

YPSILANTI PUBLIC SCHOOLS
Parent/School Compact

This is to verify that I have read and understand the Student Code of Conduct and agree to fully support the school administrators and staff in their effort to ensure a safe orderly environment where teaching and learning can occur.

Parent/Guardian Signature _____

Child(ren) _____	School _____
_____	School _____
_____	School _____
_____	School _____
_____	School _____

Please return to your child's school.

A Message from the Superintendent Parent/School Compact

Dear Parents, Guardians, and Students:

This Student Code of Conduct was compiled to inform you and your child(ren) about the various rules of conduct that students are expected to abide by in all schools.

It is especially designed to provide clear, detailed standards of the expectation of students that are uniformly and consistently enforced in every school and every grade throughout the district. The intent of these rules is to ensure a predictable, safe and orderly learning environment so that you and your child(ren) will feel secure in our schools.

It is very important that you carefully review these rules so that there is a full understanding of what is expected. Afterwards, please sign and return to your child's school the compact statement located on the previous page.

Best wishes for a successful school year.

James Hawkins, Ph.D.
Superintendent

Student Code of Conduct
Rights and Responsibilities

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Mission Statement

The mission of the Ypsilanti Public Schools is to prepare all of our students to be positive, contributing members in a changing society. The district in partnership with the community will sustain a safe, caring learning environment which focuses on quality and equity.

Statement of Assurance of Compliance with Federal Law

The Ypsilanti Public Schools hereby agrees that it will comply with Federal laws prohibiting discrimination and with all requirements imposed by or pursuant to regulations of the U.S. Department of Education. Therefore, it shall be the policy of the Ypsilanti Board of Education that no person on the basis of race, color, religion, national origin or ancestry, age, sex, state of pregnancy, marital status or participation/non-participation shall be discriminated against, excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination under any federally funded program or activity for which the Ypsilanti Board of Education is responsible or for which it receives federal financial assistance from the Department of Education.

Elasticity Clause

The following rules, regulations, and procedures are guidelines for student conduct. It is impossible to cover every possible action that interferes with student learning and safety. Therefore, conduct that deliberately interferes with the educational process, safety of staff or students, or violates accepted and ordinary standards of conduct is also prohibited even though not specifically addressed in this handbook. The degree of severity of this misconduct, as well as the accumulative effect of the misconduct, will determine whether the offense warrants detention, suspension, expulsion or referral to a law enforcement agency. Please take the time to read through this handbook and understand it in its entirety.

Applicability Clause

Ypsilanti Public Schools reserves the right to apply the following rules, regulations, and procedures for off-campus conduct, on school property, to and from school, at school sponsored events, on school transportation, or any other circumstances that have a connection to school.

Student Code of Conduct

The Student Code of Conduct is district-wide in its scope and is authorized by Board of Education Policy 5500- Student Conduct and Board of Education Policy 5600-Student Discipline. Other matters related to student conduct and student discipline such as due process, suspension, expulsion, etc., may also be governed by Board of Education Policy and/or State and Federal Law.

It is expected that each level (high school, middle school, and elementary) will take advantage of the range of consequences to make sure that consequences are appropriate for the age level of students. It should also be understood that discipline is progressive in nature, and that consequences will be more severe for repeat offenders or dependent on the seriousness of the offense. It is expected that building level administrators will work with their staffs to make sure the needs of the students and staff in each building are addressed and that the intent and structure of the Code of Conduct is honored.

Discipline may take a variety of forms, including, but not limited to, the following forms:

- Lunch detention
- After-school detention
- In-school suspension
- Saturday detention
- Suspension from school
- Expulsion from the school district

Detention

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents/guardians one day's notice. The student or his/her parents/guardians are responsible for transportation. Removal for less than one school day without the possibility of additional suspension or expulsion may **not** be appealed. Suspensions and expulsions **may** be appealed.

Saturday Detention and In-School Suspension

The following rules shall apply to Saturday Detention and In-School Suspension:

- Students are required to have class assignments with them;
- Students are not to communicate with each other unless given special permission to do so;
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise;
- Students shall not be allowed to put their heads down or sleep;
- No radios, cards, magazines, or other recreational articles shall be allowed in the room;
- No food or beverages shall be consumed.

Transportation to and from Saturday Detention shall be the responsibility of the student/parent/guardian.

Suspension/Expulsion

Students being considered for suspension or expulsion are entitled to an informal hearing with the building administrator, prior to removal, at which time the student will be notified of the charges against him/her. The student will be given an opportunity to respond to the charges at this time.

If a student is suspended, the parents may appeal the suspension to the school administrator, then in writing, to the Executive Director of Human Resources at 1885 Packard Road, Ypsilanti, 48197, and a formal appeal hearing will be held. The suspension will remain in effect pending such appeal(s).

