

*Beecher Community School District*

# STUDENT-PARENT HANDBOOK

**School Year 2019-2020**



**Beecher High School  
Mt. Morris, Michigan**

# **BEECHER COMMUNITY SCHOOL DISTRICT**

## **VISION STATEMENT:**

Beecher Community School District is highly regarded for academic excellence, leadership, and contributions to improve the community which it serves.

## **MISSION STATEMENT:**

To deliver excellence in education while EMPOWERING students to be successful in every area of their lives.

## **Values:**

- \* We support the staff and remind our students that teachers and administrators are looking out for their best interest.
- \* We challenge all parents to be involved and support their child's educational experience.
- \* We believe that all students can be successful and reach their full potential.
- \* We honor classroom instruction and minimize classroom interruptions in order to maximize student learning.
- \* We develop each student educationally, socially, emotionally and physically.
- \* We conduct the business of education in a professional, ethical and legal manner.

## **A COMPACT FOR LEARNING**

It is our belief that student performance will improve as a result of our cooperative efforts to support this compact. This is a three-way partnership with a specific goal in mind. It is imperative that each person assume his or her responsibilities.

### **PARENT RESPONSIBILITIES:**

- Ensure my child attends school on time each day.
- Provide up to date contact information.
- Look over homework assignments to check for understanding.
- Be available to assist with one school or classroom activity.
- Sign and return all papers that require a parent's or guardian's signature.
- Encourage positive attitudes toward school.
- Attend parent-teacher conferences.
- Read with your child daily.

### **STUDENT RESPONSIBILITIES**

- Be kind and helpful to my classmates.
- Show respect for myself, my school and other people.
- Come to school prepared with my homework.
- Comply with classroom, school and bus rules.
- Attend school each day.
- Respect the personal rights and property of others.

### **TEACHER RESPONSIBILITIES:**

- Show respect for each child and his or her family.
- Make efficient use of learning time.
- Provide a safe and comfortable learning environment.
- Help each child grow to his or her fullest potential.
- Enforce school and classroom rules fairly and consistently.
- Supply students and parents with clear evaluations of progress.
- Demonstrate professional behavior and a positive attitude.



Dear Parents/Guardians, Staff and Community Members:

Welcome to the 2019-2020 school year. As always thank you for the opportunity to be Superintendent of Beecher Community School District. We have made some significant changes and improvements to begin the 2019-2020 school year and our positive changes will continue. We have considerable work to accomplish on our quest for greatness in our district. However, we have a determined leadership team to make our vision a reality. More importantly, we have the dedicated staff of educators who have remained our foundation of stability in our district. The unification of our staff and the greater community in Beecher will lead to a winning combination for our students for 2019-2020 and beyond.

This school year we will continue strengthening the following Strategic Directions and Strategic Priorities for 2019-2020 and beyond:

**Strategic Directions:**

- Maximum Student Achievement
- School Safety for All Students and Staff
- Clean and Productive Learning Environments for All Students and Staff
- College and Career Readiness for All Students
- Maximum Transparency and Accountability for Everyone

**Strategic Priorities:**

- K-12 Curriculum Alignment and Professional Collaboration
- Providing All Students with Culturally Relevant and Engaging Lessons
- Improving Academic Stamina Through Bell to Bell Instruction
- Constant Learning Throughout All Buildings in All Academic and Non-Academic Areas
- Making STEM/STEAM/ Robotics and Coding A Reality for All K-12 Students
- Encouraging Intellectual Creativity and Academic Expression
- Increasing Literacy for All Students
- Increasing Academic and Non-Academic Opportunities
- Increasing Graduation Rates
- Increasing Student Enrollment and Decreasing Student Class Sizes
- Final Deficit Elimination Through Strategic Spending
- Gaining Additional Resources Through Grants, Partnerships and Sponsorships

This year promises to be an outstanding year of productivity in Beecher Community Schools. Our relentless goal will be providing our students with the best certified educators in all classrooms to ensure the best learning environment possible for our students. We continue to generate creative and productive changes in our district that will increase academic achievement and decrease classroom disturbances. This is an exciting time and I am proud to lead our renaissance as a school district and greater community.

Sincerely,

Dr. Marcus G. Davenport  
Superintendent  
Beecher Community Schools

1386 West Coldwater Road  
Flint, MI 48505  
810-591-9200  
Fax: 810-591-2522  
[www.beecherschools.org](http://www.beecherschools.org)

An Equal Opportunity Employer

August 1, 2019

Dear Parents/Guardians and Students,

On behalf of the staff at Beecher Community School (Grades K -12<sup>th</sup> grades), we are excited to welcome you back to a new school year. We are excited to partner with you to ensure our children can achieve their highest potential. We recognize that in order to be successful in school, our children need support from both of us; the home and school. We know a strong partnership will make a great difference in your child's education.

It is with much excitement that we would like to meet all the Beecher parents and students of both Beecher High School and Dailey Elementary School. We would like to introduce ourselves and layout the expectations that we know will improve the culture of the buildings. Below are 3 opportunities to have discussion at our **Mandatory Parent/Guardian/Student Orientations**. Both principals will be present at each orientation so all parents can attend any of the orientations. Please **choose the best date and time** that best fits your schedule.

We expect a parent(s) or guardian to attend this orientation with your child so we can provide you with school information; such as bus routes, calendars, handbook, lunch applications, student schedules, etc. We will also take this time to have you fill out registration cards so we can update our parent and student databases. Students will not receive a class schedule until we have an opportunity to meet with a parent(s) or guardian.

Orientations dates, times and locations are listed below)

- Wednesday, August 14, 2019 Time: 3 PM @Beecher High School Cafe
- Thursday, August 15, 2019 Time: 9:30AM @ Dailey Elementary Gym
- Thursday, August 15, 2019 Time: 5:30 PM @ Beecher High School Cafe

**The first day of school is a half day of school on Monday, August 19, 2019.**

**High School -7:45 am - 11:08 am**

**Dailey- 8:15 am- 11:25 am**

We would like to thank you for entrusting the staff of Beecher High School to educate your child. If you have any questions or concerns, please feel free to contact us for further assistance.

Sincerely,

Lance E. Sumpter, Ed. S  
Principal  
Beecher High School (7<sup>th</sup> – 12<sup>th</sup> grades)  
Office: 810-591-9277

Diona Clingman  
Principal  
Dailey Elementary (K-6th grades)  
Office: 810-591-9357

# 2019-2020 Student Handbook and Code of Student Conduct

## Administrator:

Principal, Lance E. Sumpter, Ed.S

## Absences:

Timely attendance is **important** to each student's academic performance. If your child needs to be absent, please report the absence at the beginning of the school day by calling 810-591-9241.

## Attendance:

Attendance for Teachers:

1. Teachers will be responsible for marking their students absent or tardy within the first five minutes of each period. They are only allowed to enter the codes ABS or TR. They will be able to see the codes the front office has entered.
2. Students needing to leave early will be called down by the front office after parent / guardian contact has been made. The excused time will be recorded by the front office.
3. Students arriving to school late must receive a tardy pass from the front office. Teachers will only let in tardy students with a tardy pass. Student tardiness will be recorded by the front office.
4. Course attendance will be printed by the secretary and given to guest teachers to mark attendance. The guest teacher will send the attendance to the front office for the secretary to record.
5. Teachers will review and sign their attendance verification sheets during the count window and return them to the front office.
6. Should the Student Maintenance System be not working, the teachers will take attendance on paper and record it when the system is functional.
7. Teachers are to bring with them to any drill a listing of students in for that specific hour. The list can be pulled from the Student Maintenance System.

Attendance for front office secretary:

1. The front office will be responsible for marking students with an excused absence when a parent / guardian calls or sends in a written excuse for the student's absence. The front office can use all codes related to attendance and tardiness.
2. The front office will record students leaving early at parent / guardian request and make sure to document it for each individual student.
3. The front office will record students entering tardy after they have signed in and a pass has been given.
4. Course attendance will be printed by the secretary and given to guest teachers to mark attendance. The guest teacher will send the attendance to the front office for the secretary to record.
5. For hospitalized / homebound students, the front office will keep documentation and maintain the attendance record.
6. Attendance verification sheets for signing during the count window will be generated by the front office secretary and placed into teacher boxes for signatures.
7. The front office is responsible for recording focus room visits.

