



Columbia School District

Student Code of Conduct

A guide for students and parents in the
Columbia School District

A complete list of school district policies and regulations are available at the following website:

www.myeagles.org



Mission

The Columbia School District, in partnership with the community, will provide a safe and positive learning environment, which will prepare all students to contribute and compete in a global society.

Statement of Assurance of Compliance with Federal Law

The Columbia School Board of Education complies with all federal laws and regulations prohibiting discrimination and with all requirements and regulations of the United States Department of Education that no person on the bases of race, color, religion, national origin or ancestry, age, sex, marital status or handicap shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the United States Department of Education. Formal complaints can be made to the Administration Office.

Nondiscrimination Policy

It is the policy of the Columbia School District that no person shall, on the basis of race, color, national origin, sex, or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment.

Any questions concerning this policy can be directed to:

Dr. Pamela Campbell ~ Superintendent

Columbia School District

11775 Hewitt Road (517) 592-6641

INTRODUCTION

The Columbia School District Board of Education is committed to providing a safe, positive and supportive learning environment for every student. The Student Code of Conduct is a cooperative effort of students, teachers, parents and administration that sets forth the rules and regulations that govern the students' involvement with the academic, social, and recreational programs of the Columbia School District. Our goal is to promote learning for life in a safe, drug, and violence free environment. To accomplish this, it is necessary to establish and require adherence to a well-defined standard of acceptable behavior. A school is like a miniature community, and the rules and regulations are established for the protection of the rights of all members of that community. Violation of school rules and regulations that are harmful to the rights and privileges of others cannot be tolerated.

The purpose of the policies and procedures contained in this handbook is to present not only guidelines for responsible student citizenship, but to provide a systematic, consistent approach to handling violations of these policies which may arise in the school setting. The immediate objective of school discipline is to allow for student growth in abilities, attitudes, and habits which are essential to acceptable and self-controlled behavior.

We strongly believe that the partnership between home and school is vital in the development of each child. We strongly encourage parents to take time to review this handbook with your child. Your knowledge and cooperation in following the guidelines set forth in this policy will greatly enhance our ability to create an exceptional school system for every child.

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I. DISCIPLINARY STEP SYSTEM

A. The disciplinary steps listed below shall be followed in the administration of disciplinary action. The steps are designed to:

1. Provide the student with a program that includes ample opportunity for modification of the negative behavior.
2. Provide consistency in the administration of disciplinary action, a fair program in that all students charged with the same level of misconduct will receive the same action.
3. Provide for clearly stated, advanced knowledge to all students, parents, and staff members of the course of action to be taken in handling disciplinary matters.
4. Provide a program that is progressive (moderate to most severe action).
5. Provide a disciplinary program that applies to all activities (including fitness center), events, programs, and bussing.

B. The steps shall be administered under the following conditions:

1. That all appropriate corrective action shall be taken either prior to or concurrently with the administration of any disciplinary action. Placement on the step system will be proportionate to the severity of the misconduct.
2. That once a student is placed on the disciplinary steps, the student may, during the current school year, move to succeeding steps for each subsequent occurrence of misconduct at administrative discretion. Movement on the steps will be proportionate to the severity of the misconduct.
3. The student's placement on the step system shall be reduced one step for each consecutive forty-five (45) school days at the high school level and thirty (30) school days at the elementary and middle school levels without misconduct requiring disciplinary action as described in this policy.

4. With the start of a new school year, students who were placed on the step system in the prior year will return without any steps on their record. However, penalties to be served resulting from the prior school year step placement will be served within the first two (2) weeks of the new school year.

C. Disciplinary Steps

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|--------|--|
| STEP 1 | Administrative conference with the student to include reviewing the disciplinary policy and procedure and notification that the next infraction of rules may result in action on at least the 2 nd step. The student's parents shall be notified of the conference, and a copy of the step system and related penalties shall be sent to the parents. |
| STEP 2 | Student/parent/administrative contact |
| STEP 3 | One to three days (short term) suspension* |
| STEP 4 | Three to five days (short term) suspension* |
| STEP 5 | Five to ten days (short term) suspension* |
| STEP 6 | Short term suspension of ten days and district property and events* |
| STEP 7 | Long term suspension and/or recommendation for expulsion for misconduct not including possession of dangerous weapon, arson, criminal sexual conduct or physical assault against district employees, visitors, students, volunteers, or contractors. |
| STEP 8 | Expulsion for possession of dangerous weapon, arson or criminal sexual conduct or physical assault against district employees, visitors, students, volunteers, or contractors. |

*Days are school days, not calendar days.

At the discretion of the administrator and/or separate Board Policies addressing specific disciplinary actions, a student may be placed on any of the steps indicated under each code of conduct violation depending on the severity of the incident.