When a student is being considered for expulsion, a recommendation is made by the Executive Director of Human Resources and a formal hearing is scheduled with the Board of Education. The parents/guardians will be given written notice of the hearing and will be expected to be present. At the hearing, the School Board will be presented evidence from the Executive Director of Human Resources to support the recommendation. The student and parents/guardians will have an opportunity to respond to the charges and recommendations in their presentation to the Board of Education. The School Board will discuss all the evidence presented and vote on the recommendation.

Students involved in co-curricular and extra curricular activities such as band and athletics can lose their eligibility for violation of school rules. Students

committing an act that may constitute a crime while under the school's jurisdiction may be subject to school disciplinary action as well as action by the community's legal system.

Discipline of Students with Disabilities

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and Section 504 of the Rehabilitation Act of 1973.

Due Process Rights

When appropriate, disciplinary actions that will allow the student to remain in school should be considered first. Questions regarding the propriety of an in-school disciplinary action should be directed to the building principal.

The following specific procedures must be followed before a student may be suspended or expelled from school.

Suspension from School

When a student is being considered for a suspension of ten days or less, the building administrator will notify the student of the charges either verbally or in writing. The student will then be given an opportunity to respond to the charges in an informal hearing with the building administrator. If the student denies the charges, the administrator will explain to the student the evidence supporting the charges, and the student will be given an opportunity to explain the incident. After that informal hearing, the administrator will make a decision whether or not to suspend. If immediate exclusion of the student from school is necessary because the student's presence endangers persons or property and/or threatens disruption of the academic process, the opportunity for the student to meet with the administrator and respond to the charges shall be provided promptly following such exclusion. If a student is suspended or excluded, s/he and his/her parents/guardians will be notified as soon as possible verbally and in writing of the reason(s) for, and the length of, the suspension and/or exclusion. A conference with parents/guardians may be required. The administrator may also specify that the suspension is pending further review and a hearing before the Board of Education with recommendation for expulsion or suspension longer than ten days.

The suspension may be appealed to the Office of the Executive Director of Human Resources. The request for an appeal must be in writing. During the appeal process, the student shall not be allowed to return to school or attend any school-sponsored activities. The appeal shall be conducted in a private meeting where the student may be represented and present testimony and other evidence.

When a student is suspended s/he may make up work missed either while on suspension or after the return to school. *The student will have an amount of time equal to the length of suspension to complete and turn in the work.* It is the responsibility of the student/parents/guardians to request the work from the school office. Any assignments that the student chooses not to make up may be reflected in the grades earned.

A student being considered for suspension of more than ten days will be given due process as described in the expulsion section.

Expulsion from School

When a student is being considered for expulsion, the parent/guardian/adult student will receive a formal letter of notification indicating:

- the charge(s) and a general description of the evidence;
 - the time and place of the Board meeting;
 - the recommendation being considered by the Board of Education;
 - a brief description of the hearing procedure;
 - a statement that the student may bring parents, guardians, or counsel;
 - a statement that the student may give testimony, present evidence and/or witnesses, and cross-examine any adverse witnesses;
 - a statement that the student may request attendance of school personnel whom were party to the action or accused the student of the infraction.
 - Students being considered for expulsion may or may not be immediately removed from school.
- I. A formal hearing is scheduled with the Board of Education during which the student may be represented by his/her parents, legal counsel and/or by a person of his/her choice.
 - II. The Board hearing shall be in open session unless the student/parents/guardians request a closed hearing.
 - III. Any action taken by the Board must be taken in open session.

Search and Seizure

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time. Locks are to prevent theft, not to prevent searches.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police pending disciplinary action. Confiscated items not turned over to the police will be returned to the students or parents/guardians at an appropriate time.

Student Expression

The school district recognizes the general right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriated times, written material and petitions, buttons, badges, or other insignia; clothing, banners, and audio and video materials. All items must meet the following school guidelines:

- A. Expression (written, verbal, or otherwise) is not permitted if it:
 - is obscene, libelous, indecent or vulgar,
 - is insulting or harassing,
 - incites fighting or presents a likelihood of disrupting school or a school event,
 - is disruptive of the educational process.

- B. Non curricular materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the school principal 24 hours prior to display.

Dress Code

All students are expected to dress in a manner that does not create a safety hazard nor distract from the educational process. Students will not be permitted to wear the following items of clothing while at school:

- Tank tops or tank top dresses
- T-shirts with spaghetti straps
- Halter or strapless tops
- Bare midriff tops or tops with low cut necklines
- Boxer shorts
- Muscle shirts
- Saggy/baggy pants
- Short dresses, skirts, or shorts (no shorter than end of fingertips when arms are at sides)
- See-through clothing or apparel with holes exposing excessive skin
- Hats, bandanas, and/or headgear unless it has been approved for religious reasons
- Clothing displaying profane, offensive, suggestive language
- Clothing with alcohol, tobacco or drug related themes/photos/words
- Pajamas or slippers
- Any other clothing deemed inappropriate by administration

Any students not in compliance with this dress code will be asked to change their clothing or parents will be contacted and students will be sent home. Please be advised that failure to comply with this policy may result in disciplinary action up to suspension. We appreciate your cooperation in helping to keep Ypsilanti Public Schools a respectful learning environment.