## Behavior Expectations

Expectations for student behavior are introduced, reviewed, practiced, and posted for all students and adults to refer to:

# BUCS EXPECTATIONS

## Beecher High School

	Be Respectful	Use Good Judgment	Contribute to your Success	Show Responsibility
CLASSROOM	<ul style="list-style-type: none"><li>• Help your teacher help you.</li><li>• Track the speaker.</li><li>• Be kind and considerate</li><li>• Use appropriate language</li></ul>	<ul style="list-style-type: none"><li>• Raise your hand and wait to be acknowledged</li><li>• Be a role model</li><li>• Keep work area organized and clean.</li><li>• Respect classroom materials</li></ul>	<ul style="list-style-type: none"><li>• Be a team player.</li><li>• Complete all assignments</li><li>• Contribute to class discussion</li><li>• Stay on top of your grades.</li><li>• Listen carefully to receive accurate information</li></ul>	<ul style="list-style-type: none"><li>• Be a problem solver.</li><li>• Come to class prepared</li><li>• Be on time.</li><li>• Be accountable</li><li>• Follow directions the first time given</li></ul>
HALLWAYS	<ul style="list-style-type: none"><li>• Quietly pass to the next class</li></ul>	<ul style="list-style-type: none"><li>• Keep your hands and feet to yourself</li><li>• Use appropriate language</li></ul>	<ul style="list-style-type: none"><li>• Stay focused on your task</li><li>• Stay to the right</li></ul>	<ul style="list-style-type: none"><li>• Move with purpose</li></ul>
CAFETERIA	<ul style="list-style-type: none"><li>• Clean up your area</li></ul>	<ul style="list-style-type: none"><li>• Stay seated while eating</li></ul>	<ul style="list-style-type: none"><li>• Speak at a respectful level</li></ul>	<ul style="list-style-type: none"><li>• Follow directions the first time given</li></ul>
RESTROOM	<ul style="list-style-type: none"><li>• Think: Go, Flush, Wash, Leave</li></ul>	<ul style="list-style-type: none"><li>• Go at appropriate times</li></ul>	<ul style="list-style-type: none"><li>• Report any problems to an adult</li></ul>	<ul style="list-style-type: none"><li>• Respect privacy of others</li></ul>
BUS	<ul style="list-style-type: none"><li>• Stay seated</li><li>• Keep aisle clear</li></ul>	<ul style="list-style-type: none"><li>• Speak in a voice level 1</li><li>• Use appropriate language</li></ul>	<ul style="list-style-type: none"><li>• Keep your hands and feet to yourself</li></ul>	<ul style="list-style-type: none"><li>• Listen carefully to receive accurate information</li></ul>
SPECIAL EVENTS	<ul style="list-style-type: none"><li>• Give speakers or performers all of your attention.</li><li>• Listen with your eyes and your ears</li></ul>	<ul style="list-style-type: none"><li>• Respect the space of others.</li><li>• Treat speaker how you would like to be treated.</li></ul>	<ul style="list-style-type: none"><li>• Use your BUCS best behavior to represent Beecher!</li></ul>	<ul style="list-style-type: none"><li>• Enter/Exit in orderly fashion.</li><li>• Sit in designated area.</li></ul>
FIELD TRIPS	<ul style="list-style-type: none"><li>• Follow directions the first time given</li></ul>	<ul style="list-style-type: none"><li>• Stay with your group leader</li></ul>	<ul style="list-style-type: none"><li>• Give speakers or performers all of your attention</li></ul>	<ul style="list-style-type: none"><li>• Report any problems to an adult</li></ul>

**Bell Schedules:**

Monday, Tuesday, Thursday, Friday

<u>7<sup>th</sup> - 9<sup>th</sup> Grade</u>	<u>10<sup>th</sup> - 12<sup>th</sup> Grade</u>
1 <sup>st</sup> Hour - 7:45 – 8:48	1 <sup>st</sup> Hour - 7:45 – 8:48
2 <sup>nd</sup> Hour - 8:52 – 9:54	2 <sup>nd</sup> Hour - 8:52 – 9:54
3 <sup>rd</sup> Hour - 9:58 – 11:00	3 <sup>rd</sup> Hour - 9:58 – 11:00
A Lunch - 11:00 – 11:30	4 <sup>th</sup> Hour - 11:04 – 12:06
4 <sup>th</sup> Hour - 11:34 -12:36	B Lunch - 12:06 – 12:36
5 <sup>th</sup> Hour - 12:40 – 1:42	5 <sup>th</sup> Hour - 12:40 – 1:42
6 <sup>th</sup> Hour - 1:46 – 2:50	6 <sup>th</sup> Hour - 1:46 – 2:50

Wednesday

<u>7<sup>th</sup> - 9<sup>th</sup> Grade</u>	<u>10<sup>th</sup> - 12<sup>th</sup> Grade</u>
1 <sup>st</sup> Hour - 8:45 – 9:38	1 <sup>st</sup> Hour - 8:45 – 9:38
2 <sup>nd</sup> Hour - 9:42 – 10:34	2 <sup>nd</sup> Hour - 9:42 – 10:34
3 <sup>rd</sup> Hour - 10:38 – 11:30	3 <sup>rd</sup> Hour - 10:38 – 11:30
A Lunch - 11:30 – 12:00	4 <sup>th</sup> Hour - 11:34 – 12:26
4 <sup>th</sup> Hour - 12:04 -12:56	B Lunch - 12:26 – 12:56
5 <sup>th</sup> Hour - 1:00 – 1:52	5 <sup>th</sup> Hour - 1:00 – 1:52
6 <sup>th</sup> Hour - 1:56 – 2:50	6 <sup>th</sup> Hour - 1:56 – 2:50

**Cafeteria:** Every Beecher student qualifies for free breakfast and lunch. Contact the office for information. Beecher High School has a closed campus lunch period. Students cannot leave campus without parent permission.



## **Calendar--"Balanced Calendar":**

### **2019 – 2020 District Calendar**

August 12, 13, 14, 2019	Staff PD
August 19, 2019	First Student Day – ½ Day (All Schools)
August 30-September 2, 2019	No School (Labor Day)
October 25, 2019	End 1 <sup>st</sup> Marking Period
October 28 - November 1, 2019	1 <sup>st</sup> Intersession (No School)
November 4, 2019	Classes Resume
November 21, 2019	½ Day PT Conferences (All Schools)
November 22, 2019	Staff PD – No Students
November 27, 2019	½ Day Comp Time for PTC
November 28-29, 2019	Thanksgiving Holiday
December 23, 2019 – January 3, 2020	Winter Break
January 6, 2020	Classes Resume
January 20, 2020	MLK Holiday – No School
January 21, 2020	½ Day HS only – Semester Exams
January 22 & 23, 2020	½ Day all Schools – Exams and Record's Days
January 23, 2020	End 2 <sup>nd</sup> Marking Period
January 24, 2020	No School
February 17-21, 2020	2 <sup>nd</sup> Intersession (No School)
February 24, 2020	Classes Resume
March 19, 2020	½ Day PT Conferences
March 20, 2020	Staff PD – No Students
March 27, 2020	½ Day Comp Time for PTC
March 30- April 3, 2020	Spring Break
April 6, 2020	Classes Resume
April 10, 2020	No School – Good Friday
April 14, 15, 16, 2020	½ Days HS only – State Testing
April 16, 2020	End 3 <sup>rd</sup> Marking Period
April 17, 2020	No School
May 25-29, 2020	Memorial Day Intersession
June 1, 2020	Classes Resumes
June 17, 2020	½ Day HS only – Final Exams
June 18, 2020	½ Day all Schools – Exams and Record's Days
June 19, 2020	End 4 <sup>th</sup> Marking Period / ½ Day All Schools and Final Day of 2019-20 School Year

## **Cell Phones & Electronic Devices:**

### **CELL PHONES AND ELECTRONIC COMMUNICATION DEVICES (Board Policy 5136)**

A student may possess a cellular telephone or other electronic communication devices (ECD) and electronic storage devices (ESD) in school, on school property, at after school activities and at school-related functions. During school hours, students may use cellular telephones and other electronic communication devices (ECD) and electronic storage devices (ESD) for educational activities that enhance student learning with staff or teacher approval only; *in other words, cell phones or electronic devices should not be seen nor heard without the permission of a staff member*. Students may not use these technologies for disruptive or distractive activities which impede the educational process.

