their assigned Internet/E-Mail account. Use of another person's account/address/password is prohibited. Users may not allow other users to utilize their passwords.)
3. Malicious use of the Network/Internet through hate mail, harassment, profanity, vulgar statements, or discriminatory remarks. Users may not use the Board's computers/network to disrupt the operation of the Network/Internet including deleting or moving network files or develop programs that infiltrate a computer or computer system and damage the software components of a computer or computing system.
4. Interfering with other's use of the Network.
5. Use the Network/Internet for non-educational related purposes. (Users may not use the Internet to engage in "hacking", gambling, or other unlawful activity; advertising, or any commercial purposes, political lobbying; or transmit any material in violation of any State or Federal law or regulation, or Board policy.)
6. Unauthorized installation of software.
7. Down-loading, copying, or unauthorized use of licensed or copyrighted software.

8. Unauthorized downloading of non-instructional files or information including but not limited to licensed or unlicensed programs, MP3 files, inappropriate material, or other large files.
9. Unauthorized disclosure, use, and dissemination of personal identification information regarding a student or staff member.
10. Accessing or participation in online "chat rooms" or other forms of direct electronic communication including e-mail, instant messaging, or "Listservs" without prior approval.
11. Use of the Network/Internet to access, process, distribute, display or print pornography and other materials that are obscene, objectionable, inappropriate and/or harmful to minors.
12. Students shall not use the Network to transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs. Sending, sharing, viewing, or possessing pictures, text messages, e-mails, or other materials of a sexual nature (i.e. sexting) in electronic or any other form, including the contents of a wireless communication device or other electronic equipment is grounds for discipline. Such actions will be reported to local law enforcement and child services as required by law.
13. Use of the Network to engage in cyberbullying is prohibited. "Cyberbullying" is defined as the use of information and communication technologies (such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites), to [support-harm](#) others.

Cyberbullying includes, but is not limited to the following:

- a. Posting slurs or rumors or other disparaging remarks about a student on a website or on weblog;
- b. Sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
- c. Using a camera phone to take and send embarrassing and/or sexually explicit photographs/recordings of students or take pictures or record acts of student violence;
- d. Posting misleading or fake photographs or students on websites.

Violations: Warning, detention periods, After School Behavior Program (ASBP), Saturday School, up to ten (10) days suspension, and/or expulsion depending on severity, and restitution.

Users are expected to abide by the following generally-accepted rules of network etiquette:

Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Board's computers/network. Do not use obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.

Never reveal names, addresses, phone numbers, or passwords of yourself or other users, family members, teachers, administrators, or other staff members while communicating on the Internet.

Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.

LL. **Theft or Possession of Stolen Property:**

A student will not, without permission of the owner or custodian of the property, take property or have in his/her possession property which does not belong to the student. When a student is caught stealing school or someone's property, s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from administration. The school is not responsible for personal property. Theft may result in suspension or expulsion.

First Violation: Warning, detention, ASBP, and/or up to ten (10) days suspension and satisfactory parent conference. Restitution and notification of police, if appropriate.

Second Violation: Up to ten (10) days suspension and satisfactory parent conference. Restitution and notification of police, if appropriate.

MM. Threat/Coercion

A student will not threaten another with bodily harm. A student will not coerce another to act or refrain from acting.

First Violation: Warning, detention, After School Behavior Program (ASBP), Saturday School, and/or up 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.

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. Counseling/assessment services may be required.

Third Violation: Recommendation for expulsion and notification of police.

NN. Tobacco Possession/Smoking

A student will not smoke, use tobacco, or possess any substance containing tobacco, including smoking paraphernalia such as a lighter, and/or the use of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance in any area under the control of a school district, including all activities or events supervised by the School District.

1. **Possession:**

- a. **First Violation:** Confiscation, conference with parents/guardians and up to three (3) days suspension.
- b. **Second Violation:** Confiscation and five (5) days suspension.
- c. **Third Violation:** Confiscation and ten (10) days suspension and/or recommendation for expulsion.

2. **Use on School Premises, at School Related Activities, or En Route Between the High School or the Middle School and the In-House Suspension Room:**

- a. **First Violation:** Confiscation and five (5) days suspension.
- b. **Second Violation:** Confiscation and seven (7) days suspension.
- c. **Third Violation:** Confiscation and ten (10) days suspension, and/or recommendation for expulsion.

