

# Vicksburg Community Schools

## Administrative Guidelines

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### **5500E - POSITIVE DISCIPLINE PLAN (HIGH SCHOOL)**

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 Code of Student 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 Code of Student Conduct will be administered uniformly and fairly, without partiality or determination.

### **WHEN AND WHERE THE CODE OF STUDENT CONDUCT APPLIES:**

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

- A. when a student is at school;

"At school" means in a classroom, elsewhere on school premises, on a school bus or other related school-related vehicle, or at a school-sponsored activity or event, whether or not it is held on school premises.

- B. 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
- C. 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 a school administrator.

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 or the student's parent/guardian should contact the principal.

## **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, [for interventions, which may include restorative justice](#), 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. [Before suspending or expelling a student, school must consider the student's age, disciplinary history, disability, seriousness of behavior, whether behavior posed a safety risk, restorative practices, and whether lesser interventions would address the behavior.](#)

## **SHORT-TERM SUSPENSION:**

A short-term suspension occurs when a student is suspended for one (1) school 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 who are suspended may not be on Vicksburg Community Schools property unless authorized by an administrator.

## **LONG-TERM SUSPENSION:**

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, are suspended. In addition, students who are suspended may not be on Vicksburg Community Schools 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, [for a period of sixty \(60\) or more school days](#), including extra-curricular activities. As 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.

## **ATTENDANCE POLICY:**

The School District emphasizes the value of regular attendance in enabling students to benefit from the school's education programs. Michigan law places responsibility on each student to attend school on a daily basis, and on each parent or guardian to send their child to school on a daily basis.

More important, however, is the effect of regular and punctual attendance on the student's scholastic achievement. Not only is each day's lesson important to the individual student, the student's participation in class contributes to the education of others. Frequent absences and tardiness, for any reason, are certain to adversely affect the student's schoolwork. Each student is expected to be in school every day except when illness, injury or some providential condition beyond the student's control prevents attendance.

## **PROCEDURE:**

### **Absences**

- A. "Absent" shall mean that the student was not present physically at the place or places designated for at least forty-five (45) minutes of a fifty (50) minute class period.
- B. Ten (10) absence days per semester will be allowed to be used for personal illness, serious personal or family problems, and professional appointment which cannot be scheduled after school.
- C. Parents must call the High School between 7:00 a.m. and 11:00 a.m. whenever their son or daughter is absent and explain the reason of the absence. If a call is impossible, a note must be sent with the student upon his/her return to school.

**All such calls and notes will be recorded and must be received within twenty-four (24) hours of the absence. If a call or note is not received within this time frame, the absence will not be verified, the student will not qualify for an extension, and a one (1) day suspension may occur. The attendance office telephone number is 321-1100.**

- D. A student shall have the right to make up work missed (that can be made up) during any verified absence.
- E. Verified hospital confinement and immediate convalescence and/or infectious illness and disease will not count toward the student's accumulation of ten (10) days.

- F. A verified absence for attending a funeral will not be counted toward the student's accumulation of ten (10) days.
- G. An absence due to subpoenaed court appearance will not be counted toward the student's accumulation of ten (10) days.
- H. Suspensions are dealt with an Administrative Regulation A 5500.3, and will not count toward the student's accumulation of ten (10) days.
- I. In addition to the ten (10) allowable absences per semester, six (6) days per year may be used for verified, excused in advance family vacation. The following conditions must be met: Any absences that do not meet the following guidelines will be chargeable absences and no extension will be granted.
  - 1. Taken with immediate family-mother, father, or legal guardian.
  - 2. Personal prior arrangements are made by parent(s) with Attendance Officer.
  - 3. Arrangements with teachers for make-up work are made prior to leaving.
- J. When a student reaches the sixth absence, the parent will be notified by telephone. If telephone contact has not been made by the end of the day, a letter will be sent. Parents should see to it that the school has at least two (2) telephone numbers where they can be reached.
- K. Upon the eleventh absence from any class (except as described as exceptions above), a student will be required to make up absences in order to be eligible to receive credit in that class. Absences can be made up during Saturday School. One (1) day of Saturday School will excuse one (1) absence from a student's attendance record for the semester. Students can also make up absences after school. Each hour will excuse one (1) period.
- L. Attendance is taken, recorded, and reported each hour.

