

STUDENT DISCIPLINE CODE

Approved by School Board on 14-JUN-2021

Policy

The authority of the Board of Education to authorize suspension or expulsion and to make reasonable rules and regulations regarding discipline is granted in Section 340.613 and 340.614 of the Michigan School Code.

Philosophy

The role of education is to assist every student to acquire the skills, knowledge, and habits necessary to become a self-sufficient, productive, thinking member of our democratic society. This includes the learning of not only basic educational skills, but also self-understanding and the understanding of others. The school system has a responsibility to create an environment conducive to maximum learning. This requires an atmosphere of fairness and equality.

This discipline code contains the rules and regulations necessary to maintain that environment. Good discipline is best thought of as helping the student adjust, and turning unacceptable conduct into acceptable conduct. For these reasons:

- A. Discipline must be treated as an individual matter for each student. Each student must be dealt with as an individual according to his/her age, maturity, experiences, abilities, interests, and values.
- B. The best discipline is preventative in nature, rather than regulatory and restrictive. A student's behavior in school is directly related to many internal and external factors: the student's image of himself/herself; participation in both curricular and extra-curricular activities; and the understanding and support received from his/her parents, teachers, peers, and other adults.
- C. Since students are basically motivated to learn and meet standards of acceptable behavior, the role of parents, educators, and other school employees should be one of guiding pupils in understanding, establishing and maintaining those acceptable behavioral standards.

Basic Expectations

In an effort to give students a general idea of what is expected of them, we offer these guidelines:

- 1. Students should attend school regularly.
- 2. Students should be prompt in arriving to their assigned place in school.
- 3. Students should understand and follow all school policies.
- 4. Students should respect the worth and dignity of each individual.
- 5. Students should respect the rights and responsibilities of all staff members as they perform their duties (teachers, secretaries, aides, bus drivers, custodians, etc.)
- 6. Students should respect the rights of fellow students.

7. Students should observe a code of conduct befitting all citizens by using proper language, etiquette and appearance.
8. Students should devote their energies toward realizing their potential.
9. Students should take pride in themselves and the school by helping to keep the school in good condition.
10. Students should involve themselves in the total school program and avail themselves of all that the school has to offer in the way of curriculum, library services, student services, student activities, etc.
11. Hallways of any building give a lasting impression of the institution to visitors. It is the first place a person observes when he/she enters or leaves the building. Confusion or excessive noise in the school hallways indicate that confusion and ill manners probably exist in other parts of the building. Scattered papers, refuse on hall floors, or messy lockers are an indication of lack of pride. Thus, students should conduct themselves in an appropriate, civilized manner when passing through the halls, and should keep papers and other refuse off of the floors.

Rules And Regulations

These rules for behavior in and around school, and at school functions and sporting events, are designed to help preserve the self-respect and basic rights of all students, as well as enabling students to co-exist with as little friction as possible. Given this, the following categories and their corresponding penalties are as follows:

- A. Subordinate Offense** – A Subordinate Offense is a smaller offense that is disruptive to the educational process. Examples of Subordinate Offenses are:
1. Violation of classroom rules. Students are expected to follow classroom rules as established by each instructor.
 2. Speaking “out of turn”. Though student participation and contribution to class discussions are encouraged, there are times students are expected to remain silent, or to hold their comments for a more appropriate time. Students should take queues from the instructor as to when these times occur.
 3. General “horseplay”. Students should refrain from “horseplay” or any other distracting activities while in the classroom.
 4. Interfering with another’s opportunity to learn. Students are forbidden to engage in activities that could prevent another from learning.
 5. In hallway without a pass. Students are not permitted in the hallways during normal class time, without a pass from someone in authority.
 6. Body contact. Extreme displays of affection are unacceptable. Kissing and hugging are examples of an extreme display of affection.
 7. Parking lot. Students are not permitted in the parking lot during normal school hours, without a pass from someone in authority.
 8. Multiple dress code violations. If a student violates the dress code, that student will be asked to change and/or sent home to change if needed. If a student violates the dress code a multitude of times (as determined by the administration) that student will be charged with a subordinate offense.
 9. Annoying and dangerous toys. All lasers/laser pointers, squirt guns, cap guns, etc. are not permitted.
 10. Obscenities, profane language, or gestures. Such actions are not permitted on school grounds.

11. Projectiles. No throwing of objects, including snowballs.
12. Name calling and teasing another student.
13. General lunch room/gym misconduct.
14. General Misconduct. Students may not engage in conduct that is disruptive to the educational process.