OO. **Trespassing**

A student will not enter upon the premises of the School District, other than the location to which the student is assigned, without authorization from proper school authorities. If removed, suspended, or expelled from school, a student will not return to the school premises without

permission of the proper school authorities.
Failure to comply will result in additional
suspension, expulsion, and/or arrest for
trespassing.

PP. **Trespassing and/or Vandalism of
Real Property of a Staff Member, On
or Off School Property**

First Violation: Ten (10) days suspension
with possible recommendation for expulsion,
depending on circumstances and the severity of
the vandalism. Parent conference; file complaint
with police; full restitution must be made.

Second Violation: Ten (10) days
suspension and possible recommendation for
expulsion. Parent conference; file complaint with
police; full restitution must be made.

QQ. **Truancy/Skipping**

A student will not fail to report to the school's
assigned class or activity without prior
permission knowledge or excuse by the school
or parent/guardian.

1. Students skipping class for less than one
(1) period:

First Violation: After School Behavior
Program (ASBP).

Second Violation: Saturday School.

Third Violation: Two (2) Saturday
Schools.

2. Students skipping school one (1) class
period or more:

First Violation: Saturday School.

Second Violation: Two (2) Saturday
Schools.

Third Violation: Three (3) Saturday Schools.

RR. **Unsportsmanlike Behavior or Heckling at School Events:**

First Violation: Warning, detention periods, removal from school event, and/or suspension from school events.

Second Violation: Removal from school event, and/or suspension from school events, and/or five (5) days suspension.

Third Violation: Removal from school event, and/or ten (10) days suspension. Student may not attend school functions for the rest of the school year.

SS. **Verbal Assault Against an Employee**

Verbal Assault is defined as an intentional act of verbally threatening to do bodily harm coupled with an apparent, present ability to cause the harm.

If a student enrolled in grade 6 or above commits a verbal assault, as defined by School Board Policy, at school against a person employed by or engaged as a volunteer or contractor by the School Board, then the School Board or its designee shall suspend or expel the student from the School District for a period of time as determined in the discretion of the School Board or its designee.
(M.C.L. 380.1311a[2]).

First Violation: Warning, detention, After School Behavior Program (ASBP), and/or up 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.

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. Counseling/Assessment services may be required.

TT. **Weapons: Dangerous Instruments**

A student will not possess, handle, transmit, or use a dangerous instrument capable of harming another person. A "Dangerous instrument" means any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection. Dangerous instruments include, but are not limited to, chemical mace, pepper gas or like substances; razors; or box cutters.

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.

Second Violation: One (1) to ten (10) days suspension contingent upon the severity of the infraction and/or recommendation for expulsion and/or notification of police.

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

UU. **Weapons: Dangerous Weapons**

A student will not possess, handle, transmit, or use as a dangerous weapon, an instrument capable of harming another student. A "dangerous weapon" means a firearm, dagger, dirk, stiletto, knife with blade over three (3) inches in length, pocket knife opened by mechanical device, iron bar or brass knuckles. (M.C.L. 380.1313).

A "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 and airsoft gun are 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.

State law requires the School Board or its designee to permanently expel from the School District a student who possesses a "dangerous weapon" in a "weapon-free school zone," subject to possible reinstatement, pursuant to M.C.L. 380.1311(5). (M.C.L. 380.1311[2]).

"Weapon-free school zone" means school property and a vehicle used by a school to transport students to and from school property. (M.C.L. 750.237a).

"School property" means a building, playing field, or property used for school purposes to impact instruction to children or used for functions and events sponsored by a school, except a building used primarily for adult education or college extension courses. (M.C.L. 750.237a).

If a dangerous weapon is found in the possession of a student* while the student is in attendance at school or a school activity, or while the student is enroute to or from school on a school bus, the

Superintendent or the School District or Intermediate School District, or his/her designee, shall immediately report that finding to the student's parent or legal guardian and the local law enforcement agency. (M.C.L. 380.1313[1]).

*Possession at school shall include any student vehicle on school property.

Violation: Recommendation for expulsion, Superintendent and police notification.

VV. **Violations of:**

1. State laws;
2. Local ordinances;
3. Abuse of fire alarms, safety equipment;
4. Bomb threats, false alarms, false reports;
5. Arson.

First Violation: Ten (10) days suspension, parent conference, file complaint with police, seek recovery of damages through court of competent jurisdiction, possible recommendation for expulsion.

Second Violation: Recommendation for expulsion, 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 limited to theft

and vandalism, occurring in the school as well as in the community.