D. With enactment of Public Act 102, as of January 2, 2000, the following acts of misconduct will be reported to law enforcement:

- Physical Assault
- Gang Related Activity
- Illegal Possession
- Trespassers or Intruders
- Vandalism – property damage over \$ 1000
- Criminal Sexual Conduct
- Hostage
- Weapons on School Property
- Homicide
- Drive by Shooting
- Bomb Threat
- Explosion
- Arson
- Robbery or Extortion
- Unauthorized Removal of Student
- Threat/Attempt of Suicide
- Suicide
- Larceny (Theft)
- Illegal Drug Use or Overdose
- Minor in Possession of Alcohol
- Minor in Possession of Tobacco
- Bus Incident or Accident

E. Acts of Student Misconduct for which Suspension and/or Expulsion may be appropriate Disciplinary Action

The Board of Education hereby establishes the following categories of misconduct, which may result in suspension or expulsion from the Columbia School District. These categories are generally descriptive of the most obvious types of misconduct and are not to be construed as an exclusive list or as a limitation upon the authority of school officials to deal appropriately with any other types of conduct which interfere with the good order of the school system, or the proper functioning of the educational process. Matters of student suspension and/or expulsion (Step 3-8) may be maintained in a student's permanent record (CA60), and shall be transferred to any other private or public school in which he student may seek enrollment. Disciplinary records may be deleted upon graduation or transfer with the exception for expulsion for possession of dangerous weapons, arson, criminal sexual conduct, or the physical assault of a staff member, student, visitor, volunteer or contractor.

MISCONDUCT

1. Alcohol – Possession, Sale or Supplying Possessing, selling, supplying or arranging for the sale or supply of alcoholic beverages to another person on school property, in school owned vehicles, or at school events.

Elementary – 1st Offense, Step 3-7; 2nd Offense, Step 6-7; advised that professional evaluation would be helpful to determine treatment needs, mandatory police involvement.

Junior High School, High School and Options – Step 7 – 1st Offense; Step 6-7, recommended professional evaluation to determine treatment needs; possible police involvement; 2nd Offense Step 6-7, recommended professional evaluation to determine treatment needs, mandatory police involvement.

2. Assault –

a. Verbal assault against students, district employees, volunteers, or contractors- oral threat of bodily harm coupled with an apparent immediate ability to commit same and which puts a person in a reasonable apprehension of such bodily harm.

Elementary Step 1-7	Junior High Step 2-7	High School Step 2-7	Options Step 2-7
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b. Physical Assault – Physical assault against a student

Elementary Step 4 – 8	Junior High Step 4 – 8	High School Step 4 – 8	Options Step 4 – 8
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c. Physical assault against school district employees, volunteers, or contractors – Intentionally causing or attempting to cause physical harm of another through force or violence.

Elementary Step 2-8	Junior High Step 8	High School Step 8	Options Step 8
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d. Physical assault with a weapon (see number 26 for definition of weapon) – Intentionally threatening or injuring another student with a weapon

Elementary Step 6-8	Junior High Step 6-8	High School Step 6-8	Options Step 6-8
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3. Bomb Threats – Bomb threats and other similar threats. The act of making a threat to use explosive devices to cause harm to another person or to property.

Elementary Step 1-7	Junior High Step 7	High School Step 7	Options Step 7
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4. Bullying – Bullying is characterized by, but not limited to, deliberate hurtful behavior, or behavior that produces fear in others. As opposed to normal peer conflict, bullying is often repeated over a period of time, and it is difficult for those being targeted to defend themselves.

- a. Intimidation – Intimidates individual or groups on any basis including race, ethnic background, religion, gender, sexual orientation, national origin, physical or cognitive disability.
- b. Physical – Hitting, kicking, taking belongings, inappropriate gestures or acts.
- c. Direct Communication – Verbal, written, or electronic name calling, taunting, teasing, insulting, intimidating remarks, sarcasm, or prejudicial comments.
- d. Indirect Communication – Spreading rumors about someone with malicious intent, excluding someone from social groups.
- e. Hazing – Any willful act committed individually or by a group for the purpose of subjecting a person to humiliation, intimidation, physical abuse, threats of abuse, shame or disgrace as a rite of passage to join a group. Permission, consent or assumption of risk by an individual subjected to hazing does not lessen this prohibition.

Elementary Step 1-5	Junior High Step 1-7	High School Step 2-7	Options Step 2-7
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* see Rubric

5. Closed Campus – All students must have permission to leave the school building during regular school hours.

Elementary Step 1-3	Junior High Step 2-3	High School Step 2-3	Options Step 2 - 3
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*Student driving privileges may be revoked.