The unauthorized use of cellular phones and ECD/ESD to communicate or access information during classes or testing is prohibited.

Except as authorized under this policy, use of a cellular telephone or other electronic communication devices (ECD) and electronic storage devices (ESD) in school, on school property, at after school activities and at school-related functions will be subject to disciplinary action.

Also, during school activities when directed by the administrator or sponsor, cell phones and other ECD/ESD shall be turned off and stored away out of sight.

The use of cell phones and other ECD/ESD in locker rooms or restrooms is prohibited.

The use of audio or video recording capacity of any cell phone and other ECD/ESD is prohibited in locker rooms.

Possession of a cellular telephone or other ECD/ESD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action against the student. Cell phones will be confiscated with them being returned at a later time and the possibility of requiring parent pick up and / or contact.

The student who possesses a cellular phone or ECD/ESD shall assume responsibility for its care. At no time shall the District be responsible for preventing theft, loss, or damage to cell phones or ECD/ESD brought onto its property.

### **Classroom Rules (Building-wide classroom expectations):**

- Follow directions of all staff the first time given
- All communication is positive and constructive
- Respect property and personal space
- Resolve conflicts without violence
- Stay college & employment bound: 100% best effort 100% of the time
- No food, drink, or electronics

### **Classroom Discipline Hierarchy:**

1<sup>st</sup> infraction: 1<sup>st</sup> warning

2<sup>nd</sup> infraction: 2<sup>nd</sup> warning with change of venue (seat location) or move out and restorative conversation

3<sup>rd</sup> infraction: Teacher detention, problem solving conference with home contact

4<sup>th</sup> infraction: Office referral; restorative conversation before reintroduction.

### **Communication:**

Beecher High School communicates with parents and guardians through multiple means, including: □

Facebook (The Official Beecher High School page)

- Calling (electronic calls)
- Emails
- Mailings
- Newsletters
- Web pages (District, building, and staff)

### **Community Service:**

- All students must earn 50 hours by graduation (12.5 hours/year 9th-12th).
- Community service must not be performed for, or verified by, a family member.
- Students cannot count paid time toward their community service requirement.
- Students should never perform risky or inappropriate community service & should have parent permission.
- Documentation of community service should be turned into their grade level teacher sponsor.
- Forms are available in the front office.

### **Computer / Internet Use:**

The use of computers, the Internet, and all related technologies at Beecher High School, is a privilege, not a right. Failure to abide by school policies and procedures may result in the cancellation of that privilege. **Note that technology storage and use is monitored and maintained by the school district and is not private.**

School disciplinary action, and/or appropriate legal action, may be taken for violations that are unethical, or constitute a criminal offense. Serious violations may result in suspension, or expulsion.

All users must sign an “acceptable use” agreement annually. Students must have a parent/guardian sign the agreement. The agreement must be on file before school technologies are used.

### **Acceptable Use:**

The use of Computers/Internet, and related technologies, must be in support of education, or research, and be consistent with the educational objectives of the Beecher Board of Education.

### **Unacceptable Use:**

The following may result in detention, and/or cancellation of privileges: □

Use for personal and/or commercial activities.

- Use for product advertisement, political lobbying, unauthorized game playing, unauthorized “chat,” or chain letters and unauthorized sites.
- Use of computers/technologies for plagiarism. This includes, but is not limited to, copying a computer file that contains another’s assignment, and submitting it as your own, or using it as a model for your own; or knowingly allowing another to copy, or use, your computer files and submit it as his/her work.
- Accessing computers, software, computer data, or networks, without proper authorization.

- Remaining on line for excessive periods of time, or in such a manner as to disrupt others' use of the network.
- Use of disks, programs, games, etc., from outside the school without prior authorization.

### **Serious Violations:**

Serious violations may result in probation, suspension, or expulsion from school, and include the following:

- Willful acts of sabotage, or vandalism, to hardware, or software. This includes the uploading, or creation, of viruses. (Violators will also be required to make restitution.)
- Attempting to remove or modify computer equipment, software, or peripherals without authorization.
- Circumventing normal resource limits, log-on procedures, and security regulations.
- Violating the copyright laws by illegal and unethical copying, or use of software.
- Using the computer/technology to harass or threaten others, which includes, but is not limited to, "flame" letters and transmission of confidential information.
- Accessing inappropriate, or controversial, information. This includes, but is not limited to, bomb making, terrorist activities, pornography, and inappropriate language.
- Misuse of network, or on-line, services.

Discipline under this section will result in academic sanctions in addition to other discipline.

**Credit Recovery:** See counselor or administrator for details.

### **Dress Code--BHS: Appropriate**

#### **Apparel**

- Jeans, slacks
- Capri or crop pants
- Shorts (fingertip length)
- Dresses (fingertip length)
- Shirts or tops with sleeves
- Leggings worn as an under layer for a skirt or long top that meets length requirements

#### **Appropriate Shoes**

- Sandals with strap on back

#### **Inappropriate Apparel**

- Slides
- Any underwear showing
- Pants sagging below waist line
- Leggings worn without an appropriate-length skirt or top above
- Holes in skirts, shorts, or pants above fingertip length
- Skirts and dresses above fingertip length
- Shorts more than 5" above the knee
- Shirts/tops showing midriff, bare shoulders or bare backs, and/or cleavage
- See-through tops (undergarment must meet dress code) □ Halter or tube tops
- Shirts that have shoulder straps with a width of 3" or less
- Clothing advocating/displaying the use of illegal substances, weapons, discrimination, or violence; advertising hate groups, beer alcohol, tobacco, or drugs; or containing language or images that are

offensive, profane (including acronyms), sexually explicit, or disruptive to the school day, is prohibited.

- Pajamas, slippers, or bare feet
- Gang attire
- Dog collars or spikes
- Chains
- Hats, bandanas, scarves, hoods or headgear (including sunglasses)

#### **Inappropriate Shoes:**

- Flip flops / Beach shoes
- House shoes
- Slides without socks

Tattoos that are inappropriate or a disruption to the educational process must be covered. Gang attire will not be permitted and any violation of this rule will be reported to the local law enforcement authorities. Administration reserves the right to ban clothing or attire they deem disruptive or threatening to the orderly functioning of the school. Any student with a court placed tracking device must have it covered during school hours.

Coats are for exterior wear. Outer garments such as leather coats, varsity jackets, trench coats, troop coats, unlined jackets, etc. will **not** be worn in school.

Violations of this policy will result in disciplinary action, including removal from the classroom environment until meeting dress code expectations.

#### **Dances:**

Dances are planned from time and sponsored by clubs or organizations within the school. Traditional dances at Beecher High School include the Annual Homecoming Dance and the Prom. Students in grades 9-12 are welcome to attend the Homecoming Dance the Prom is restricted to seniors. Dances are a dressy occasion, and a higher standard of dress applies to all who attend. If the attire is questionable, students are encouraged to show their evening wear to the administrators beforehand to determine if it is appropriate for the dance. Any clothing which is determined to be disruptive by the school administration may be prohibited.

All dances will end by 11:00pm. No student will be readmitted to a dance after he/she has chosen to leave. Loitering in the parking lot before, during, or after a dance will be considered as a violation of school rules. Violation of school rules at a dance will result in some disciplinary action plus possible loss of the privilege of attending school related social events the remainder of the school year.

Any student wishing to bring a guest (a non BHS student) to a dance must submit a guest dance pass application. All non-students will be held to the same rules as BHS students, regardless of age. No guest over the age of 20 will be permitted to attend the dance. Guests must be at least in the 9<sup>th</sup> grade. Failure to comply with the school policies will result in removal from the dance.

#### **Dual Enrollment:**

Any student in 11<sup>th</sup> or 12<sup>th</sup> grade may enroll in a postsecondary (dual) enrollment program providing s/he meets the requirements established by law and by the District. Any interested student should contact the counseling office to obtain the necessary information.

**EDP--Educational Development Plan:**

With the assistance of school personnel, students will develop and maintain an Educational Development Plan which must be updated annually. Contact the EDP teacher(s), counselor, or administration for further details.

**Eligibility--Athletics:**

A 2.0 GPA is required; an athlete can remain eligible on academic probation for one sports season (fall, winter, spring) with a 1.7-1.9 GPA; see Athletic Director for further details.