- M. Approved school activities, field trips, athletic events, meetings with a counselor, teacher, or an administrator are all considered present.
- N. Notes from home are necessary to be granted permission to leave the school campus during school days for scheduled appointments. Classes missed for these absences are to be included in the ten (10) days.
- O. All students are to be with their classes according to the assigned schedule. When they are in the halls, restrooms, or anywhere other than their assigned areas, students must have a pass or student handbook pass indicating destination, time of departure, and the teacher's signature. It is the teacher's responsibility to issue a pass to the student.
- P. Chronic absences due to medical complications will be treated as follows:
  - 1. A letter from the doctor must be presented to the high school administration by the parents detailing the nature of the illness in order to qualify for an extension.
  - 2. The letter will remain in the student's CA60 file.
  - 3. Subsequent absences directly related to the illness will not call for a note from the doctor. However, a verification of the absences will be required from a parent.
  - 4. The absences will be chargeable, but will qualify for an extension.
- Q. Only under extenuating circumstances will an exception to this policy be considered. If such an exception to this policy be considered. If such an exception is requested, a review will be held with the principal of the building at which time the parent(s) may present evidence as to why the exception should be made. Further review beyond this point will be held at the Central Administration Building with the Superintendent or his/her designee. In either case, a decision will be rendered on or before the next full school day.

- R. Specific class or programs, such as are listed below may have additional attendance requirements, for which students in these programs are responsible:
1. **Co-op:** Students enrolled in the Co-op Program must attend ALL classes that day in school in order to receive credit for the hours worked on the job.
  2. **Music:** Public performances are school requirements just as written tests. The difference is that performances cannot be made up. Except as provided hereafter, a missed performance will result in the student's nine-week grade being lowered a minimum of two (2) letter grades and the student's citizenship grade being recorded as "U" (unsatisfactory). In any event, the Director must be given advance warning of the performance to be missed in writing, signed by the parent or guardian. Absences to personal illness, family emergency, etc., when verified by a note from the parent or guardian, will not affect the student's grade. Absences other than the above must be pre-arranged with the Music Director.
  3. **Athletics:** Please see Admin. Regulation A5500.5. Players must attend the last two (2) class periods of the day of a contest unless prearranged permission to be absent has been granted.

## **VIOLATIONS TO CODE OF CONDUCT:**

### **A. Alcohol and Drugs:**

A student will not possess, use, nor be under the influence, offer to buy or sell, or purport to buy or sell, a controlled substance, dangerous drug, prescription drug, counterfeit drug, intoxication 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.

1. Possession/Use:

- a. **First Violation:** Confiscation, [up to](#) ten (10) days suspension from school, during which period the student must have drug counseling by a qualified substance abuse counselor. Possible recommendation for expulsion. Police will be involved.
- b. **Second Violation:** Confiscation, [up to](#) ten (10) days suspension, and [possible](#) recommendation for expulsion. Police will be involved.

2. **Sales or Furnishing:**

**First Violation:** Confiscation, [up to](#) ten (10) days suspension, and [possible](#) recommendation for expulsion. Police will be involved.

3. **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.

- a. 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.

- b. 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.
- c. 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 refused to take the test, s/he will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

**B. Arson (Starting a Fire): bold type**

- 1. 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.
- 2. 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]).
- 3. "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).
  - a. **First Violation:** Up to Ten (10) days suspension, parent conference, file complaint with police, seek recovery of damages through court of competent jurisdiction, possible recommendation for expulsion.
  - b. **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"** 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:

1. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
2. 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;
3. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
4. 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:

1. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
2. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
3. 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:** [Restorative practices](#), ~~W~~warning, detention 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:** [Up to](#) ~~T~~ten (10) days suspension with possible request for expulsion.

D. **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.

E. **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.

1. **First Violation:** Warning, after school detentions, After School Behavior Program (ASBP), Saturday School and/or ~~U~~up to ten (10) days suspension and/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. Damaged, lost, or stolen books and other materials must be paid for by the student to whom they are issued. Seniors will not be allowed to go through graduation ceremonies, nor will underclassmen be allowed to participate in any school-related activities until the bill is paid.
2. **Second Violation:** Up to ~~T~~ten (10) days suspension and possible recommendation for expulsion. Reparation and/or restitution will be required.