Penalty For Violation:

- a) The staff member shall write a disciplinary referral regarding the student's actions. The principal, usually the next day, will assign the student One Detention.
- b) After five Subordinate Offenses per school year, any further offenses will be placed on the Minor Offense level, and the assigned penalty will be as if a Minor Offense.

B. Minor Offense - A Minor Offense is an offense that is more serious than a Petty Offense, yet not quite serious enough to be classified as a Misdemeanor Offense. These offenses are very disruptive to the educational process, and could lead to health and safety issues if left unchecked. Examples of Minor Offenses are:

1. Disrespect toward a staff member.
2. Falsifying signatures. No student may falsify a signature on passes, notes from parents, or make false calls to the school for any reason.
3. Gambling.
4. Skipping class. Any student who fails to report to class without pre-authorized permission, or who leaves class without permission, yet still remains on school property shall be considered truant from class.
5. Cheating on assignments, tests, quizzes, or exams.
6. Taunting, "picking on and/or harassing just short of Bullying.
7. Computer misconduct. Computer misconduct includes visiting web sites that are not school appropriate, playing games on the computer during class time (without permission), using another's computer account, and visiting chat rooms. Along with being charged with a petty offense, the student's computer privileges may be suspended for a time as determined by the administration.
8. Excessive Tardiness. A student's third tardy for a specific class per semester, and all tardiness thereafter, shall be considered excessive.
9. Minor Misconduct. Misconduct that is of a more serious nature, and largely disruptive to the educational process.

Penalty For Violation:

- a) The staff member shall write a disciplinary referral regarding the student's actions. The principal, usually the next day, will assign the student a Saturday School.
- b) After five Minor Offenses per school year, any further offenses will be placed on the Misdemeanor Offense level, and the assigned penalty will be as if a Misdemeanor Offense.

C. Misdemeanor Offense – A Misdemeanor Offense is an offense that is more serious than a Minor Offense, yet not quite serious enough to be classified as a Gross Misdemeanor Offense. These offenses are extremely disruptive to the educational process, and may border upon health and safety issues. Examples of Misdemeanor offenses are:

1. Insubordination and/or disobedience of authority. Insubordination is defined as refusing to comply with directives, directions, or instructions given to the students from a teacher, staff member, or administrator who has done so within their realm of authority.
2. Minor destruction of property and/or vandalism. The student will be required to pay for damages and/or repair the damages as well as suffer the penalty as describe below. (See Destruction Of School Property below for malicious and intentional vandalism with an increased cost of damage)
3. Skipping school. Any student who fails to report to school without parental permission, or leaves school grounds without confirmed parental permission and properly signing out in the office, shall be considered truant from school.
4. Minor sexual misconduct. Minor sexual misconduct includes using sexually explicit language, engaging in sexually explicit behaviors/gestures, and repeated advances after being asked to stop.
5. Extortion, hazing, or blackmail.
6. Cell Phones. From 7:30am to 2:30pm, cell phones are not to be seen or heard in the classroom. This also applies to ear buds, headphones, portable speakers, and any such listening or monitoring devices. Any person utilizing an electronic device to take video or pictures without express permission from the school, will be charged with a Misdemeanor Offense.
7. Public and private property theft.
8. Possession or attempt to purchase stolen property.
9. Flagrant Misconduct. Misconduct that is of a very serious nature, and greatly disruptive to the educational process.

Penalty For Violation

- a) The staff member shall write a disciplinary referral regarding the student's actions. The principal, usually the next day, will assign the student an Out of School Suspension (OSS) as follows:
First Offense: One Day Out of School Suspension (OSS)
Second Offense: One Day Out of School Suspension (OSS)
Third Offense: One Day Out of School Suspension (OSS)
- b) After three Misdemeanor Offenses per school year, any further offenses will be placed on the Gross Misdemeanor Offense level, and the assigned penalty will be as if a Gross Misdemeanor Offense.

D. Gross Misdemeanor Offense – A Gross Misdemeanor Offense is an offense that is more serious than a Misdemeanor Offense, yet not quite serious enough to be classified as a Major Offense. These offenses are grossly disruptive to the educational process, and are most likely a violation of health and safety issues. Examples of Gross Misdemeanor Offenses are:

1. Fighting/provoking a fight or threats to other students.
2. False fire alarm. No student shall falsely set off a fire alarm.