**Extracurricular Activities:**

Hosting after-school events must have the prior approval from administration. Adult supervision is required for all after-school activities. The Code of Conduct applies to all extracurricular activities.

**Food:**

No outside food is allowed into the cafeteria for lunch. All food served in the cafeteria must be finished in the cafeteria. All breakfast and lunches served in the cafeteria are free of charge for all students.

**Genesee Career Institute (GCI):**

Only juniors & seniors can take GCI classes. See counselor for more information.

**Grades:**

The final semester grades in January & June determine if a student earns credit for the class (with a passing grade) or does not earn credit for the class (with a failing grade). Final semester grades are calculated in the following way:

1st Quarter/Marking Period Grade	(2/5 or 40% of final semester grade)
+ 2nd Quarter/Marking Period Grade	(2/5 or 40% of final semester grade)
+ Final Exam Grade	(1/5 or 20% of final semester grade)
<hr/>	
Final Semester Grade	

**Grades--Appeal:**

Students may appeal a given grade to the classroom teacher first, then to the counselor or school administration, and then to the Beecher Superintendent.

**Grades--Report Cards & Progress Reports:**

Report cards are distributed at the end of each quarter/marketing period. Progress Reports are distributed mid quarter.

**Graduation Requirements:**

Students receive 1/2 credit for each semester course (1/2 a school year) in which they earn a passing grade. Twenty-two (22) credits are required for graduation & must include the following:

Description	Credits	Classes/Description
4 years of English	4 credits	
4 years of Math	4 credits	Required classes: 1 year of Algebra 1 (including high schoollevel Algebra 1 taken in 8th grade); 1 year of Algebra 2; 1 year of Geometry; a senior year math or math-related class such as Pre-Calculus, Accounting, etc.
3 years of Social Studies	3 credits	Required classes: 1 year American History; 1 year World History; 1/2 year Economics; 1/2 year Government
3 years of Science	3 credits	Required classes: 1 year Physical Science; 1 year of Biology; 1 year of Chemistry or Physics
2 years of World Language	2 credits or additional VPAA	Examples include Spanish & French. Other languages may be offered at the Genesee Career Institute. 2 years in the same language required. Students must pass proficiency test(s).
Description	Credits	Classes/Description
1 year of Health/Physical Education	1 credit	1/2 year of Health & 1/2 year of Physical Education required.
1 year of Visual, Performing, or Industrial Arts	1 credit or additional	Classes might include Band or Music Appreciation. It might include classes at the Genesee Career Institute.
1 year of Computer Technology	1 credit	Career/EDP (Educational Development Plan) class counts toward this credit.
3 years of Electives/Non-Core classes	3 credits	Classes might include Psychology, Sociology, Read-180, Academic Enrichment, ACT Prep, Physical Education 2, Journalism, Speech, Debate, Genesee Career Institute classes, etc.
Community Service		50 hours; see Community Service elsewhere in this document.
Educational Development Plan (including senior exit presentation and resume completion)		EDP must be created during 8 <sup>th</sup> grade EDP must be updated annually Exit presentation is given at the end of the students senior year and presented in front of a panel of staff Resume must be updated and completed before graduation

\*Students will graduate by meeting these requirements, not by growing older.

### **Hallway Transitions:**

Students have 4 minutes to pass from one class to the next. This is more than enough time to make it to class on time. Students arriving late will be marked tardy and may end up having after school detention.

### **Honor Roll:**

The honor roll is determined from at semester time. The breakdown is as follows:

- Gold- GPA of 3.8 and above
- Silver – GPA of 3.5 to 3.79
- Bronze- GPA of 3.0 to 3.49

### **Illness:**

No student will be allowed to leave the campus when ill unless arrangements have been made with a parent or guardian. Nor will a student be allowed to walk home during school hours without the permission of a parent or guardian. If your child is out ill a parent/guardian note should be sent to the office explaining why they were out.

### **Job Shadowing:**

With the assistance of school personnel, students must arrange and complete one-full day working in their prospective career field. Forms will be located in the school offices. Contact the EDP teacher(s), counselor, or administration for further details.

### **Library:**

No students are allowed in the library unless they are with a teacher. No food is allowed in the library.

### **Immunizations:**

Michigan law requires students to be immunized against vaccine-preventable diseases.

### **Make-up Work:**

When a student returns from an absence, it is his/her responsibility to contact teachers to make arrangements for make-up work. Under most circumstances a student will have the number of days double the number of consecutive days absent, to complete make-up work. Failure to do assigned make-up work will have a negative consequence on the student's grade. If a student will be out of school for an extended period of time, arrangement can be made through the Attendance office for make-up work. Teachers must be allowed 24 hours to compile make-up work for students who are out for an extended period. Students who are suspended out-of-school are expected to do make-up work for class work handed in during the time of the suspension. This work must be turned in the day the student returns from suspension. Long-term assignments (unit or chapter tests, research papers, projects, etc.) will be accepted and credit given for students on suspension.

### **Medication:**

No student will be administered medication at school (including inhalers & nebulizers) without a permission form signed by a physician and the parent or guardian. It is the responsibility of the parent or guardian to bring the medication to school from the pharmacy in a labeled container. A record of medication administration will be kept by the office. Medication left in the office at the end of the school year will be destroyed. Board policy 5330 references the use, procedures, and possession for medicines on school grounds.

### **Mission Statement:**

To deliver excellence in education while EMPOWERING students to be successful in every area of their lives.



**Non-Discrimination Policy:**

The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, height, weight, marital or family status, religion, military status, ancestry, genetic information or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.

**Office Hours:**

Front office hours are from 7:30 a.m. to 3:30 p.m. or by appointment.

BHS office phone numbers are 810-591-9277 or 810-591-9241.

**Passes:**

- Students should handle their business between classes, before and after school.
- Students may be provided hall passes in emergency situations at the teacher's discretion.
- Standardized hall passes only.
- Medical reasons for frequent use of bathroom passes must be documented by a doctor.
- No passes will be provided during the first and last 15 minutes of class.

**Passes for Tardiness:**

- After the start time of school in the morning, students are given a tardy pass by security and must report to class within 5 minutes.
- Students that have not reported to class (after 5-7 minutes) are truant and will be escorted to the Focus Room for the processing of a Misconduct Referral.

**Promotion, Placement, and Retention:**

In accordance to our Beecher Community School District Bylaws and Policies, the Administrative Guidelines 5410: Promotion, Placement, and Retention, students must earn various credit totals to move onto the next grade level.

If a student has met the following credit totals, they will move to the next grade level at the completion of each year in high school:

Upon Completion of the school year	A student must have the following credits
9 <sup>th</sup> grade	4 credits
10 <sup>th</sup> grade	10 credits
11 <sup>th</sup> grade	16 credits
Total needed to graduate: 22 credits	

**Records, Right to Access, & Privacy:**

Based on the Family Educational Rights & Privacy Act, all parents & students have the right to examine the official records of the school district related to the student. They have the right to challenge the content of records to insure their accuracy and fairness. They have the right to request copies of records; the school can charge a fee for such copies.

No records directly relating to a student will be made available to anyone without the consent and/or notification of the student, or of the parents or guardians of a student under 18, except in the following instances:

- The teachers and officials of the school district have a legitimate educational interest in such information.
- There has been a federal government request for a student's records in connection with the student's application for financial aid.
- A court has ordered access to such records (the parent or guardian and student must be notified).
- The school to which a student intends to enroll requests such records.

**Restorative practices:**

The school shall consider using restorative practices as an alternative or in addition to suspension or expulsion.

**Search & Seizure:**

School or law enforcement officials may search school property such as lockers & desks. "Reasonable suspicion" of wrongdoing may result in the search of a student's person or possessions as well as vehicles on school property; illegal items will likely be seized.

**Suspension--Possible Reasons for Out-of-School Suspension:**

At Beecher High School, Out of School Suspension is considered grave and will be used only after all other classroom and schoolwide interventions have been attempted. However, on occasion, there are student behaviors that, for the integrity of the instructional culture and safety of both students and adults, warrant immediate suspension from school. These behaviors may include:

- Possession of a weapon
- Possession, distribution, and/or use of illegal drugs or controlled substance (including prescription drugs, alcohol, or tobacco)
- Violence or threat of violence
- Sexual harassment
- Severe, persistent, or pervasive bullying—either verbal, written, electronic or physical behavior that results in another student's physical or emotional distress
- Willful destruction of property
- Bomb threats
- Theft
- Consistent and willful disrespect and/or insubordination
- Fighting

Students will have the same number of days to make up work as the number of suspension days.