F. **Destruction of Property:**

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.

1. **First Violation:** Warning, after school detentions, After School Behavior Program (ASBP), Saturday School, Uup to ten (10) days suspension and/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. Damaged, lost or stolen books and other materials must be paid for by the student to whom they are issued. Seniors will not be allowed to go through graduation ceremonies, nor will underclassmen be allowed to participate in any school-related activities until the bill is paid.
2. **Second Violation:** Up to ~~T~~ten (10) days suspension and possible recommendation for expulsion. Reparation and/or restitution will be required.

G. **Disruption and/or Disorderly Conduct:**

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.

1. **First Violation:** Restorative practices, ~~W~~arning, detention periods After School Behavior Program (ASBP) or up to three (3) days suspension. Confiscation of inappropriate objects.
2. **Second Violation:** Up to two (2) After School Behavior Programs (ASBPs), or up to five (5) days suspension. Confiscation of inappropriate objects.
3. **Third Violation:** Up to Ten (10) days suspension. Confiscation of inappropriate objects.

H. **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.

1. **First Violation:** Up to Five (5) days suspension. Appropriate notification of police.
2. **Second Violation:** Up to ten (10) days suspension and/or possible Recommendation for expulsion.

I. **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.

**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 the issuance of one (1) ASBP. The student will make up all detention time.

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

J. **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])

1. **First Violation:** Warning, after school detentions, After School Behavior Program (ASBP), Saturday School and/or up to Ten (10) days suspension, with possible request for expulsion, parent conference, file complaint with police, seek recovery of damages through court of competent jurisdiction.
2. **Second Violation:** Up to ten (10) days suspension and/or possible Recommendation for expulsion file complaint with police, seek recovery of damages through court of competent jurisdiction.

K. **False Identification:**

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

1. **First Violation:** Up to five (5) days suspension. Appropriate notification of police.
2. **Second Violation:** Up to ten (10) days suspension and/or possible Recommendation for expulsion.

L. **Fighting:**

A student will not physically fight with another person.

1. **First Violation:** Restorative practices, up to Five (5) days suspension from school and satisfactory parent conference. Notification of police, if appropriate.
2. **Second Violation:** Up to Ten (10) days suspension from school. Notification of police.
3. **Third Violation:** Up to ten (10) days suspension and/or possible Recommendation for expulsion. Notification of police.

M. **Fireworks:**

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

1. **First Violation:** Up to 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.
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.~~

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

N. **Forgery:**

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

1. **First Violation:** Warning, detention periods, After School Behavior Program (ASBP), and/or up to ten (10) days suspension. ~~Five (5) days suspension up to recommendation for expulsion depending on severity.~~ Notification of police if appropriate.
2. **Second Violation:** Up to ten (10) days suspension and/or possible R recommendation for expulsion. Notification of police.

O. **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.

1. **First Violation:** ~~Five (5) days suspension. Notification of police.~~ Warning, detention periods, ASBP, and/or up to five (5) days suspension. Notification of police.
2. **Second Violation:** Up to ten (10) days suspension and/or possible R recommendation for expulsion. Notification of police.

P. **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 as official school functions.

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

to three (3) days suspension. Confiscation of inappropriate objects.

2. **Second Violation:** Up to ~~F~~five (5) days suspension. Confiscation of inappropriate objects.
3. **Third Violation:** Up to ~~T~~ten (10) days suspension. Confiscation of inappropriate objects.

Q. **Hazing:**

A student will not haze or conspire to engage in hazing of another. As used in this section, "hazing" includes any method of initiation or pre-initiation into a student organization or any pastime, or amusement, engaged in with respect to such an organization which causes or is likely to cause, bodily danger, physical harm, personal harm, or personal degradation or disgrace. The term "Hazing" does not include customary athletic events or similar contests or competitions.

1. **First Violation:** Warning, detention, After School Behavior Program (ASBP,) and/or up to ten (10) days suspension.
2. **Second Violation:** Up to ten (10) days suspension contingent upon the severity of the infraction.
3. **Third Violation:** Up to ~~T~~ten (10) days suspension ~~with-and/or~~ possible request for expulsion.