Bullying/Harassment

All members of the Ypsilanti Public School district are committed to providing a learning environment that is safe and free of bullying or harassment by any of its students, employees, business partners, or anyone else associated with the school district. Bullying or harassment of any kind is unacceptable and will not be tolerated. Of particular concern is bullying or harassment based on a person's race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, socio-economic status, physical or mental disability, or any other distinguishing characteristics. Any violation of this regulation will be addressed through the process identified in this booklet.

Definitions

- a) **Bullying:** Bullying is defined as behavior designed to torment another individual through teasing, intimidation, and verbal or physical threats (including conduct that subjects a person to insults, taunts, or challenges, which are intended to intimidate or provoke an adverse response from the person being treated in this manner). Bullying can also be any written, verbal, or physical act or gesture that is intended to inflict injury, violence, or a reasonable fear of injury or violence upon one or more persons in the school, on school grounds, in school vehicles, or at school activities (i.e. cyber-bullying).
- b) **Harassment:** Harassment is defined as any unwelcome verbal, written, or physical conduct which is persistent, severe, or pervasive, and which has the purpose or effect of creating an intimidating, hostile, or offensive learning environment.

Complaints of Bullying or Harassment

Students experiencing any form of harassment or bullying should report all incidents to the classroom teacher, the school counselor, and/or school administration. Once a complaint has been filed at the building level, the incident will be investigated by the building administration.

Penalties for Bullying/Harassment

All students, employees, board members, volunteers, and business partners of the district are required to comply with this regulation. Appropriate disciplinary action, designed to immediately stop bullying or harassment and prevent its recurrence, will be taken against persons who violate this regulation.

- a) Discipline imposed upon a student for violation of this regulation may include administrative intervention or suspension, depending upon the nature and severity of the offense.
- b) Discipline imposed upon an employee for violation of this regulation may include oral warning, written reprimand, suspension, or dismissal, depending upon the nature and severity of the offense.
- c) When appropriate, referral for criminal investigation and prosecution may be made.
- d) It shall be considered a violation of this regulation or any person to coerce, intimidate, discriminate, or retaliate against any person filing a complaint and/or assisting in the investigation of a complaint.
- e) A complainant who knowingly files a false complaint shall be subject to discipline.

RIGHTS AND RESPONSIBILITIES

Responsibilities and Rights of the School Community for the Teaching/Learning Environment

The creation and maintenance of a positive, disciplined teaching/learning environment is the responsibility of each member of the school community. Cooperation is essential in maintaining an environment which is safe, orderly, and conducive to learning. Students, parents, school staff, superintendent, and the school board have the right to feel safe and be treated with respect at all times. Therefore, it is necessary that the total school community understand that individual rights are accompanied by identified responsibilities.

Student Rights and Responsibilities

Students have the right to:

- receive a free public education.

- receive equal treatment in every aspect of the educational system regardless of sex, race, color, national origin, state of pregnancy, creed, religion, handicap, or marital status.

- receive fundamental guarantees of free speech, press and assembly unless the expression of these infringes on the rights of others or causes a substantial and material disruption of the educational process.

- learn in an educational environment free from fear, intimidation, ridicule, profanity, humiliation and physical or verbal abuse.

Students have the responsibility to:

- actively participate in the learning process.
- attend school regularly, arrive on time and be prepared to learn to the best of their ability.

- respect the individual rights, feelings and property of fellow students, school staff and others.

- recognize appropriate channels through which rules or conditions can be questioned or studied and communicate questions or ideas for improvement of the school through these channels. Every student has the obligation and right to utilize these channels which include representative student government and appropriate staff.
- recognize that school personnel are the established authority in areas of school jurisdiction, i.e. - buses, school buildings and grounds and at any school related activity.

- know, understand and behave in accordance with school rules and recognize responsibility for own behavior.

Students have the right to:

- determine their own dress except where such dress is unsafe or unclean or is so distracting as to clearly interfere with the learning process (i.e. saggy or baggy jeans/pants, tank tops, midriff tops, mini-skirts, tops with spaghetti straps, short-shorts and/or any type of head covering unless it has been approved for religious reasons.)

-
- maintain privacy of personal possessions subject to the right of school officials to inspect and protect student, staff and school property.

-
- participate in authorized student organizations if eligibility requirements are met.

-
- be informed about the support services which are available in school.

-
- make up classwork after an absence.
 - receive an explanation of the basis for any grades given.

-
- obtain access to their cumulative records at age 18.

-
- maintain due process in disciplinary proceedings and to appeal disciplinary decisions as outlined in the district grievance procedure.

Students have the responsibility to:

- observe the basic standards of cleanliness and grooming and wear clothing which contributes to their own health and safety, as well as that of others.

-
- respect the individual rights, feelings and property of fellow students, school staff and others.

-
- know, understand and behave in accordance with school rules and recognize responsibility for their own behavior.

-
- seek counseling and help when needed.

-
- actively participate in the learning process.