**Seven factors the school will consider before suspending or expelling a student:**

1. Age
2. Disciplinary history
3. Disability
4. Seriousness of behavior
5. Whether the behavior posed safety risk
6. Restorative practices
7. Whether lesser interventions would address behavior

The school shall consider using restorative practices as an alternative or in addition to suspension or expulsion.

**Tardy Policy:**

Upon arriving to class, every student will silently engage in teacher-directed instructional activities. Within no more than 30 seconds from the Tardy Bell, every student must be silently seated, actively working on their “Do Now.”

A student will be considered tardy to class if they have not safely and physically entered their assigned classroom when the Tardy Bell begins to ring. All staff members will shut and lock their classroom doors when the tardy bell rings, ensure that all students are silently and actively engaged in their “Do Now,” narrate on-task behaviors, and take attendance. Students can only be admitted to class with an official written Tardy Pass or if escorted by a member of the security staff.

Consequences for unexcused tardies are as follows:

Tier	# of Tardies	Duration	Consequence	Other
1	5	30 Min	After School Detention	
2	10	1 Hour	After School Detention or Saturday School	
3	15	2 Hour	After School Detention or Saturday School	Parent Meeting
4	20	2 Hour	Saturday School	
5	25	4 Hour	Saturday School/Other Possible Consequences	Parent Meeting
6	30	4 Hour	Saturday School/Other Possible Consequences	
7	35	4 Hour	Saturday School/Other Possible Consequences	
8	40	4 Hour	Saturday School/Other Possible Consequences	

**Visitors:**

All visitors to the school must sign in with security upon arrival at the building. All visitors are to report to the office. **No visitors are to go directly to any classroom.**

**Withdrawing from the School District:**

Students should return all school district property, pay any fines owed; a parent or guardian must visit the school office or Office of Child Accounting to begin the check-out process.

**Work Permits:**

May be obtained from the front office or Office of Child Accounting.

# **CODE OF CONDUCT**

The Code of Student Conduct sets forth students' 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, school officials may use intervention strategies and/or disciplinary actions, depending upon the severity, or repetition, of the misconduct.

They also may use age and grade level of the student, circumstances surrounding the misconduct, impact of the student's misconduct on others in the school community, and other relevant factors.

The Code of Student Conduct will be administered progressively, uniformly and fairly, without partiality, or discrimination.

For the purpose of this document, the following definitions will be utilized:

- Parent: is a parent or legal guardian
- Administrator: is a principal or designee
- Teacher: is a teacher or guest teacher (substitute)
- Staff: any individual working in the building

## **CODE OF STUDENT CONDUCT APPLICATION:**

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

- When a student is at school. "At school" means in a classroom, else where on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event, whether or not it is held on school premises.
- 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
- When a student is using school telecommunications networks, accounts, or other district services.

## **ATTENDANCE PHILOSOPHY:**

The school district recognizes that regular attendance enables students to maximize benefits from the school's Education programs, and places the responsibility on students to attend school on a daily basis, and on parents, Or guardians, to send their children to school on a daily basis.

Regular and punctual attendance greatly impacts students' scholastic achievements. Each day's lesson is important to the individual student, and each student's participation in class contributes to the education of others.

Frequent absences and tardiness, for any reason, are certain to adversely affect students' schoolwork. Students, therefore, are expected to be in school every day except when illness, injury, or some providential condition beyond students' control prevents attendance.

## **Attendance Procedure**

- Attendance calls to all absent students will be made daily. It is the parents' responsibility to call the Main Office to report their student's absence at (810) 591-9241

The following process for student attendance is applicable at each semester of the school year:

- Three (3) undocumented absences will result in an attendance letter being sent home and a personal contact being made concerning attendance
- Students accumulating four (4) or more undocumented absences will be invited, along with their parent or guardian, to attend an Attendance Team Meeting, along with having the consequence of the loss of extracurricular privileges, including participation and attendance of sports practices and events, after school programs, and school performances and assemblies. Privileges will be reinstated upon the student making up attendance, as outlined in the **Attendance Make-Up** section below.
- Accumulation of seven (7) undocumented absence will result in a mandatory Attendance Team Meeting that will serve to explain the effect of truancy on the student and his or her family. School authorities reserve the right at this step to do any or all of the following:
  - o Certified attendance notification
  - o Attendance contract
  - o Closure of classes
  - o Referral to school social worker
  - o Communication with external agencies (support programs, alternative programs, MDHHS, etc...)
- If a student accumulates ten (10) or more undocumented absences, he or she will receive a maximum of 60% for the final grade in his/her class. To overcome this limit to their grade, the student must make up attendance as outlined in the **Attendance Make-Up** section below. Student will also be referred to the Genesee County Attendance Task Force, and will face potential court hearings and legal consequences as part of those processes. Additionally, students that accumulate 10 or more undocumented absences in a semester will lose extracurricular privileges as noted above for the remainder of the semester.
- Students that have ten (10) consecutive days of unexcused absences will result in being dropped from the school for non-attendance. Students wishing to return to the school after that point will need to be reenrolled.

## **Documented Absences**

Documented absences will not count toward the total number of absences. To be considered documented absences, supporting documentation must be turned in within three (3) days of the student's return to school following the absence or submitted prior to the student's absence. The following are considered documented absences:

- Hospitalization/medical leave
- Religious obligations
- Mandatory court appearances
- Funerals
- Verified doctor/dentist appointments
- Field trips and other school or school-related activities that are properly authorized and preapproved by the school office
- Verified college visits
- Out of school suspensions

## **Excused Absences**

An excused absence must be verified by the parent or guardian within three (3) school days. Absences (excused and unexcused combined) may not exceed ten (10) absences in a semester course or the student

will be capped at a maximum of 60% for the course and will lose all privileges of extracurricular activities and events. Both excused and unexcused absences will count toward the total number of absences.

Excused absences include the following:

- Illness verified by a parent/guardian
- Pre-arranged family vacation

In the event that an extended absence can be planned ahead of time, parents should discuss the pending absence with the principal and the student's teacher(s) to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the absence. Pre-arranged absence forms can be obtained in the office and must be filled out and signed by a parent/guardian, teachers, and administrator prior to the absence. The pre-arranged absence will count towards the total absences as defined by this policy.

Students with a health condition that results in repeated absence are to provide the school office with registered physician documentation that explains the condition. Those situations will be reviewed and considered on a case-by-case basis.

### **Unexcused Absences**

Daily phone calls will be made to the parent/guardian (assuming the phone numbers are up to date) after an absence or tardy. Some examples of unexcused absences are as follows: oversleeping, car trouble, missing a ride or the bus, skipping, work, no parent phone call within 72 hours of an absence, or truancy.

### **Attendance Make-Up**

Students will have the opportunity to make up three (3) full days of absence by attending extended day programs for a total of four (4) hours. Extended day is offered immediately after school on Tuesday, Wednesday, and Thursday of each week for 1 hour and 20 minutes each day, thus attending one week of extended day (3 days) will excuse the student for 3 days of absence. Arrangements to attend extended day can be made through the main office or the behavior interventionist. Students are required to bring academic work or suitable reading material. Violation of rules that leads to dismissal from extended day will result in that day not counting toward attendance make-up.

## **RIGHTS AND RESPONSIBILITIES**

Individual rights are linked to individual responsibilities and must be viewed in relationship to the safety, health, and welfare, of all students in the 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.

The preceding 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.

All students must recognize the consequences of their language, manners, and actions toward other students, and school staff.

Students must 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.

## **VIOLATIONS OF THE CODE OF STUDENT CONDUCT:**

The definitions of misconduct at each level are not all-inclusive, but merely representative, and illustrative. A student who commits an act of misconduct not listed herein is nonetheless subject to disciplinary action. The behaviors included at each level are not exhaustive; they are not limited to only what is referenced.

School district staff may use intervention strategies such as teacher/student conferences, auxiliary staff/student intervention, and teacher/parent/guardian contacts for Level I and Level II violations.

The staff will refer Level III and Level IV violations directly to school administrators as a result of the serious and/or unlawful nature of the misconduct.