3. Possession and/or use of firecrackers or smoke bombs.
4. Possession, sale, furnishing, purchasing, or exchanging of tobacco products.
5. Possession, sale, furnishing, purchasing, or exchanging of alcohol. This includes all non-alcohol beer, wine, and "look-a-like" alcohol beverages.
6. Possession, sale, furnishing, purchasing, or exchanging of vaping and/or electronic cigarette devices or products.
7. Major sexual misconduct. Major sexual misconduct includes inappropriate and unwanted touching, unwanted sexually physical contact of any kind, and those offenders who have previously been charged with minor sexual misconduct yet the behavior continues.
8. Adulterating another's food or drink.
9. Gross Misconduct. Misconduct that is of the most serious nature, and severely disruptive to the educational process.

Penalty For Violation

- a) The staff member shall write a disciplinary referral regarding the student's actions. The principal, usually the next day, will assign the student an Out of School Suspension (OSS) as follows:
 First Offense: Three-Day Out of School Suspension (OSS)
 Second Offense: Five-Day Out of School Suspension (OSS)
 Third Offense: Seven-Day Out of School Suspension (OSS)
- b) After three Gross Misdemeanor Offenses per school year, any further offenses will be placed on the Major Offense level, and the assigned penalty will be as if a Major Offense.

Note: Suspended students may be sent home immediately depending on the severity of health and safety issues (as determined by the administration), with their suspension penalty beginning on the next school day.

E. Major Offense – A Major Offense is an offense that is the most serious of them all. These offenses represent a complete breakdown of the educational process, and are most likely a serious violation of health and safety issues. Examples of Major Offenses are:

1. Possession, sale, furnishing, purchasing, or exchanging of narcotics or illegal drugs. Students shall not furnish or sell narcotics or illegal drugs to other students. This includes "look-a-like" drugs.
2. Physical attacks, assaults, or threats made toward a staff member.
3. Possession, sale, furnishing, purchasing, or exchanging of weapons or explosives. This includes all "look-a-like" weapons or explosives, and any bladed device that can be used to harm another.
4. Bomb threats or arson.
5. Sexual harassment. Sexual harassment includes the most severe sexual misconduct such as rape, and those offenders who have been previously charged with major sexual misconduct, yet the behavior continues.
6. Major Misconduct. Misconduct that is dangerous or potentially dangerous to students and/or staff, and so disruptive to the educational process that this process is, or could potentially be, brought to a halt.

Penalty For Violation

- a) The staff member shall write a disciplinary referral regarding the student's actions. The principal, usually the next day, will assign the student an Out of School Suspension (OSS) as follows:
First Offense: Ten-Day Out of School Suspension (OSS)
Second Offense: The student shall be indefinitely suspended from school pending a hearing by the School Board.
- b) After the first Major Offenses per school year, any further offenses will result in the student being indefinitely suspended and having to appear before the School Board for further action.

Note: Suspended students **will be** sent home immediately, with their suspension penalty beginning on the next school day.

- F. **Bullying** – Any student charged with bullying another student or group of students as defined by "picking on", belittling, trying to impress ones will on another, or intentionally trying to emotionally harm another student (as determined by the administration) shall suffer the following penalties:
 - 1. First Offense – Meeting with Principal, Warning, Conflict Resolution Letter.
 - 2. Second Offense – One-Day Out of School Suspension (OSS)
 - 3. Third Offense – Three-Day Out of School Suspension (OSS)
 - 4. Fourth Offense – Five-Day Out of School Suspension (OSS)
 - 5. Fifth Offense – Ten-Day Out of School Suspension (OSS)
 - 6. Offenses beyond the fifth will result in the student being indefinitely suspended and having to appear before the School Board for further action.
- G. **Offense With Substitute Teacher** – If a student commits an offense while under the supervision of a substitute teacher, the penalty for the offense shall be doubled.
- H. **Severe Clause** – If a student's offense is most egregious, the administration reserves the right to charge the student with a higher offense level, to include indefinitely suspending the student pending a hearing by the School Board.
- I. **Police Contact** – If a student's actions are in violation of local ordinances, State and/or Federal laws, the administration reserves the right to contact the police and have charges filed.
- J. **Failure To Serve** – If a student fails to serve an assigned After School Detention, then the After School Detention will become an In-School Suspension. If a student fails to serve an assigned In-School Suspension, or an assigned Saturday School Detention, then the In-School Suspension and/or the Saturday School Detention will become an Out-of-School Suspension.