6. Consumption or under the Influence – Consumption or under the influence of alcoholic beverages, alleged drugs, or inhalants without prescription on school property, school owned vehicles or at school events. Controlled substances shall include marijuana, cocaine, steroids, heroin, and those substances included within 7212 through 7229, inclusive of the Michigan Substance Abuse Act or any successor thereof, MCLA 333.7212 through 333.7229, inclusive. Students may be required to participate in a substance abuse program.

Elementary – Step 2-7

Junior High, High School and Options – 1st Offense, Step 2-7, recommended involvement in Intervention Program for students and parents; possible police involvement.

2nd Offense, Step 5-7, recommended involvement in Intervention Program for student and parent, mandatory police involvement.

3rd Offense, Step 7, recommended professional evaluation to determine treatment needs, mandatory police involvement.

7. Controlled Substances – Delivery or receipt of controlled or alleged controlled substances, including look-a-likes as set forth in Article 6. The Act of, or the intent of, delivering, receiving, purchasing, selling, supplying or arranging for the delivery, receipt, purchase, sale or supply of controlled substances on school property, in school owned vehicles, or at school events.

Elementary – Step 6-7

Junior High, High School and Options – Step 7 – 1st Offense; recommend professional evaluation to determine treatment needs, mandatory police involvement.

Delivery of over-the-counter drugs or prescription medications. The act of selling, supplying or arranging for the sale or supply of over-the-counter drugs or prescription medications on school property, school owned vehicles, or at school events.

Elementary Step 1-7	Junior High Step 2-7	High School Step 3-7	Options Step 3-7
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8. Controlled Substances – Possession of Drug Paraphernalia, Alcoholic Beverages, or Over the Counter Drugs or Medications

- a. Controlled substances (drugs) – Shall include, marijuana, cocaine, steroids, heroin, and those substances included within (or exempted from) 7212 through 7229, inclusive of the Michigan Substance Abuse Act or any successor thereof, MCLA 333.7212 through 333.7229, inclusive.
- b. Drug paraphernalia – Instruments that aid in the administration of controlled substances such as, but not limited to; an electronic cigarette, a smoking pipe, rolling papers, syringe.
- c. Alcoholic beverages
- d. Over the counter drugs or medications

Elementary – Step 2-4

Junior and High School – 1st offense, Step 2-7, recommended involvement in intervention program for students and parents, possible police involvement.

2nd offense, Step 5-7, recommended involvement in intervention program for students and parents, mandatory police involvement.

9. Defiance – Open persistent defiance of the authority of a staff member

Elementary Step 2-7	Junior High Step 2-7	High School Step 2-7	Options Step 2-7
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10. Electronic Communication Devices –

- a. No student shall display or distribute inappropriate information on cellular phones, laptops, or other electronic communication devices on school property or at a school sponsored event.
- b. Students may not use any electronic communication device in any way that is disruptive to the educational process. This includes videotaping of another individual without permission of the instructor or supervisor.

The item will be confiscated and only returned to a parent or guardian.

Elementary Step 1-7	Junior High Step 1-7	High School Step 2-7	Options Step 2-7
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11. Extortion/Blackmail – Obtaining money, property or favors as a result of intimidation.

Elementary Step 1-4	Junior High Step 3-6	High School Step 3-6	Options Step 3-6
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Gambling- Playing or betting on a game of chance, a contest or other event with the hope of gaining some personal or financial advantage.

Elementary Step 1-4	Junior High Step 3-6	High School Step 3-6	Options Step 3-6
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12. Failure to follow approved bus, school and classroom rules which are consistent with Board Policies and Administrative Procedures including Academic Integrity.

Elementary – After a minimum of three (3) but not more than five (5) infractions for which remedial or corrective measure have been taken and recorded (one of which will be a parent contact), a student may be placed on step 1-7.

Junior High – Following proper corrective action including a parent contact: Steps 1-7.

High School – Following proper corrective action including a parent contact: Steps 2-7.

Options High School – Following proper corrective action including a parent contact: Steps 2-7.

13. Fighting – The act of physical bullying or quarreling, including bodily contact, in and on school property, going to and from school, including any activity under school sponsorship, i.e., dances, athletic events, bus, field trips, etc. Spontaneous incident, if one student initiates physical contact and the other student does not respond with physical contact, the second student does not have to be placed on the step system.

Physical assault against another student: intentionally causing or attempting to cause physical harm to another through force or violence.