Matters Pertaining to Participation in Non-Curricular Field Trips and Social Activities

Any student who has been suspended two (2) or more times, totaling eleven (11) or more days will not be allowed to participate in non-curricular field trips or activities, i.e., roller skating, dances, activity days, lock-ins, Cedar Point, Talent Show, etc., unless, in the opinion of the principal, there has been marked improvement in the student's behavior. Students must also be passing all of their classes to participate in the above events. In order to participate in an activity, the student must be in school for all afternoon classes, unless prior arrangements have been made with the building principal.

Matters Pertaining to Public and Private Property

A. Lockers are School Property

All lockers assigned to students are the property of the School District. At no time does the School relinquish its exclusive control of its lockers. The public school principal or his/her designee shall have custody of all combinations to all lockers or locks. Students are prohibited from placing locks on any locker without the advance approval of the public school principal or his/her designee.

B. Legitimate Use of School Lockers

The School assigns lockers to its students for the students' convenience and temporary use. Students are to use lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch. Students shall not use the lockers for any other purpose, unless specifically authorized by School Board Policy or the public school principal or his/her designee in advance of students bringing the items to school. Students are solely responsible for the contents of their lockers and should not share their lockers with other students, nor divulge locker combinations to other students, unless authorized by the public school principal or his/her designee.

C. Search of Locker Contents

Random searches of School lockers and their contents have a positive impact on deterring

violations of school rules and regulations, ensure proper maintenance of School property, and provide greater safety and security for students and personnel. Accordingly, the Board authorizes the public school principal or his/her designee to search lockers and locker contents at any time, without notice, and without parental/guardianship or student consent.

The public school principal or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a locker search. The public school principal or his/her designee shall supervise the search. In the course of a locker search, the public school principal or his/her designee shall respect the privacy rights of the student regarding any items discovered that are not illegal or against school policy and rules.

D. Seizure

When conducting locker searches, the public school principal or his/her designee may seize any illegal or unauthorized items, items in violation of Board policy or rules, or any other items reasonably determined by the public school principal or his/her designee to be a potential threat to the safety or security of others. Such items include, but are not limited to the following: firearms, explosives, dangerous weapons, flammable material, illegal controlled substances or controlled substance analogues or other intoxicants, contraband, poisons, and stolen property. Law enforcement officials shall be notified immediately upon seizure of such dangerous items, or seizure of items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items seized by the public school principal or his/her designee shall be removed from the locker and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor student, or a student eighteen (18) years of age or older, shall be notified by the public school principal or his/her designee of items removed from the locker.

E. Damaged, Lost, and Stolen Property

Vicksburg Community Schools cannot and will not be responsible for damaged, lost or stolen articles, regardless of location on school property.

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.

SUSPENSION OR EXPULSION OF STUDENTS

TYPES OF DISCIPLINARY ACTION AND DISCIPLINARY PROCEDURES

A. DETENTIONS:

AFTER SCHOOL DETENTION:

This is detention time that must be served after school. Parents will receive written notification one (1) day in advance of detention, and are responsible for the student's transportation home after the detention period. Students will be given assigned duties during this time period. Failure to serve detention will result in a second detention being issued. Failure to serve both detentions will result in in-house suspension of at least one (1) day. The student will make up all detention time.

Note: All detentions will be served after school, unless otherwise specified by school personnel.

B. CLOSED CLASS:

A teacher may exclude a student for one (1) day from class for serious violation of classroom rules. A school administrator may keep a student out of class or classes due to serious misconduct or continued behavior problems.

In order to re-enter the classroom, a parent/guardian conference will be required.

C. AFTER SCHOOL BEHAVIOR PROGRAM (ASBP): The ASBP on Tuesdays [and Thursdays](#)

of every week from 2:345 - 4:435. Parents will be notified by telephone or email at least one (1) day in advance of an assigned ASBP. Students are expected to be on time and have work to complete while serving ASBP. Parents/guardians are responsible for transportation home after the ASBP is completed. Failure to serve the assigned ASBP will result in a one (1) day in-house suspension.

D. SATURDAY SCHOOL: Saturday school will be held twice a month, every other Saturday from 8:30 a.m. to 11:30 a.m. at Vicksburg High School. Parent will be notified by telephone or email of an assigned Saturday School. While assigned to Saturday School, the following rules apply:

1. Students must report to an assigned Saturday School. A doctor's note will be the only acceptable excuse.
2. Students must report to assigned room by 8:30. Doors will be locked no later than 8:35. Students arriving late will not be allowed to serve Saturday School on that day.
3. Students will be required to stay for the entire three (3) hours to complete an assigned Saturday School.
4. Disruption, insubordination, or sleeping will result in removal from Saturday School. Students removed will be required to make up the Saturday School.
5. No electronics allowed in Saturday School, i.e., cell phones, IPODS, MP3 players, hand held games, etc.
6. Bathroom breaks will be provided. No wandering of the building during break time. Students will be required to complete school work, read quietly, draw quietly, or study.
7. Students are responsible to bring their own materials. Students will not be allowed to go to lockers or the library.