At the option of school administrators, a student accused of some violations of the Code of Student Conduct may be referred to a school social worker, or counselor, in conjunction with, or in lieu of, other disciplinary procedures.

Where the misconduct is subject to mandatory discipline under State law, however, the School Board will act to impose any mandatory sanctions.

## **CONSEQUENCES FOR VIOLATIONS AFTER SCHOOL DETENTION:**

A student will receive after school detention as a result of the Progressive Discipline Policy. He or she will be required to report to the detention room immediately after school is dismissed as noted on discipline referral prepared to work on homework, enrichment activities or school projects. Failure to show up for detention will result in an automatic one (1) day In-school suspension, or out of school suspension the following day or as assigned.

## **SUSPENSION:**

Suspension means to exclude a pupil from school for disciplinary reasons for a period of fewer than 60 school days. (Prior statement defined short term suspension as under 10 days, long term as 10 days or more.)

During a suspension, the student's rights and privileges of attending school, including extracurricular activities, are suspended. Students are not allowed on school grounds during a suspension from school.

## **EXPULSION:**

Expulsion means to exclude a pupil from school for disciplinary reasons for a period of 60 or more school days. An expulsion occurs when the school district's Board of Education terminates the student's rights and privileges to attend school, including extracurricular activities. Expulsion for students covered under IDEA will be adhered to. Expulsion for students is for up to 180 school days as 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.

The school board or its designee may authorize or order the suspension or expulsion from school of a pupil guilty of gross misdemeanor or persistent disobedience.

## **Student Violation List**

### **LEVEL I MINOR VIOLATIONS:**

Level I violations are defined as infractions in or out of the classroom that would constitute a student receiving a step along the hierarchy of discipline, as defined by the No Nonsense Nurturing model of student behavior management. Depending upon the severity or repetition, a Level I violation may be reclassified as a Level II violation.

#### **1. Defiance/Insubordination/Non-Compliance - (m) DEF**

Student engages in brief or low-intensity failure to respond to adult requests, follow directions, or student talks back. A student will not ignore, or refuse to comply with, directions or instructions given by school authorities. Refusing to open a book, write an assignment, work with another student, work in a group, take a test, or do any other class or school-related activity not listed herein, is considered insubordination.

- a. (m) DEF – Defiance
- b. (m) INS – Insubordination
- c. (m) NON – Non-compliance

#### **2. Disrespect – (m) DISR**

Student delivers low-intensity, socially rude or dismissive message to adults or students.

#### **3. Disruption – (m) DIS**

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

#### **4. Dress Code Violation - (m) DRESS**

Student wears clothing that is near, but not within, the dress code guidelines defined by the school

#### **5. Inappropriate Language - (m) LANG**

Student engages in low-intensity instance of inappropriate language. A student will not orally, in writing, electronically, or with photographs or drawings, direct profanity or insulting, obscene gestures toward any other student.

#### **6. Other - (m) OTHER**

Student engages in any other minor problem behaviors that do not fall within the other Minor Violations.

#### **7. Physical Contact/Physical Aggression - (m) PHYS**

Student engages in non-serious, but inappropriate physical contact.

#### **8. Property Misuse - (m) PROP**

Student engages in low-intensity misuse of property.

#### **9. Tardy - (m) TARDY**

Student arrives at class after the bell (or signal that class has started).



## **10. Technology Violation - (m) TECH**

Student engages in non-serious, but inappropriate use of cell phone, personal electronic device, camera, laser pointer, or computer.

## **LEVEL II MAJOR VIOLATIONS:**

Level II violations are defined as infractions of a more serious nature that require immediate intervention by staff members outside of the classroom setting. Depending upon the severity or repetition, a Level I violation may be reclassified as a Level II violation.

### **1. Abusive Language/Inappropriate Language/Profanity - LANG**

Student delivers messages that include swearing, name calling, or use of words in an inappropriate way. See description of language infraction above.

- a. ABUS – Abusive Language
- b. INAP – Inappropriate Language
- c. PROF – Profanity

### **2. Cheating/Lying - CHEAT**

Student delivers message that is untrue or deliberately violates rules. A student will not plagiarize, cheat, gain unauthorized access to, or tamper with, educational materials.

- a. CHEAT - Cheating
- b. LYING - Lying

### **3. Defiance/Insubordination/Non-Compliance - DEF**

Student engages in refusal to follow directions or talks back.

- a. DEF – Defiance
- b. INS – Insubordination
- c. NON – Non-Compliance

### **4. Disrespect - DISR**

Student delivers socially rude or dismissive messages to adults or students.

### **5. Disruption - DISRU**

Behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.

### **6. Dress Code Violation - DRESS**

Student wears clothing that does not fit within the dress code guidelines practiced by the school.

### **7. Forgery/Plagiarism - FORGE**

Student has signed a person's name without that person's permission, or claims someone else's work as their own.

- a. FORGE – Forgery
- b. PLAG – Plagiarism

### **8. Harassment or Bullying - HARAS**

The delivery of repeated unsolicited and disrespectful messages in any format related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected class.

“Bullying or harassment” is a gesture, written, verbal, or physical act that a reasonable person, under the circumstances, should know will have the effect of harming a student, or damaging the student's property, placing a student in reasonable fear of harm to the student's person, or damage to the student's property,

or that has the effect of insulting or demeaning a student, or group of students, in such a way as to disrupt or interfere with the school's educational mission, or the education of a student.

Bullying, harassment, or intimidation, includes, but is not limited to, gestures, written, verbal, or physical acts, that are reasonably perceived as being motivated by a student's religion, race, color, national origin, age, sex, sexual orientation, disability, height, weight, socioeconomic status, or by any other distinguishing characteristic.

- a. GENDER – Harassment on basis of gender
- b. RACE - Harassment on basis of race, color, or national origin
- c. DISA - Harassment on basis of disability
- d. RELIG - Harassment on basis of religion
- e. ORIEN - Harassment on basis of sexual orientation
- f. OTHER – Other harassment

### **9. Cyber Harassment or Bullying – C-HARAS**

The delivery of repeated unsolicited and disrespectful messages via electronic technology related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected class. See the entry above for pertinent definitions.

- a. C-GENDER – Cyber harassment on basis of gender
- b. C-RACE - Cyber harassment on basis of race, color, or national origin
- c. C-DISA - Cyber harassment on basis of disability
- d. C-RELIG - Cyber harassment on basis of religion
- e. C-ORIEN - Cyber harassment on basis of sexual orientation
- f. C-OTHER – Other cyber harassment

### **10. Inappropriate Display of Affection - AFF**

Student engages in inappropriate, consensual, verbal and/or physical gestures/contact of a sexual nature to or with another student. Students will not engage in inappropriate displays of affection, such as kissing, or long embraces of a personal nature.

### **11. Inappropriate Location - OOB**

Student is in an area that is outside of specified boundaries. A student will not leave the school building, classroom, cafeteria, assigned area, or campus, without permission from authorized school personnel. Students that are loitering without a legitimate purpose or proper authorization before, during, or afterschool fit into this category. No student will be allowed to walk home during school hours without adult notification.

- a. OOB-C – Walked Out of Class
- b. OOB-L – Inappropriate Location
- c. OOB-A – Failed to Arrive at Assigned Location
- d. OOB-LT - Loitering
- e. OOB-LC – Out of the Building or Left Campus (Level III)

### **12. Instigation – IST**

The student was involved in helping to create an incident or issue that leads to other stakeholders participating in code violations. Instigation can occur from direct physical contact, from making comments and/or suggestions, spreading rumors or gossip, and through the use of social or traditional media.

- a. IST-V – Verbal Instigation
- b. IST-P – Physical Instigation
- c. IST-G – Instigation promoted through Rumor and/or Gossip
- d. IST-M – Instigation through Traditional Media
- e. IST-S – Instigation through Social Media

### **13. Other Behavior - OTHER**

Problem behavior causing referral and not specified by another code. This category includes all infractions related to the improper or negligent use of a motor vehicle that would endanger the property, safety, health, or welfare or others.

### **14. Property Damage/Vandalism - PROP**

Student vandalizes or damages property that does not belong to the student. 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, damaging ceiling tiles, writing on desks or walls, carving into woodwork, desks, or tables, and spray-painting surfaces are acts of defacement.