R. **Improper, Negligent, or Reckless Operation of a Motor Vehicle:**

A student will not intentionally or recklessly operate a motor vehicle, so as to endanger the safety, health, or welfare of others on school property.

1. **First Violation:** Warning, After School Behavior Program (ASBP), Saturday School, and/or up to five (5) days ~~In-House~~ suspension and parent conference. Loss of driving or riding privileges may occur. Police may be notified.



2. **Second Violation:** Loss of driving or riding privileges and parent conference, and/or up to five (5) days ~~In-House~~-suspension. Police may be notified.

S. **Inappropriate/Public Displays of Affection:**

Students will not engage in inappropriate displays of affection, such as kissing or long embraces of a personal nature.

1. **First Violation:** Warning and/or detention.
2. **Second Violation:** After School Behavior Program (ASBP) and/or up to three (3) days of suspension.
3. **Third Violation:** Five (5) days of suspension, parent conference.

T. **Inappropriate Dress 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.

**Violation:** Exclusion until acceptable standard is met, and/or detention periods.

U. **Insubordination/Unruly Conduct/Disrespect:**

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, being absent from an assigned location, refusing to leave a hallway or any other location when told to do so by a school staff member, or running away from school staff when told to stop constitutes unruly conduct.

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

2. **Second Violation:** Up to two (2) After School Behavior Programs (ASBPs), Saturday School, or up to five (5) days suspension.

3. **Third Violation:** Up to Ten (10) days suspension.

V. **Interference with School Authorities:**

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

1. **First Violation:** Up to 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:** Up to Ten (10) days suspension and/or possible recommendation for expulsion. Notification of police.

W. **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, suspensions, 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 reports of specific threats of imminent school violence or other suspicious or criminal conduct by juveniles. This toll free school violence hotline telephone number is 1-800-815-TIPS.

X. **Leaving School Without Permission:**

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

1. **First Violation:** Saturday School.
2. **Second Violation:** Two (2) sessions of Saturday School.
3. **Third Violation:** Up to Ten (10) days suspension.

Y. **Loitering:**

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

1. **First Violation:** Warning, detention, or After School Behavior Program (ASBP).
2. **Second Violation:** Up to two (2) After School Behavior Programs (ASBPs) or up to three (3) days suspension. Parent notification and possible, police involvement.
3. **Third Violation:** Up to Five (5) days suspension, parent conference, police will be notified.

Z. **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~~may 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 district 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]).

1. **First Violation:** ~~Up to 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:** ~~Up to Ten~~ (10) days suspension and/or possible recommendation for expulsion. Notification of police.

AA. **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, including cell phones. Certain devices may be permitted for health or other reasons, if approved by the principal. Confiscation of property and parent conference may occur.

1. **First Violation:** Possible confiscation, ~~W~~arning or detention periods, After School Behavior Program (ASBP), or up to three (3) days suspension contingent upon the severity of the infraction and satisfactory conference with parent(s).
2. **Second Violation:** Confiscation, ~~U~~up to two (2) After School Behavior Programs (ASBPs), or up to five (5) days suspension contingent upon the severity of the infraction and satisfactory conference with parent(s).
3. **Third Violation:** Confiscation, ~~U~~up to three (3) After School Behavior Programs (ASBPs) or up to ten (10) days suspension, plus possible recommendation for expulsion, contingent upon the severity of the infraction, and satisfactory conference with parent(s).

BB. **Profanity and/or Obscenity**

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

1. **First Violation:** Warning, detention periods After School Behavior Program (ASBP) or up to three (3) days suspension contingent upon the severity of the infraction and satisfactory conference with parent(s).
2. **Second Violation:** Up to two (2) After School Behavior Programs (ASBPs) or up to five (5) days suspension contingent upon the severity of the infraction and satisfactory conference with parent(s).
3. **Third Violation:** Up to three (3) After School Behavior Programs (ASBPs) or up to ten (10) days suspension, contingent upon the severity of the infraction and satisfactory conference with parent(s).

CC. **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~~ **may** 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]).

"Criminal sexual conduct" means a violation as set forth in Chapter LXXVI of the Michigan Penal Code. (M.C.L. 750.520b to M.C.L. 750.520g).

DD. **Sexual Harassment (Level I):**

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.

1. **First Violation:** Warning, detention periods, After School Behavior Program (ASBP), and/or up to ten (10) days suspension.