-
- recognize appropriate channels through which rules or conditions can be questioned or studied and communicate questions or ideas for improvement of the school through these channels. Every student has the obligation and right to utilize these channels which include representative student government and appropriate staff.

-
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Parent Rights and Responsibilities

Parents have the right to:

- receive a free public education for their child.

-
- the respect due each member of the school community while participating in the school environment free from physical or verbal abuse.

-
- receive regular official reports of their child's educational progress and attendance.

-
- receive an explanation of the basis for any grades given by a teacher.

-
- receive information concerning the total educational program offered in the school.

Parents have the responsibility to:

- instill in the child the understanding that he/she is responsible for his/her own behavior.
- plan a time and place for homework assignments and provide the necessary supervision.
- ensure the student conforms to standards of personal cleanliness, acceptable grooming and suitable dress.

-
- develop and maintain in children respect for the law and for other individuals' rights and property.
 - work with school staff to implement the Code and support enforcement.

-
- communicate with the school through conferences, letters, phone calls, and release information necessary and helpful in making appropriate educational decisions.
 - ensure the student's prompt and regular compliance with attendance rules and procedures.

-
- communicate with the school through conferences, letters, phone calls, and release information necessary and helpful in making appropriate educational decisions.

-
- communicate with the student about school.
 - communicate with the school through conferences, letters, phone calls, and release information necessary and helpful in making appropriate educational decisions.

Parents have the right to:

- receive information concerning the total educational program offered in the school.
(continued)

-
- participate in local school organizations and volunteer activities.

-
- request and be granted a conference with the teacher and/or administrator.

-
- have access to all school records pertaining to their child within the guidelines defined by the Family Education Rights and Privacy Act (FERPA).

-
- advocate for the educational welfare of their child.

Parents have the responsibility to:

- work with the school and recognize that there are appropriate channels such as PTO's, school administrators, due process and grievance procedures through which rules or conditions can be questioned or studied.

-
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-
- communicate with the school through conferences, letters, phone calls, and release information necessary and helpful in making appropriate educational decisions.

- recognize that school personnel are the established authority in areas of school jurisdiction.

- work with the school personnel and community agencies in developing recommendations that are aimed at improving student behavior.

-
- secure periodic immunizations and health examinations of their child as required by law and submit the necessary reports to appropriate school personnel.

-
- advocate for the educational welfare of their child.

Teacher Rights and Responsibilities

Teachers have the right to:

- receive the respect due each member of the school community and be allowed to perform duties in an environment free from any physical or verbal abuse.

-
- receive timely information regarding administrative action taken on discipline referrals.

-
- be present at any student/parent/administrator conference concerning serious classroom disruption.

-
- receive the guarantees cited in the Agreement between the Board of Education of the School District of Ypsilanti and the Washtenaw County Education Association (Ypsilanti Unit).

Teachers have the responsibility to:

- indicate by attitude and actions genuine concern and respect for each student.
- plan and conduct a program of instruction which meets the needs of each student.
- assist in the development of positive self-concepts for each student.
- manage classroom routines that contribute to the program of instruction and the development of personal responsibility.
- maintain regular and punctual attendance.
- know and enforce the rules and policies of the school community.

-
- make referrals to appropriate support staff or outside agencies.

-
- maintain communication with parents through report cards, conferences, letters, and phone calls.
 - work with parents, students and school staff to provide for positive change.

-
- utilize professional ethics as a guide in relationships with students, parents, the community and other school personnel.
 - observe basic standards of cleanliness, modesty and acceptable grooming.

Building Administrator Rights and Responsibilities

Building Administrators have the right to:

- receive the respect due each member of the school community and be allowed to perform duties in an environment free from physical or verbal abuse.

-
- be present at any student/parent/teacher conference concerning serious classroom disruption.

-
- receive the guarantees cited in the Agreement between the Ypsilanti Board of Education and Ypsilanti Principals and Administrators Association.

-
- search student's possessions whenever reasonable cause exists in order to ensure the safety and well-being of students and staff and the protection of school property.

Building Administrators have the responsibility to:

- work with staff to formulate written school regulations consistent with the Student Code of Conduct and support the staff in enforcement.

- know and enforce consistently and fairly the rules of an individual school and policies of the school district.

-
- establish an understanding of the discipline Code with all students, parents and staff.

- suspend and recommend expulsion.

- encourage innovative practices and alternatives for handling discipline problems which will increase student's self-respect and self-reliance.

- provide teachers with relief from serious discipline problems as soon as possible and support all building personnel in maintaining appropriate and effective discipline.

- arrange and be available for conferences on disciplinary matters with students, parents and staff.

-
- observe basic standards of cleanliness, modesty and acceptable grooming.

-
- know and enforce consistently and fairly the rules of individual schools and policies of the school district.

Superintendent Rights and Responsibilities

The Superintendent has the right to:

- receive the respect due each member of the school community and perform duties in an environment free from physical or verbal abuse.