- a. PROP+ – Property damage in excess of \$100
- b. PROP- – Property damage less than \$100
- c. PROP-G – Property damage related to gang activity

### **15. Skip Class/Tardy - TARDY**

Student is out of class without permission or is late to class or the start of the school day. a.

SKIP – Skip Class

- b. TARDY – Late for class or start of school day

### **16. Technology Violation - TECH**

Student engages in inappropriate use of cell phone, personal electronic device, camera, or computer.

### **17. Threat of Physical Harm - THREAT**

Student is the offender in an act where there was no physical contact between the offender and the victim, but the victim felt that physical harm could have occurred based on verbal or nonverbal communication by the offender. This includes nonverbal threats and verbal threats of physical harm. a. THREAT-NV – Non-verbal threat toward another student

- b. THREAT-V – Verbal threat toward another student
- c. THREAT-NS – Threat toward a stakeholder that is a non-staff member
- d. THREAT-S – Threat toward a staff member (Level III)

### **18. Truant - TRUANT**

A student is considered truant when he or she has accumulated 10 or more full days of unexcused absences in a semester. A student should be counted truant only once per semester.

### **19. Unauthorized Removal of Student - URS**

A student removes another student from school property or a school-sponsored activity without prior approval from the appropriate authority.

## **SCHOOL RESPONSES TO LEVEL I AND LEVEL II VIOLATIONS:**

The following discipline steps will be employed for Level I and Level II violations, at the discretion of the administration:

- Administrator/student conference, or reprimand;
- Administrator and teacher-parent/guardian conferences;
- Referrals and conferences involving various support staff, or agencies;
- Daily/Weekly progress reports;
- Behavioral contracts;
- School service assignment;
- Confiscation of inappropriate item;
- Before-and/or After-school detention; Lunch detention
- Restorative Conversation

- Denial of participation in class and/or school activities;
- Other intervention strategies, as needed;
- Out-of-school suspension (short-term), from one (1) school day up to and ten (10) school days; □  
Law enforcement agency notification;
- Restitution/Restoration

### **LEVEL III VIOLATIONS:**

Level III violations are defined as infractions of a very serious nature that require immediate intervention by staff members and/or outside agencies. In all cases of a Level III violation, the option of involving law enforcement or other external agencies will be considered. Depending upon the severity or repetition, a Level II violation may be reclassified as a Level III violation.

#### **1. Alcohol, Influence – ALC**

Student is under the influence of alcohol or similar intoxicating substance. a.

INFLAL – Under influence of alcohol

#### **2. Building-Level Disruption – BLD**

Behavior that causes an interruption to the educational process that affects multiple areas, classrooms, and/or a significant number of stakeholders. Disruptions include sustained disruption throughout the hallways, near or at the entrances and exits, blocked traffic, food fights, interruption of athletic or extracurricular activities, actions that cause mass panic, and the raising of false alarms (excluding fire alarms, which are covered by arson laws)

#### **3. Fighting – FIGHT**

Student is involved in an incident involving physical violence.

#### **4. Illicit Drugs, Influence – DRUGw/o**

Student is under the influence of unauthorized drugs, including, but not limited to narcotics, nonprescription drugs, prescription drugs for which the student does not have a prescription, steroids and/or other controlled substances.

a. INFLU – Under influence of illicit drugs

b. MEDUSE – Inappropriate use of medication

#### **5. Incurability – INCOR**

Repeated misconduct which tends to substantially disrupt the orderly conduct of school, a school function, or extracurricular/co-curricular activity.

#### **6. Interference with School Authorities – INTSA**

A student will not interfere with the ability to carry out duties for care and protection of others by administrators, teachers, or other school personnel by verbal or physical threat of force or violence.

#### **7. Larceny/Theft – THEFT**

A student will not, without permission of the owner or custodian of the property, take property, or have in his or her possession, property that does not belong to the student. a. THEFT+ – Theft in excess of \$100

b. THEFT- - Theft less than \$100

### **8. Physical Violence without Injury – PHYw/o**

Student is involved in a situation of confrontation, tussle, or physical aggression that does not result in injury.

### **9. Severe Defiance and/or Insubordination – SDEF**

Student engages in repeated or significant refusal to follow directions that has the potential to cause harm and/or influence over other stakeholders.

- a. SDEF – Defiance
- b. SINS – Insubordination
- c. SNON – Non-Compliance

### **10. Tobacco – TOB**

Students shall not use, possess, distribute, or attempt to distribute tobacco in any form. This includes smoking, smokeless, and vapor products.

### **11. Trespassing – TPASS**

A student will not, without authorization from proper school authorities, enter the premises of the school district, school grounds, or school-sponsored events. Students removed, suspended, or expelled from school will not be allowed to return to the school premises.

### **12. Use or Possession of Combustibles – COMB**

Student is in possession of substances and/or objects readily capable of causing bodily harm and/or property damage (e.g. matches, lighters, firecrackers, gasoline, lighter fluid, etc...)

## **SCHOOL RESPONSES TO LEVEL III VIOLATIONS:**

The following disciplinary steps will be employed for Level III violations at the discretion of the administration and in compliance with State and Federal Law.

- Any of the responses outlined for Level I or II violations
- Recommendation to the Board of Education, or its designee, for long-term suspension, or expulsion
- Placement in an alternative education program, or transfer to another building
- In the event a student is expelled for possession of a dangerous weapon in a weapon-free school zone, arson in a school building or on school grounds, or criminal sexual conduct in a school building or on school grounds, the School Board shall ensure that, within three days after the expulsion, an official of the school district refers the individual to the appropriate county department of the Department of Human Services or County Community Mental Health Agency, and notifies the individual's parent or legal guardian, or if the individual is at least age 18, or is an emancipated minor, notifies the individual of the referral. MCL 380.1311{4}
- Recommending an emotional, behavior, and/or chemical dependency evaluation and treatment and/or counseling recommendation. The intervention strategy or discipline may require the student to follow any or all treatment recommendations of the evaluation. The evaluation must be from a source approved by the administration.
- All responses will be considered for restorative practices as an alternative and/or in conjunction with other consequences as determined by school administration.

## LEVEL IV VIOLATIONS:

Level IV violations are defined as infractions of a very serious nature that require immediate intervention by law enforcement. In all cases of a Level IV violation, law enforcement will be notified. Consequences levied by external agencies, including law enforcement, have no bearing on the consequences determined by the school.

### 1. Alcohol, Possession – POSSAL

Student is in possession, on his or her persons or property, of alcohol or a similar intoxicating substance.

### 2. Arson – ARSON

Student unlawfully and intentionally damages, or attempts to damage, any real or personal property or person by fire or incendiary device as defined in [Sections 750.71 to 750.80 of the Michigan Compiled Laws](#).

### 3. Bomb (or similar) Threat – BOMB

Student shall not threaten (verbal, written, electronic, or other) to bomb or use other substances or devices for the purpose of exploding, burning, or causing damage to a school building or property, or to do harm to students or staff.

### 4. Criminal Sexual Conduct – CSC

A student will not sexually assault another person. “Criminal sexual conduct” is a violation as set forth in the [Michigan Penal Code MCL 750.520b to MCL 750.520g](#).

### 5. Fighting with Weapon – FIGHT

Student is involved in an act of physical violence that includes the use of a weapon. a.

FIGHTF - Physical attack or fight with a handgun

b. FIGHTR - Physical attack or fight with a rifle or shotgun

c. FIGHTH – Physical attack or fight with a firearm other than a handgun, rifle, or shotgun

d. FIGHTO – Physical attack with other weapon

### 6. Illicit Drugs, Possession – DRUGwith

Student is in possession, on his or her persons or property, of unauthorized drugs, including, but not limited to narcotics, nonprescription drugs, prescription drugs for which the student does not have a prescription, steroids and/or other controlled substances.

a. POSSES – Possession of illicit drugs

b. TRAFF – Trafficking illicit drugs for sale or distribution

### 7. Physical Violence with Injury – PHYwith

Student is involved in a situation of confrontation, tussle, or physical aggression that results in an injury to one or more students, school personnel, or other persons on school grounds requiring professional medical attention.

a. PHY – Physical violence with injury

b. PHYW – Physical violence with injury caused by a firearm or explosive device

c. PHYO – Physical violence with injury caused by a weapon that is not a firearm or explosive device

### 8. Robbery or Extortion – ROBB

Student is involved in taking or threatening to take the property from a person by force or threat, or to compel the threatened person to act against their will

a. ROBB – Robbery without a weapon

b. ROBB-E – Robbery with an explosive device

c. ROBB-G – Robbery with a handgun

d. ROBB-R – Robbery with a rifle or shotgun

- e. ROBB-H – Robbery with a firearm other than a handgun, rifle, or shotgun
- f. ROBBOT – Robbery with an unlisted weapon

## **9. Threat with Weapon – THREAT**

Student is the offender in an act where there was no physical contact between the offender and the victim, but the victim felt that physical harm could have occurred based on verbal or nonverbal communication by the offender. This level specifically includes threats involving brandishing a weapon.