2. **Second Violation:** Up to ten (10) days suspension contingent upon the severity of the infraction [and/or possible request for expulsion](#).
3. ~~**Third Violation:** Ten (10) days suspension with possible request for expulsion.~~

EE. **Sexual Harassment (Level II):**

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.

1. **First Violation:** Warning, detention periods, After School Behavior Program (ASBP) and/or up to ten (10) days suspension. Police may be involved.
2. **Second Violation:** Up to ten (10) days suspension contingent upon the severity of the infraction [and/or possible recommendation for expulsion](#). Police may be involved.
3. ~~**Third Violation:** Ten (10) days suspension with possible request for expulsion. Police may be involved.~~

FF. **Smoking/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 and [up to three \(3\) days suspension](#).

b. **Second Violation:** Confiscation and [up to five \(5\) days suspension](#).

c. **Third Violation:** Confiscation and [up to 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 [up to five \(5\) days suspension](#).

b. **Second Violation:** Confiscation and [up to seven \(7\) days suspension](#).

c. **Third Violation:** [Confiscation and up to ten \(10\) days suspension and/or possible](#) ~~R~~ recommendation for expulsion.

3. **Use within Sight of High School between 7:30 a.m. and 3:30 p.m.:**

a. **First Violation:** Confiscation and [up to five \(5\) days suspension](#).

b. **Second Violation:** Confiscation and [up to seven \(7\) days suspension](#).

c. **Third Violation:** [Confiscation and up to ten \(10\) days suspension and/or possible](#) ~~R~~ recommendation for expulsion.

GG. **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.

HH. **Student Distributed Material:**

Any material handed out by students or displayed on school property must be approved by the principal, assistant principal, or other designee before it may be distributed or displayed to other students.

1. **First Violation:** Warning and/or detention periods, and/or up to five (5) days suspension.
2. **Second Violation:** Up to ~~S~~seven (7) days suspension, parent conference.

II. **Tardiness:**

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

1<sup>st</sup> unexcused tardy - warning.

2<sup>nd</sup> unexcused tardy - warning.

3<sup>rd</sup> unexcused tardy – one (1) detention period, parents notified.

4<sup>th</sup> unexcused tardy – one (1) After School Behavior Program (ASBP).

5<sup>th</sup> unexcused tardy – two (2) day After School Behavior Programs (ASBPs).

6<sup>th</sup> unexcused tardy - Saturday School.

7<sup>th</sup> unexcused tardy – two (2) Saturday Schools.

JJ. **Technology Abuse:**

A student will not violate the District's "Technology Use Guidelines".



The use of District's 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 privilege and/or other disciplinary/legal action determined by the District. Misuse shall include, but is not 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 others' 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 licenses 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 harm others. (Bill Belsey (<http://www.cyberbullying.ca>))

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;
- d. Posting misleading or fake photographs of students on websites.

**Violations:** [Restorative practices](#), ~~W~~[arning](#), [detention periods](#), [referral to school counselor and/or social worker](#), 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:**

1. 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.
2. 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.
3. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.

**KK. 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.

1. **First Violation:** Restorative practices. After School Behavior Program (ASBP) periods, Saturday School, or up to ten (10) days suspension and satisfactory parental conference. Restitution and notification of police, if appropriate.
2. **Second Violation:** Up to Ten (10) days suspension and satisfactory parent conference. Restitution and notification of police, if appropriate, and/or possible recommendation for expulsion.

LL. **Threat/Coercion:**

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

1. **First Violation:** Warning, detention periods, 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.
2. **Second Violation:** Up to Five (5) to ten (10) days suspension and/or possible recommendation for expulsion. Notification of police. Counseling/assessment services may be required.
3. **Third Violation:** ~~Recommendation for expulsion and notification of police.~~

MM. **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~~ may result in suspension, expulsion, and/or arrest for trespassing.

NN. **Trespassing and Vandalism of a Staff Member's Personal and/or Real Property, On or Off School Property:**

1. **First Violation:** Up to Ten (10) day 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.
2. ~~**Second Violation:** Ten (10) days suspension and recommendation for expulsion. Parent conference, file complaint with police, full restitution must be made.~~

OO. **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 school for less than one (1) period without leaving campus:
  - a. **First Violation:** After School Behavior Program (ASBP).
  - b. **Second Violation:** Saturday School.
  - c. **Third Violation:** Two (2) Saturday Schools.
2. Students skipping school:
  - a. **First Violation:** Saturday School.
  - b. **Second Violation:** Two (2) Saturday Schools.