8. If a student fails to report for an assigned Saturday School, an additional Saturday School will be issued by an administrator on the following Monday. In addition, any student who fails to serve an assigned Saturday School will immediately become ineligible for athletics, extra-curricular activities, sporting events, etc., and should only be on campus during school hours. The student will regain eligibility and privileges once the initial Saturday School is completed.
9. If a student fails to serve two consecutive Saturday Schools, a three day in-house suspension will be assigned the following Monday. The student will be required to complete all unserved Saturday Schools.

E. SUSPENSIONS:

1. IN-HOUSE SUSPENSION:

A school administrator may require a suspended student to attend school during the period of suspension in an assigned location within the Vicksburg Community Schools. The suspended student may walk directly to and from the administration building upon arrival at school.

The suspended student will be assigned a specific location, which s/he may not leave during established school hours without permission from the suspension room supervisor.

The student may not participate in or attend any school function while under suspension. The suspended student shall not return to the regular middle school program, until all his/her time has been made up, and s/he leaves the in-house program in good standing.

Specifics: While assigned to this program, the following rules apply:

- a. No talking or other communication at any time within the room.
- b. Restroom privileges are limited to once in the morning and once in the afternoon.
- c. The student is not to sleep or lay his/her head down at any time.
- d. Desks will be placed by the supervisor and are not to be moved.
- e. If a student has any questions, or needs to leave his/her seat for any reason, s/he is to raise his/her hand until recognized by the supervisor. Conversations between the student and the supervisor will take place quietly at the supervisor's desk.
- f. Students are responsible for having all books. Credit will not be given for the days a student does not have them. Students may work on schoolwork only, unless all assignments have been completed satisfactorily.
- g. Students are expected to arrive on time. Tardiness will count as a first period tardiness at the home building and may result in detention there or in additional suspension.
- h. Go directly to the suspension room. Absolutely no association with other students on school property. A suspended student is not to enter his/her school building at any time without the principal's permission.
- i. Students may order lunch or are to provide their own lunch. Milk is available at the student's cost. Food may be eaten only between 11:00 and 11:30 a.m. No gum at any time.
- j. Exams and quizzes will be taken in the in-house suspension room or, if

the teacher desires, at school the first day back from suspension.

- k. Students must sign in and out when using the restroom. Restrooms will be checked on a random basis. The last person to use the area will be held responsible for smoking, damage, etc.

2. OUT-OF-SCHOOL SUSPENSION:

For safety reasons, or where an expulsion hearing is pending, the administration may suspend a student at home for a period of time. 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.

3. EXTENDED SUSPENSION:

A suspension for a period of more than ten (10) days as approved by the Board. **Note:** All suspension for violations of the School Code of Conduct are to be effective until the number of school days has passed.

F. EXPULSION:

The student is permanently excluded from school, unless defined by State or Federal statutes. Expulsion from school will preclude a student from earning any further credit.

G. 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, placement in an alternate educational setting, or expulsion from school.

H. DUE PROCESS:

The Board of Education recognizes the following:

1. That students have certain 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. Subject to certain conditions applicable to the school environment.
2. That the primary intent of society in establishing the public school is to provide an opportunity for learning.
3. That citizenship rights must not be abridged, obstructed, or in other ways altered except in accordance with due process of law.
4. That the opportunity for education is one of these citizenship rights.

I. **CONFIDENTIALITY:**

Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

J. **SUSPENSION PROCEDURES:**

1. The student shall be informed of the specific charges which could be the basis for disciplinary action to be taken against him/her.
2. The student will have the right to present, to the school administrator, any relevant information that will support his/her defense.
3. If the student is suspended by the school administrator, the administrator will:

- a. notify the parents or guardian, as soon as possible, of the suspension, the reasons for the suspension, and the steps necessary to effectuate the student's return;
 - b. meet with the parent or guardian and the student to plan satisfactory return of the student to the school setting if deemed necessary by the administrator.
4. If the parents or guardian are dissatisfied with this action, they may appeal to the Superintendent or designate to review the decision.
5. If the suspension is for a period of more than ten (10) days, the same due process for students, as is covered under students being expelled from school, will apply.
6. Section 504/Special Education Accommodations: In the event a student is disabled, accommodations may be made to IHS procedures in accordance with the IEPC or 504 plan.