The Superintendent has the responsibility to:

- work with the community, board of education and staff to establish and sustain a safe, caring and creative learning environment that guarantees an equal educational opportunity to every student.
- coordinate the development of new educational programs and discipline strategies which will help minimize behavior problems.
- make himself/herself available to advise building administrators on serious discipline matters.
- consider and recommend suspension and expulsion.
- review and implement policies of the board of education and state laws pertaining to student rights and discipline with building administrators.
- support the actions and decisions of building administrators as long as the administrator acts in accordance with applicable laws and school district policies.
- inform the school community of the policies contained within the Student Code of Conduct, how to obtain copies of the Code and how to utilize the district grievance procedures if necessary.

Board of Education Rights and Responsibilities

The Board of Education has the right to:

- receive the respect due each member of the school community and perform duties in an environment free from physical or verbal abuse.

The Board of Education has the responsibility to:

- establish a procedure for the development and revision of the Student Code of Conduct.
- understand and enforce family the administration of the code.
- ensure school district employees carry out local board policies and decisions.
- support the actions and decisions of the administration as long as the administration acts in accordance with applicable laws and school district policies.

Student Discipline Code

This Code of Conduct for the Ypsilanti Public Schools includes the types of misconduct that will subject a student to disciplinary action.

It is the responsibility of the school administration and staff to provide a safe and orderly learning environment. Discipline is within the discretion of the Board of Education, administration and staff. Due process ensures that disciplinary action is imposed after appropriate review of the facts and/or special circumstances of the situation.

The following chart provides a list of violations that will result in disciplinary action. A brief explanation of each behavior and possible consequence is listed below. *This list is not inclusive of all possibilities and does not preclude penalties for behavior not listed.* Please note that there is a range of consequences for most infractions, and that the consequences become more serious when the infractions are repeated. The school district has the ability to impose a more severe penalty than is indicated if circumstances warrant (in the district's judgment).

The consequences that are listed will be used as an effort to stop unacceptable behavior, however, when severe circumstances arise, first offense or repeated offense corrections or may be deemed appropriate to include administrative intervention, in-building suspension, suspension, or expulsion. It is also necessary to note that a range of consequences is necessary due to the seriousness of the offense and the intent by the student. For example, extortion by an elementary student is usually not as serious (the first time) as when done by a high school student.

Definitions of Discipline

Administrative Intervention - Disciplinary action which does not result in a student being suspended from school. For example, administrative intervention includes such disciplinary measures as; the removal of a student from a class period, a reprimand, detention and/or work assignment before or after school or on Saturday, additional classroom assignments, revocation of the privilege of attending non-classroom functions, activities, events, etc.

Suspension - Exclusion of a student from school for a specific period of time or exclusion of a student from school which exclusion terminates upon the fulfillment of a specific set of conditions.

Expulsion - The permanent exclusion of the student from the school system upon the recommendation of the Superintendent of Schools and by action of the Board of Education.

Acts Defined and Possible Consequences

Violence – Unjust or unwarranted exercise of force, usually with the accompaniment of vehemence, outrage or fury.

01 **Homicide** – The killing of a human being by another.

Consequence:

- Elementary : 10 days suspension, recommendation for expulsion with law enforcement involvement.
- Secondary : 10 days suspension, recommendation for expulsion with law enforcement involvement.

02 **Kidnapping** – The unlawful seizure, transportation, and/or detention of a person against her/his will, or of a minor without the consent of his/her custodial parent(s) or legal guardian.

Consequence:

- Elementary : 10 days suspension, recommendation for expulsion with law enforcement involvement.
- Secondary : 10 days suspension, recommendation for expulsion with law enforcement involvement.

03 **Sexual Assault** – Any sexual act directed against another person, forcibly and/or against that person's will; or, not forcible or against the person's will where the victim is incapable of giving consent. Force or coercion cannot be used or threatened. Use of authority can be a form of coercion. These incidents are further defined in Sections 750.520b to 750.520c and 750.520g of the Michigan Compiled Laws.

Consequence:

- Elementary : 10 days suspension, recommendation for expulsion with law enforcement involvement.
- Secondary : 10 days suspension, recommendation for expulsion with law enforcement involvement.

04 **Robbery** – The taking or attempting to take anything of value under confrontational circumstances from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear of immediate harm.

Consequence:

- Elementary : 10 days suspension, recommendation for expulsion with law enforcement involvement.
- Secondary: 10 days suspension, recommendation for expulsion with law enforcement involvement.

05 **Intimidation/Stalking** – To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Consequence:

- Elementary: Suspension up to 3 days with possible law enforcement involvement.
- Secondary: 3 days suspension with possible law enforcement involvement.

07 **Physical Assault/Fighting** – Intentionally causing or attempting to cause physical harm to another through force in violence as defined in section 380.1310a(12)(b) of the MCL.

Consequence:

- Elementary: Suspension up to 5 days.
- Secondary: Suspension up to 10 days with possible law enforcement involvement.

