

Vicksburg Community Schools
Administrative Guidelines

5500F - ADULT EDUCATION STUDENT CODE OF CONDUCT

A. PREAMBLE:

A primary responsibility of the schools of Michigan and their professional staffs shall be the development of an understanding and appreciation of our representative form of government, the rights and responsibilities of the individual, and the legal processes whereby necessary changes are brought about.

The school is a community and rules and regulations of a school are the laws of the community. All those enjoying the rights of citizenship in the school community must also accept the responsibilities of citizenship. A basic responsibility of those who enjoy the rights of citizenship is to respect the laws of the community.

The Board of Education, administration, and faculty of the Vicksburg Adult Education program feel that Vicksburg students share a major responsibility in the well-being of the program.

The adult student must be aware of school policies. School policies are formulated for the purpose of benefiting the student and must be followed if the student is to receive the best possible education.

Cooperation is essential. The student must be honest with the school. If s/he honestly feels that a policy is unfair or that the student has been treated unjustly, s/he should withhold his/her criticism until s/he has contacted the school and tried to resolve the problem in a discussion with all those involved.

Students also have a definite responsibility to the school. There are several concepts which adult students should acquire through their relationships with teachers and other authority figures. They must learn to be sensitive to the needs of others and be willing to accept responsibility for personal actions and duties.

B. GENERAL BEHAVIOR:

Expectations for students listed below are intended as general guidelines:

1. Students should involve themselves in the total school program and avail themselves of all that the program has to offer in the way of curriculum.
2. Students should be prompt in arriving at their assigned places.
3. Students should understand and follow school policies.
4. Students should respect the worth and dignity of each individual.
5. Students should respect the rights and responsibilities of faculty members as they perform their duties.
6. Students should respect the rights of fellow students.
7. Students should respect the rights and responsibilities of non-professional personnel, such as custodians and clerical assistants.
8. Students should observe a code of conduct for all citizens by the use of proper language, etiquette, and appearance.
9. Students should devote their energies toward realizing their potential.

10. Students should attend school regularly.

C. SCHOOL CODE

Article 8 of the Constitution of the State of Michigan of 1963 and the School Code of 1976, as amended, authorize the Board of Education to maintain and support a system of free public elementary and secondary education and to manage and direct the educational program of the School District. Among other rights and responsibilities delegated to the Board are the following:

1. **Care, Custody, and Management of Schools and Property:** "The Board...shall have the general care and custody of the schools and property of the District and shall make and enforce suitable regulations for the general management of the schools and the preservation of the property of the District." Section 380.1261
2. **Authorization of Board to make rules and regulations:** "The Board...shall make reasonable rules relative to anything necessary for the proper establishment, maintenance, management, and carrying on of the public school of the District, including regulations relative to the conduct of students concerning their safety while in attendance at school or enroute to and from school." Section 380.1300

D. TYPES OF DISCIPLINARY ACTION AND DISCIPLINARY PROCEDURES

1. **Closed Class:** A teacher may exclude a student for all or part of one (1) class session 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.
2. **Termination:** The student may be excluded from the program. Termination from the program will preclude a student from earning any further credit during that semester.
3. **Due Process:** The Vicksburg Community Schools' Adult Education program recognizes the following:
 - a. Students have rights of citizenship as delineated in the United States Constitution, Constitution of the State of Michigan, the School Code, and other laws passed by the Legislature or the State of Michigan.
 - b. The primary intent of society in establishing the public school is to provide an opportunity for learning.
 - c. Citizenship rights must not be abridged, obstructed, or in other ways altered except in accordance with due process of law.
 - d. The opportunity for education is one of these citizenship rights.
4. **Termination Procedures:**
 - a. The student shall be informed of the specific charges which could be the basis for disciplinary action to be taken against him/her.
 - b. The student will have the right to present to the Director any relevant information that will support his/her defense.
 - c. If the student is terminated by the Director, the Director will:
 - 1) notify the student in writing as soon as possible of the termination, the reasons for the termination, and the steps necessary to effect the student's return;
 - 2) at the student's request, meet with the student to plan the satisfactory return of the student to the school setting.
 - d. If the student is dissatisfied with this action, s/he may appeal to the Superintendent or designee to review the decision.

5. Homework Policy

Homework is a vital part of the total Adult High School educational experience. Homework is defined in the Vicksburg Adult High School program as all material outside of the regular classroom for which the student is responsible, including preparation for tests and quizzes. Homework reinforces and enriches classroom activities and will be corrected or acknowledged by the instructor.

Homework helps the student and the teacher determine which skills are deficient and which have been mastered. There is a direct correlation between academic success and the personal discipline that is developed through proper study skills being utilized outside the regular classroom setting.

The amount of homework a given student will have will vary depending on the type and number of courses taken.

Failure to turn in assigned homework may affect the grade for the course. Repeated failure to turn in assigned homework may be possible cause for termination from the course.

MATTERS PERTAINING TO CITIZENSHIP:

Violation of state laws, local ordinances, abuse of fire alarms or safety equipment, bomb threats, or arson will result in a recommendation for termination, filing of a complaint with police, and/or seeking recovery of damages through court of competent jurisdiction.