K. EXPULSION PROCEDURES:

This is the removal from school on a permanent basis. This action may be taken by the Board of Education only. The following procedural guidelines will govern the expulsion process:

1. Written notice of charges against a student will be supplied to the student and his/her parents or guardian by registered mail. Included within this notice shall be a statement of the time and place for the hearing, which time therefore shall be reasonable for the parties involved.
2. Parents or guardians and students against whom charges have been filed will be required to attend this hearing.
3. The student shall be given an opportunity to give his/her version of the facts and implications. S/He should be allowed to

offer the testimony of other witnesses and present other evidence.

4. The student and his/her parents or guardian may be represented by legal counsel.
5. The student, his/her parents, guardian, or legal agent, shall be allowed to review all evidence offered against the student. In addition, they shall be allowed to question any witness present at the hearing.
6. The hearing shall be conducted by the Board of Education, which shall make its determination solely upon the evidence presented at the hearing. The hearing is not a court proceeding, and court rules of evidence shall not be enforced at such hearing. An open or closed hearing, at the student's option, may be requested, before a majority of the Board of Education.
7. The Board of Education, by a majority vote, shall state, within ten (10) days after the hearing, its findings as to whether or not the student charged is guilty of the conduct charges and its decision as to expulsion, or extended suspension.
8. The findings of the hearing authority shall be reduced to writing and sent to the student and his/her parents or guardians.
9. The student and his/her parents or guardians shall be made aware of their right to appeal the decision of the Board to the appropriate judicial authority.

L. SERIOUS VIOLATIONS:

A building administrator may recommend to the Board that a student be given an extended suspension or expelled from school, upon a first, second, or third violation, if, in the opinion of the administrator, the presence of student will be disruptive to other students or to the educational process.

M. PERSISTENT VIOLATIONS:

Any student who is suspended from school, and whose prior suspensions during the same school year total twenty (20) days or more, may be required to attend a parent/guardian conference with the Superintendent and the building principal. At this meeting, the future status of the student will be determined. Students reaching this twenty (20) day total, may be subject to an extended suspension or expulsion, and can only return to the regular school program under behavioral guidelines.

N. 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 or recommendation for expulsion.

O. NOTIFICATION OF LAW ENFORCEMENT AGENCIES:

State law requires each school board to comply with the state wide school safety policy adopted by the Superintendent of Public Instruction, Attorney General, and Director of Michigan State police on October 4, 1999. (MCL 380.1308). The statewide school safety policy requires the following types of incidents occurring at school be reported to a local law enforcement agency:

Armed Student or Hostage	Robbery or Extortion
Suspected Armed Student	Unauthorized Removal of a Student
Weapons on School Property	Threat of Suicide
Death or Homicide	Suicide Attempt
Drive-By Shooting	Larceny (Theft)

Physical Assault (Fights)	Intruders (Trespassing)
Bomb Threat	Illegal Drug Use or Overdose
Explosion	Drug Possession or Drug Sale
Arson	Vandalism or Destruction of Property
Sexual Assault (Criminal Sexual Conduct)	Minor in Possession of Alcoholic Liquor or Tobacco
Bus Incident or Accident	

**P. INTERVIEWS OF STUDENTS BY POLICE OR
OTHER PUBLIC AGENCIES:**

The School District endeavors to cooperate with law enforcement agencies. Students may be interviewed in school by law enforcement officials. School officials will grant law enforcement interviews with a student after considering the (1) type of incident; (2) seriousness of the incident; (3) age and maturity of the student; (4) relationship of the incident to school and the educational process; and (5) whether time is of the essence.

When practical, school personnel will be present during the police interview, and an attempt will be made to contact the parent/guardian prior to the interview. If the student is a minor and the parent was not present during the interview, the parent/guardian will be notified by the principal that an interview has taken place.

Revised 8/11/80
Revised 8/12/85
Revised 7/13/87
Revised 9/12/88
Revised 7/10/89
Revised 6/11/90
Revised 6/10/91
Revised 6/8/92
Revised 6/14/93
Revised 6/13/94
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Revised 7/9/01
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Revised 7/14/08
Revised 6/8/09
Revised 6/14/10
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Revised 5/14/12
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Revised 5/13/13
Revised 7/14/14
Revised 7/1/15
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