08 **Aggravated/Felonious Assault** – An unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Consequence:

- Elementary: 10 days suspension, recommendation for expulsion with law enforcement involvement.
- Secondary: 10 days suspension, recommendation for expulsion with law enforcement involvement.

09 **Sexual Harassment** – Unwelcomed, repeated, verbal or physical sexual actions, gestures, or verbal or written comments of a sexual nature which is offensive and objectionable to the recipient, causes discomfort or humiliation and interferes with school performance.

Consequence:

- Elementary: Detention and/or up to 3 days suspension with possible law enforcement involvement.
- Secondary: Detention and/or up to 5 days suspension with possible law enforcement involvement.

Dangerous Weapons – The violation of laws, ordinances or district policy prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons, e.g., brass knuckles, iron bar, etc.

- 20 **Handgun** – Use of a firearm which has a short stock and is designed to be held and fired by the use of a single hand.
- 21 **Rifle/Shotgun** – Use of a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire through a smooth bore either a number of or a single projectile.
- 22 **Other Firearms** - Use of a firearm other than a handgun or a rifle/shotgun, including any weapon converted to expel a projectile; any explosive, incendiary, poison gas, bomb, grenade, rocket/missile, mine, or similar device as defined in the Gun-Free Schools Act.
- 23 **Other Dangerous Weapons** – Use of a dagger, dirk stiletto, knife with blade over three inches in length, pocket knife opened by mechanical device, iron bar or brass knuckles as defined in Section 380.1313 of the MCL and the Gun-Free Schools Act.

Consequence:

- Elementary: 10 days suspension, recommendation for expulsion with law enforcement involvement.
- Secondary: 10 days suspension, recommendation for expulsion with law enforcement involvement.

Prohibited Substances

- 30 **Drugs/Narcotics** – The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. Does not include tobacco.

Consequence: Use or Possession of Drugs/Narcotics

- Elementary: 10 days suspension to expulsion with law enforcement involvement (Consequence may be reduced to 3 days if family agrees to drug intervention.)
- Secondary: 10 days suspension to expulsion with law enforcement involvement (Consequence may be reduced to 3 days if family agrees to drug intervention.)

Consequence: Distribution of Drugs/Narcotics

- Elementary: 10 days suspension with recommendation for expulsion and law enforcement involvement.
- Secondary: 10 days suspension with recommendation for expulsion and law enforcement involvement.

- 31 **Use or Possession of Alcohol** – Unlawful purchasing, manufacturing, transporting, selling, using or possessing intoxicating alcoholic beverages.

Consequence:

- Elementary: 10 days suspension to expulsion with law enforcement involvement (Consequence may be reduced to 3 days if family agrees to drug intervention.)
- Secondary: 10 days suspension to expulsion with law enforcement involvement (Consequence may be reduced to 3 days if family agrees to drug intervention.)

Prohibited Behaviors in School

- 40 **Burglary** – Unlawful entry into a building or other structure, with the intent to commit a crime.

Consequence:

- Elementary: 10 days suspension to recommendation for expulsion with law enforcement involvement.
- Secondary: 10 days suspension to recommendation for expulsion with law enforcement involvement.

- 41 **Larceny/Theft** – The unlawful taking, carrying, leading, or riding away of property from the possession, or constructive possession, of another person.

Consequence:

- Elementary: Parent conference up to suspension.
- Secondary: Detention up to recommendation for expulsion with law enforcement involvement.

- 42 **False Alarm** – The act of initiating a fire alarm or initiating report warning of or other catastrophe without just cause.

Consequence:

- Elementary: 10 days suspension up to recommendation for expulsion with law enforcement involvement.
- Secondary: 10 days suspension up to recommendation for expulsion with law enforcement involvement.

- 43 **Loitering** – The act of being in or about any school building, or in specifically restricted area of a school building at unauthorized times or without the specific authorization of the school personnel.

Consequence:

- Elementary: Administrative intervention up to 3 days suspension.
- Secondary: Administrative intervention up to 5 days suspension.

44 **Bomb Threat** – The act of making a bomb or similar threat directed at a school building, other school property or a school-related event as defined in Section 380.1311a(2) of the MCL.

Consequence:

- Elementary: 10 days suspension with recommendation for expulsion and law enforcement involvement.
- Secondary: 10 days suspension with recommendation for expulsion and law enforcement involvement.

45 **Truancy** – The act of unauthorized absence from school or classes (including lunch and school-related functions) for a specified period as outlined in the district’s attendance policy.

Consequence:

- Elementary: Administrative intervention up to court involvement.
- Secondary: Administrative intervention up to court involvement.

46 **Trespassing** – To enter or remain on a public school campus or facility without authorization and with no lawful purpose for entry.

Consequence:

- Elementary: Administrative intervention up to possible law enforcement involvement.
- Secondary: Administrative intervention up to 3 days suspension with possible law enforcement involvement.

47 **Breaking and Entering** – Unlawful entry into a building or other structure. This applies to school buildings or activities related to school functions.

Consequence:

- Elementary: 10 days suspension to expulsion with law enforcement involvement.
- Secondary: 10 days suspension to expulsion with law enforcement involvement.