- a. WEAP-G – Threat of a physical attack with a handgun
- b. WEAP-R – Threat of a physical attack with a rifle or shotgun
- c. WEAP-H – Threat of a physical attack with a firearm other than a handgun, rifle, or shotgun
- d. WEAPOT – Threat of a physical attack with an unlisted weapon

## **10. Weapon on School Property – WEAPON**

Student is in possession, on his or her persons or property, of a dangerous weapon anywhere on school property or at a school-sponsored activity.

- a. EXPL – Explosive device
- b. WEAP-G – Firearm possession - handgun
- c. WEAP-R – Firearm possession - rifle or shotgun
- d. WEAP-H – Firearm possession - other than a handgun, rifle, or shotgun
- e. WEAPOT – Other weapon possession

## **SCHOOL RESPONSES TO LEVEL IV VIOLATIONS:**

Response to Level IV violations require contact with local law enforcement, in addition to any or all of the responses outlined above for Level III violations.

**Suspension of a Student by a Teacher** The Board recognizes that it may be necessary for a teacher to remove a student from class for conduct which is disruptive to the learning environment, and that such removals are not subject to a prior hearing, provided said removal is for a period of less than twenty-four (24) hours. However, if an emergency removal may result in a suspension, then due process must be ensured.

A student may be removed from a class, subject, or activity for (1) day by his/her teacher for certain conduct as specified in the Code of Conduct.

A student so removed will be allowed to attend other classes taught by other teachers during the term of the one (1) day removal.

A teacher may suspend a student from the teacher's class, subject, or activity for up to one full school day if the teacher has good reason to believe that the student engaged in any conduct set by the Board of education as suspendable by a classroom teacher.

If the teacher suspends the student, the teacher shall contact the office so the student can be removed from class by security, and will, in a time-frame no later than the end of the hour, send a misconduct referral for appropriate action to be taken, consistent with the Code of Student Conduct which calls for action to be taken within a 24 hour time period.

If the student remains in school on the day of the incident, the student shall be under appropriate supervision. The student will not be returned that school day to the class, subject, or activity from which he or she was suspended.

As soon as possible after the teacher-imposed suspension, the teacher shall contact the student's parent/guardian and schedule a parent-teacher conference to discuss the suspension.

If possible, the parent-teacher conference should be scheduled during the teacher's non-instructional time, or before or after school. The teacher must report the outcome of the parent-teacher conference to the appropriate administrator in writing within five school days.

Whenever practicable, a school counselor and/or school social worker should attend the conference. A school administrator will attend the conference. MCL 380.1309

For all other conduct, the teacher must handle the matter in accordance with the standard disciplinary process used in the school building.

The teacher may elect not to exercise the suspension rights provided in this policy, and handle the matter in accordance with the standard disciplinary process used in the school building.

### **Failure to Follow Prescribed Intervention Strategy: Separate Violation**

If a student fails to comply with the terms of the disciplinary action, such failure is a separate violation of the Code of Student Conduct, at the same level for which the student was initially disciplined; the student may be disciplined for the additional violation.

### **Staff Authority**

The authority of any member of the school staff extends to all school district students while the students are on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event, whether or not it is held on school premises.

### **School Activities**

A student who is suspended from school for any reason will not be allowed to practice, participate in, or attend any school activity, regardless of location, during the suspension (including weekends and/or holidays).

### **Maintaining Class Progress**

When appropriate in the judgment of administration, a suspended student may maintain academic progress under the terms and conditions set by the administrators.



## **DUE PROCESS PROCEDURES**

### **Short-Term Suspension**

Except in extraordinary circumstances, alleged violations of the Code of Student Conduct are initially handled at the student's school.

If a short-term suspension is contemplated, administration shall provide the student with written notice of the charges or allegations, and an explanation of the evidence or basis for the charges.

The student shall be given the opportunity to present an explanation, or a differing statement of the facts.

If the misconduct is found, the principal may authorize disciplinary action in accordance with the Code of Student Conduct, including short-term suspensions.

Students whose presence pose a continuing danger to persons or property, or an ongoing threat of disrupting the educational process, may be immediately removed from the school without prior notice, explanation, or opportunity to respond.

In such cases, the above procedures shall be provided as soon as practical. The student and parent/guardian shall be notified of the circumstances and action taken.

### **SHORT TERM SUSPENSION APPEAL PROCEDURE**

- A. Should the student, and parent or guardian, request a review for the student regarding the suspension, that review shall be held before the building administration.
- B. A review at the building level shall be held within three (3) school days of the suspension unless parents request a delay. A delay may be granted for as long as one week. If a student review does not occur within a week, the disciplinary action will go into effect.
- C. During the appeals process, said student shall remain in class unless the offense is deemed a threat to others or so extremely disruptive that the student's presence interferes with the rights of others.

Students who have appealed a suspension may not attend or participate in after school activities, clubs, sports etc., while the appeal is pending.

The building administrators are the final level of appeal on short-term suspensions, except in cases where the building administrator was the suspending individual or a witness against the student.

In such cases, the appeal shall be directed to the Superintendent whose decision shall be final.

### **LONG-TERM Suspension or Expulsion**

If recommended by the building administration the Board of Education, or its designee, shall conduct a hearing to determine whether to impose a long-term suspension, or expulsion.

The student and parent/guardian shall be notified of the allegation; the recommended disciplinary action, the time, date, and location of the hearing; and their right to attend and participate in the hearing.

The Board of Education, or its designee, shall conduct a hearing, which may be recorded. The student shall be advised of the alleged violation and be given an explanation of the facts. The explanation may include the written or oral testimony of others.

At the request of the student, or the student's parents, the Board of Education may meet in a closed session to "consider the dismissal, suspension, or disciplining of a student." MCL 15.268{b}

An attorney, or other adult may represent the student and parent/guardian at the hearing. Written or oral evidence may be presented at the hearing on behalf of the student.

After the hearing, the Board of Education, or its designee, shall issue a decision, including a determination of disciplinary action.

### **Appeal to Board of Education for Reconsideration**

A student aggrieved by the decision of the Board of Education may, within five (5) days of receipt of the decision, petition the Board of Education for the opportunity to request review or reconsideration by the Board, or its designee.

The petition shall be in writing and contain the reasons that the Board or its designee's decision should be reviewed or reconsidered.

The Board of Education may grant or deny the request for an appeal or request for reconsideration.

### **Suspension and Expulsion of Students Receiving or Otherwise Eligible for Special Education**

Students previously identified under state and federal regulations as eligible for special education are entitled to (IDEA)Due Process Procedures for the disability in student discipline procedures.

Also, other due process provisions are triggered for any student if a review of a student's record indicates significant prior knowledge about a potential, but unidentified, disability.

School personnel are advised to consult with their local intermediate district administrators regarding special education and to refer to the most recent edition of Special Education Considerations in Student Disciplinary Procedures (Michigan Department of Education).

### **Interviews of Students by Police or Other Public Agencies:**

The school district endeavors to cooperate with law enforcement agencies. Law enforcement officials may interview students in school. School officials will grant law enforcement interviews with a student after considering the (1) type of incident; (2) seriousness of the incident 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 building administration that an interview has taken place.

### **Notification of Law Enforcement Agencies**

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

- Armed Student
- Robbery or Extortion

- Suspected Armed Robbery
- Unauthorized Removal of Students
- Weapons at School
- Threat of Suicide
- Death or Homicide
- Suicide Attempt
- Drive-By Shooting
- Larceny (Theft)
- Physical Assault
- Intruders (Trespassers)
- Bomb Threat
- Illegal Drug Possession/Use

“Administration reserves the right to require students who are fitted with a tracking device, to keep it out of the sight of others.”