- c. **Third Violation:** Three (3) Saturday Schools.

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

1. **First Violation:** Warning, detention periods, and/or removal from school event, and/or suspension from school events.
2. **Second Violation:** Removal from school event, and/or suspension from school events, and/or up to five (5) days suspension.
3. **Third Violation:** Removal from school event, and/or up to ten (10) days suspension. Student may not attend school functions for the remainder of the school year.

QQ. **Verbal Assault Against an Employee:**

**Verbal Assault:** 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 Board, then the Board or its designee shall suspend or expel the student from the District for a period of time as determined in the discretion of the Board or its designee. (M.C.L. 380.1311a[2]).

1. **First Violation:** Warning, detention periods, 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.
2. **Second Violation:** Up to ~~Five (5) to~~ ten (10) days suspension and/or possible recommendation for expulsion. Notification of police. Counseling/Assessment services may be required.

3. ~~Third Violation: Recommendation for expulsion and notification of police.~~

RR. **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.

1. **First Violation:** Up to One (1) to ten (10) days suspension contingent upon the severity of the infraction, with possible ~~request~~ recommendation for expulsion and/or notification of police, if appropriate.

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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.~~

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

SS. **Weapons – Dangerous Weapons:**

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

Violation: Up to ten (10) days suspension, parent conference, file complaint with police, seek recovery of damages through court of competent jurisdiction, and/or possible recommendation for expulsion.

**Dangerous Weapons, Firearms:** A "firearm" means: guns of any type whatsoever, including air, gas-powered, and spring, guns (whether loaded or unloaded) that will expel a BB, pellet, or paint balls, or look alike items presented as a firearm, ammunition, and explosives or any other firearm described in 18. U.S.C. 921.

**Violation:** Ten days suspension and recommendation for expulsion, Superintendent and police notification.

- ~~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;~~

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 consideration of possible exceptions, " subject with 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 or from school property. (M.C.L. 750.237a).

"School property" means a building, playing field, or property used for school purposes to impart 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 en route 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.**

TT. **Violation of:**

1. State laws
2. Local ordinances

**First Violation:** Up to Ten (10) days suspension, parent conference, file complaint with police, seek recovery of damages through court of competent jurisdiction, and/or 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.

**TYPES OF DISCIPLINARY ACTION AND 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 the detention will result in a second detention being issued. Failure to serve both detentions will result in the issuance of one (1) ASBP. 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 a 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 will be held on Tuesdays and Thursdays of every week from 2:45-4:45. Parents will be notified by telephone 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 are responsible for transportation home after the ASBP is completed. Failure to serve the assigned ASBP will result in an additional ASBP being issued. Failure to serve one (1) of the two (2) ASBP's will result in a session of Saturday School in addition to making up all missing ASBP time.

- 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. Parents will be notified by telephone 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.
7. Students will be required to complete school work, read quietly, draw quietly, or study. 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 to 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. Suspension:**

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 to school. If the student drives to school, s/he shall park in the student lot.

The suspended student will be assigned a specific station, 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 high 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 with students in the room.
- b. Restroom privileges are limited to once in the morning and once in the afternoon.
- c. You are not to sleep or lay your head down at any time.
- d. Desks will be placed by the supervisor and are not to be moved.
- e. If you have any questions, or need to leave your seat for any reason, you are to raise your hand until recognized by the supervisor. Conversations between you and the supervisor will be done quietly at the supervisor's desk.
- f. You are responsible for having your books. Credit will not be given for the days you do not have them. You may work on school work only, unless all assignments have been completed satisfactorily.
- g. You are expected to arrive on time (7:40 a.m.). Tardiness will count as a first period tardiness at the home building and may result in detention there or an additional suspension.
- h. Go directly to the suspension room. Absolutely no association with other students on school

property. You are not to enter your school building at any time without your principal's permission.