48 **Extortion** – To unlawfully obtain money, property or any other thing of value, either tangible or intangible, through the use or threat of force, misuse of authority, threat of criminal prosecution, threat of destruction of reputation or social standing or through other coercive means.

Consequence:

- Elementary: Parent conference up to 5 days suspension.
- Secondary: 3 days suspension up to recommendation for expulsion with law enforcement involvement.

49 **Graffiti** – The willful or malicious defacement of any public or private property, real or personal, without the consent of the owner or person having custody or control.

Consequence:

- Elementary: Restitution up to recommendation for expulsion with possible law enforcement involvement.
- Secondary: Restitution up to recommendation for expulsion with possible law enforcement involvement.

50 **Gambling**: Playing a numbers game, card game, or game that is dependent upon odds for money.

Consequence:

- Elementary: Administrative intervention up to 3 days suspension.
- Secondary: Administrative intervention up to 5 days suspension.

51 **Refusal to Identify Self** – Refusing to show identification card and/or give correct name when requested to do so by school personnel.

Consequence:

- Elementary: Administrative intervention.
- Secondary: Suspension up to 3 days.

52 **Disruption of the Education Process/Student Protest Demonstration** – Student protest, demonstration or behavior which seriously disrupts any school activity or the orderly and safe operation of the school.

Consequence:

- Elementary: Administrative intervention up to 3 days suspension.
- Secondary: Detention and/or up to 5 days suspension.

53 **Fraud or Bribery** - The intentional use of deceit, a trick or some dishonest means to deprive another of money, property or a legal right. The giving, offering, promising or requesting a commission, gift, or gratuity to another person with intent to influence action.

Consequence:

- Elementary: Administrative intervention up to 3 days suspension.
- Secondary: Detention and/or up to 5 days suspension.

54 **Damage to Property** – The willful or malicious destruction, damage, injury, or disfigurement of any public private property, real or personal, without the consent of the owner or person having custody or control.

Consequence:

- Elementary: Restitution up to expulsion with possible law enforcement involvement.
- Secondary: Restitution up to expulsion with possible law enforcement involvement.

55 **Arson** – To unlawfully and intentionally damage, or attempt to damage, any real or personal property by fire or incendiary device as defined in Sections 750.71 to 750.80 of the MCL.

Consequence:

- Elementary: 10 days suspension, recommendation for expulsion with law enforcement involvement.
- Secondary: 10 days suspension, recommendation for expulsion with law enforcement involvement.

56 **Other behaviors that may result in suspension or expulsion:**

56.01 **Falsification of schoolwork, identification, forgery** – Plagiarism and cheating are forms of falsification and subject the student to academic penalties as well as disciplinary action. Forgery of hall/ bus passes and excuses and providing false identification are forms of lying and are not acceptable.

Consequence:

- Elementary: Administrative intervention.
- Secondary: Administrative intervention up to 3 days suspension.

56.02 **Insubordination** – student shall comply with reasonable directions from any school district staff. The failure to do so is insubordination.

Consequence:

- Elementary: Administrative intervention up to 5 days suspension.
- Secondary: Administrative intervention up to 5 days suspension.

56.03 **Aiding or abetting violation of school rules** – A student who assists, encourages or incites another student or other person to violate any school rule will be disciplined.

Consequence:

- Elementary: Administrative intervention up to recommendation for expulsion with possible law enforcement involvement.
- Secondary: Administrative intervention up to recommendation for expulsion with possible law enforcement involvement.

56.04 **Inappropriate displays of affection** – This includes consensual kissing, petting or any other sexually oriented contact.

Consequence:

- Elementary: Administrative intervention.
- Secondary: Administrative intervention up to 10 days suspension.

56.05 **Possession of electronic devices** – Students are not allowed to bring radios, I-pods, CD players, pagers, laser pointers, and other electronic games, toys, or devices to school. The property will be confiscated and disciplinary action will be taken.

Consequence:

- Elementary: Administrative intervention up to confiscation of electronic device with return to parent.
- Secondary: Administrative intervention up to confiscation of electronic device with return to parent.

Per state law, cell phones are permitted to be carried at school, but students are not allowed to use them during the school day. Any violation of this rule will result in confiscation of the cell phone with return to parent.

56.06 **Attempted Injury (pushing/shoving/kicking) to another student** – The act of engaging in hostile, bodily contact in or on school property, or while going to or from school, or in connection with any sponsored activity is prohibited.

Consequence:

- Elementary: Administrative intervention up to 3 days suspension.
- Secondary: Detention and/or up to 3 days suspension.

56.07 **Instigating** – leading to an argument, fight, or other disruptive behavior – The act of passing along information to one or more individuals with the intent of starting an argument or fight among others.

Consequence:

- Elementary: Administrative intervention.
- Secondary: Administrative intervention up to 3 days suspension.

56.08 **Lack of respect (defiance)** – Students must act respectfully to all students and staff members. Failure to do so will not be tolerated.