Use of profane language or gestures or possession of pornographic materials may result in the student being requested to leave the premises and/or termination from the program.

Cheating will result in zeros for all work related to the cheating incident and a conference with the instructor and/or director or counselor. Repeated violations will result in termination from the program.

Conduct of students in hallways and hallway appearance give lasting impressions to visitors as to the quality of school programs 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 behavior and littering hallways. Students are not to eat and drink outside approved areas unless given permission by the Adult Education staff. Behavior which severely disrupts the program may be cause for termination from the program.

Adult education students are to remain in the school building during designated class hours. Students should not loiter in the high school after evening classes.

Harassment of others is not acceptable and will be treated as a serious offense. Harassment, in general, may also include any speech or action which unjustifiably or without a legitimate school related purpose creates a hostile, intimidating, or offensive learning environment for students. Sexual harassment includes unwelcome sexual advances or any form of improper physical contact or sexual remark, written or verbal. Violation may result in the student being requested to leave the premises and/or termination from the program.

Ethnic Intimidation by any person on school property or at a school event will not be tolerated. State law and Board of Education Policy [5515](#) defines "ethnic intimidation" as the intentional, malicious intimidation or harassment of another person because of that person's race, color, religion, gender, or national origin. Ethnic intimidation may be manifested through wrongful physical contact; damage to or destruction of another person's property; name-calling or racial slurs, both verbal and written. Violation may result in the student being requested to leave the premises and/or termination from the program.

MATTERS PERTAINING TO THE SAFETY OF OTHERS:

Physical threats or verbal threats against the lives of students or adult staff; attacks upon students or adult staff; fighting; extortion; the possession or use of weapons or explosives; the possession or use of irritants, such as pepper gas and mace, or other dangerous objects; or the knowledge of dangerous weapons or threats of violence will result in termination from the program and will be reported to the police and the Superintendent.

MATTERS PERTAINING TO PUBLIC AND PRIVATE PROPERTY:

Theft or possession of stolen property, defacing and/or destruction of property, misuse of books and related materials, vandalism of school property or the property of a school employee will result in reparation and/or restitution. Severe infractions will result in termination from the program in addition to payment for losses.

Computer Information Access Network (IAN) Use/Abuse: The use of District IAN resources ("the Network") is limited to support of the academic program.

The use of the Network is a privilege which may be revoked by the District at any time and for any reason. Appropriate reasons for revoking privileges include, but are not limited to, the altering of system software, the placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages. The District reserves the right to remove files, limit or deny access, and refer a student for other disciplinary/legal actions.

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:

- A. Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users.
- B. Misrepresenting other users on the Network.
- C. Disrupting the operation of the Network through abuse of the hardware or software.
- D. Malicious use of the Network through hate mail, harassment, profanity, vulgar statements, or discriminatory remarks.
- E. Interfering with other's use of the Network.
- F. Use for noncurriculum-related communication.
- G. Installation of software.
- H. Down-sizing, copying, or unauthorized use of licensed or copyrighted software.
- I. Allowing anyone to use an account other than the account holder.

MATTERS PERTAINING TO DISRUPTION OF THE EDUCATIONAL PROCESS:

Disrespect toward school employees (insolence or insubordination), inciting or contributing to disruption in/outside the classroom, possession or use of dangerous objects, or throwing objects will result in a conference with the classroom teacher and/or director or counselor. Severe or repeated infractions will result in termination from the program.

The program recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The program will not interfere with the right of students to make decisions regarding their appearance, except when their choices affect the educational program. Students shall not wear clothing which presents a hazard to the health or safety of the students or others, which interferes with school work, which causes excessive wear or damage to school property, or which depicts or

encourages violence, drug use, profanity, or sexually suggestive connotations. Dress deemed to be inappropriate under these guidelines will result in the student being sent home to change.

MATTERS PERTAINING TO CONTROLLED SUBSTANCES:

The use of chewing tobacco is prohibited at all times. ~~Smoking is only allowed in designated areas during break times. Smoking and/or the use of electronic "vapor" or other substitute forms of cigarettes, is only allowed at break time in an adult vehicle.~~ High school day students are not allowed to smoke on school premises at any time. Alcohol and illegal drugs are not permitted on school premises at any time. Students suspected of being under the influence of alcohol or drugs will not be allowed to participate in class. Repeated infractions will result in termination from the program. Students using alcohol or illegal substances on school premises will be reported to the police.

The sale or furnishing, or attempting to sell or furnish, illegal drugs, narcotics, hallucinogens, amphetamines, barbiturates, marijuana, controlled substances, designer drugs, mood or behavior altering chemicals, or substances, or drugs, or substances purported to have the effects of illegal drugs, at school or within 500 feet of school premises, will result in termination and it will be reported to the police.

RESERVATION OF RIGHTS:

The adult education program 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 which are not specifically stated herein as the need arises. When, in the judgment of the director, 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, then such behavior is grounds for termination from the program.

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