- i. Student's vehicles are to be parked only in the high school student lot.
- j. Students may order lunch or provide their own lunch. Milk is available at your cost. Food may be eaten only between 11:00 - 11:30 a.m. No gum at any time.
- k. Tests and quizzes will be taken in the in-house suspension room or, if the teacher desires, at school your first day back from suspension.
- l. You must sign in and out when using the restroom. Restrooms will be checked on random basis. The last person to use the area will be held responsible for smoking, damage, etc.
- m. Students will board the school bus at the high school only.

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, 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 of Education. **NOTE:** All suspension for violations of the School Code of Conduct are to be effective until the number of school days have passed.

F. **Expulsion:** The student is permanently excluded from school, unless **otherwise** defined by State or Federal statute. 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, alternate setting, or expulsion from school.

H. **Due Process:** The Board of Education recognizes the following:

1. 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 legislature of the State of Michigan.
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.

### **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.

I. **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. Before suspending a student, school must consider the student's age, disciplinary history, disability, seriousness of behavior, whether behavior posed a safety risk, restorative practices, and whether lesser interventions would address the behavior.

34. 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.

45. If the parents or guardian are dissatisfied with this action, they may appeal to the Superintendent or designate to review the decision.

56. 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 will apply.

67. Section 504/Special Education Accommodations: In the event a student is disabled, accommodations may be made to HIS/HER procedures in accordance with the IEPC or 504 Plan.

**Definition:** School ground means all properties and buildings owned and operated by Vicksburg Community Schools.

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

1. Before expelling a student, unless in a firearms offense, the school must consider the student's age, disciplinary history, disability, seriousness of behavior, whether behavior posed a safety risk, restorative practices, and whether lesser interventions would address the behavior.

42. Written notices 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.

32. Parents or guardian may be present at the hearing. Students against whom charges have been filed will be required to attend this hearing.

43. 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.

54. The student and his/her parents or guardian may be represented by legal counsel.

65. The student, his/her parents, guardian, or legal agent, shall be allowed to review all evidence offered against them. In addition, they shall be allowed to question any witnesses present at the hearing.

76. The hearing shall be conducted by the Board, 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 hearings. An open or closed hearing, at the student's option, may be requested before a majority of the Board of Education.

87. The Board, 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 charge and its decision as to expulsion, or extended suspension.

98. The findings of the hearing authority shall be reduced to writing and sent to the student and his/her parents or guardians.

109. The student and his/her parents or guardian shall be made aware of their right to appeal the decision of the Board of Education to the appropriate judicial authority.

**K. Serious Violations:**



A building administrator 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.

**L. Persistent Violations:**

Any student who is suspended from school, assigned ASBP and/or Saturday School during the same school year totaling twenty (20) days or more, may be required to attend a parent/guardian conference with the Superintendent of Schools 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.

**M. 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.

**N. 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.

**O. Notification to 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. (M.C.L. 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 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	Minor in Possession of Alcoholic
(Criminal Sexual Conduct)	Liquor or Tobacco Products
	Bus Incident or Bus Accident

**POLICY ON SEARCHES OF STUDENTS' LOCKERS AND LOCKER CONTENTS:**

**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 student's 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.

INSTRUCTIONS TO PARENTS/GUARDIANS: Please sign, detach, and return this page to your child's homeroom teacher after reading this Code of Student Conduct, discussing it with your child, and obtaining your child's signature.

**BOARD OF EDUCATION  
VICKSBURG COMMUNITY SCHOOLS  
ACKNOWLEDGEMENT OF RECEIPT OF CODE OF STUDENT  
CONDUCT**

Homeroom \_\_\_\_\_  
Teacher:

Name of \_\_\_\_\_  
Student:

Distribution \_\_\_\_\_  
Date:

As the parent/guardian of \_\_\_\_\_, I have read and discussed the Code of Student Conduct with my child.

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Parent/Guardian Signature	Date
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Parent/Guardian Signature	Date
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Student Signature	Date
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Approved 11/99  
Revised 7/9/01  
Revised 7/17/03  
Revised 4/12/04  
Revised 6/13/05  
Revised 7/11/05  
Revised 9/06  
Revised 6/07  
Revised 7/9/07  
Revised 7/14/08  
Revised 6/8/09  
Revised 6/14/10  
Revised 6/11  
Revised 5/14/12  
Revised 5/13/13  
Revised 7/28/15  
Revised 8/8/16