Consequence:

- Elementary: Administrative intervention up to 2 days suspension.
- Secondary: Administrative intervention up to 3 days suspension.

56.09 **Vehicular violations** – Students who drive motor vehicles to school must:

- Park in assigned areas only;
- Obey all posted speed and parking signs;
- Drive in a safe and careful manner.

Consequence:

- Secondary: Administrative intervention up to 10 days suspension with possible law enforcement intervention.

56.10 **Gang involvement, dress, signs, and writing** – The District has a zero tolerance stance on gangs. Any gang involvement in school will result in discipline. Gang involvement includes discussion of gang membership or activity, wearing of known gang clothing or symbols, showing gang hand signs or gestures, and writing using gang alphabets.

Consequence:

- Elementary: Administrative intervention up to 10 days suspension.
- Secondary: Administrative intervention up to recommendation for expulsion.

56.11 **Technology abuse** – Violation of the District technology policy will result in discipline.

Consequence:

- Elementary: Administrative intervention up to loss of privileges.
- Secondary: Administrative intervention up to 10 days suspension.

56.12 **Violation of bus rules** – Intentional violation of bus rules.

Consequence:

- Elementary: Administrative intervention up to 3 days suspension.
- Secondary: Administrative intervention up to 5 days suspension.

Students using transportation provided by the school district are required to follow the transportation rules that follow:

Prior to loading (at bus stops and at school)

Each student shall:

- Be on time at the designated loading zone;
- Line up single file off the roadway to enter;
- Wait until the bus is completely stopped before moving forward to board;
- Refrain from crossing a highway until the bus driver signals it is safe;
- Go immediately to a seat and be seated.

It is the parents’/guardians’ responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

During the Trip

Each student shall:

- Remain seated while the bus is in motion;
- Keep all body parts inside the bus at all times;
- Not litter in the bus or throw anything from the bus;
- Keep books, packages, coats, and all other objects out of the aisle;
- Be courteous to the driver and to other bus riders;
- Not eat, drink or play games, cards, etc.;
- Not tamper with the bus or any of its equipment;
- The driver may assign seating or direct the student in any reasonable manner to maintain safety.

Leaving the Bus

Each Student shall:

- Remain seated until the bus has stopped;
- Cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe;
- Be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

- 56.13 **Tobacco Violation** – use of tobacco means a cigar, cigarette, or pipe, or any other matter or substance that contains tobacco.

Consequence:

- Elementary: Administrative intervention up to 10 days suspension.
- Secondary: Administrative intervention up to 10 days suspension.

- 56.14 **Tardy** – Presenting to school, class or activity after its scheduled commencement time

Consequence:

- Elementary: Administrative intervention.
- Secondary: Administrative intervention up to 1 day suspension.

- 56.15 **Horseplay** – Rough, boisterous play that causes disruption to the educational environment (running in the hallway, hitting, tripping, etc.)

Consequence:

- Elementary: Administrative intervention up to detention.
- Secondary: Administrative intervention up to 1 day suspension.

56.16 **Bullying/Harassment** – any gesture or written, verbal, or physical act that takes place on school property, at any school-sponsored function, whether or not it takes place on school premises or on a school bus and that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory handicap; or by any other distinguishing characteristic.

Consequence:

- Elementary: Administrative intervention up to 3 days suspension.
- Secondary: Detention up to 5 days suspension.

56.17 **Use of Profanity** – Swearing or swearing to another student/staff person.

Consequence:

- Elementary: Administrative intervention up to 3 days suspension.
- Secondary: Administrative intervention up to 5 days suspension.

56.18 **Dress Code Violation**

Consequence:

- Administrative intervention up to 3 days suspension.

56.19 **Verbal assault** – A verbal assault such as name-calling, racial or ethnic slurs, or derogatory statements addressed to others designed to precipitate disruption, incite violence, or impede the school program as defined by school board policy or Section 1311a(2) of the MCL.

Consequence:

- Elementary: Detention and/or up to 3 days suspension.
- Secondary: Detention and/or up to 3 days suspension.

56.20 **Threats of Harm** - to place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct.

Consequence:

- Elementary: Administrative intervention up to 3 days suspension.
- Secondary: Administrative intervention up to 5 days suspension.

Bias Incidents – Many of the above offenses/infractions or behaviors indicate a motivation by the student to commit the offense because of his/her bias against a racial, religious, ethnic/national origin, or sexual orientation group. Such an act requires sufficient objective facts to conclude that the offender’s actions were motivated, in whole or in part, by a bias listed below:

Consequence:

- Elementary: Administrative intervention up to 5 days suspension.
- Secondary: Administrative intervention up to 10 days suspension.

70 **Religion** – Violation of any rule motivated by the religion of the victim.

71 **Disability** – Violation of any rule motivated by the disability status of the victim.

72 **Racial/Ethnic Intimidation** – Violation of any rule motivated by the racial or ethnic status of the victim.

73 **Sexual Orientation** – Violation of any rule motivated by the sexual orientation of the victim.