3. Incitement – The act of inciting or prompting others to action.

Elementary Step 1-3	Junior High Step 1-5	High School Step 2-7	Options Step 2-7
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4. Spontaneous incident

Elementary Step 1-3	Junior High Step 2-7	High School Step 2-7	Options Step 2-7
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5. Video or Audio Recording of an incident

Elementary Step 1-5	Junior High Step 1-5	High School Step 1-5	Options Step 1-5
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6. Planned, prearranged fight

Elementary Step 3-4	Junior High Step 4-7	High School Step 4-7	Options Step 4-7
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7. Gang fighting – Three (3) or more students involved in the same fight.

Elementary Step 3-5	Junior High Step 5-7	High School Step 5-7	Options Step 5-7
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8. Physical assault against school district employees, volunteers, or contractors – Intentionally causing or attempting to cause physical harm of another through force or violence.

Elementary Step 2-7	Junior High Step 8	High School Step 8	Options Step 8
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14. Fire Alarms – Tampering with a fire alarm box or system or fire fighting equipment.

Elementary Step 1-4	Junior High Step 2-4	High School Step 5	Options Step 5
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Setting of a false alarm.

Elementary Step 3-4	Junior High Step 5-7	High School Step 2-7	Options Step 6-7
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15. Fireworks and Explosives - Possession or use of fireworks or explosives.

- a. Fireworks including stink bombs and other forms of fireworks

Elementary Step 2-7	Junior High Step 2-7	High School Step 2-7	Options Step 2-7
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- b. Possession or use of explosives or incendiary devices that have potential to do great bodily harm or great physical damage.

Elementary Step 8	Junior High Step 8	High School Step 8	Options Step 8
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- c. Possession or use of matches or lighters

Elementary Step 1-3	Junior High Step 2-4	High School Step 2-4	Options Step 2-4
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16. Forgery – The act of fraudulently using, in writing or verbally, the name of another person, or falsifying times, dates, grade, address, absences, or other information pertaining to the school.

Elementary Step 1-4	Junior High Step 1-4	High School Step 2-4	Options Step 2-4
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17. Harassment – The act of verbal or physical behavior, written or electronic communication which:

- a. Involves an expressed or implied threat to personal safety including stalking.

- b. Has the effect of interfering with an individual's participation in the curricular or extracurricular activities of the school district.
- c. Involves unwelcome sexual advance or requests for sexual favors, or other verbal or nonverbal sexual innuendos or obscene gestures.
- d. Creates an intimidating, hostile, or offensive school environment which would adversely affect either the performance or psychological well-being of a student or staff member.

Elementary Step 1-5	Junior High Step 1-7	High School Step 2-7	Options Step 2-7
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18. Infraction of school rules not covered by any of the items 1-22.

Elementary Step 1-7	Junior High Step 1-7	High School Step 1-7	Options Step 1-7
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19. Insubordination, disrespect, or disregard of verbal instruction or direction of school personnel.

Elementary Step 1-5	Junior High Step 1-7	High School Step 1-7	Options Step 1-7
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20. Larceny/Petty Theft

- a. Any theft of money or personal property less than \$ 5.00 value.

Elementary Step 2-3	Junior High Step 2-3	High School Step 2-3	Options Step 2-3
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- b. Any theft of money or personal or public property of \$5.00 or more value and/or any theft involving unlawful entry, including lockers, desks, etc.

Elementary Step 3-6	Junior High Step 3-6	High School Step 3-6	Options Step 3-6
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- c. Possession of property reported stolen to school authorities having a value of less than \$5.00. Return of property or if damaged, restitution recommended.

Elementary Step 2-3	Junior High Step 2-4	High School Step 2-4	Options Step 3-6
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- d. Possession of property reported stolen to school authorities having a value of more than \$5.00. Return of property or if damaged, restitution recommended.

Elementary Steps 3-6	Junior High Step 3-6	High School Step 3-6	Options Step 3-6
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- e. Sale or purchase of stolen property including the purchase of items markedly below normal retail prices. The student is responsible for knowing the source of the purchased property.

Elementary Step 2-6	Junior High Step 3-6	High School Step 3-6	Options Step 3-6
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21. Negligence – Damage to the school or personal property through carelessness or inappropriate behavior. Restitution must be made in addition to the following:

Elementary Step 1-4	Middle School Step 2-4	High School Step 2-4	Options Step 2-4
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Malicious mischief – Damage to the school or personal property through vandalism or defacing. Restitution must be made in addition to the following:

Elementary Step 1-7	Middle School Step 2-7	High School Step 2-7	Options Step 2-7
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Electronic tampering – Any unauthorized use, misuse or access of any of the school district's electronic equipment including, but not limited to, voice and video equipment, computers or use of the internet. Reference will be made to the Columbia School District Use Policy and classroom rules which may apply in cases of the misconduct.

For all levels restitution and repair or replacement of damaged property, and/or removal of computer privileges and possible loss of credit for the course.

Elementary Step 1-5	Middle School Step 2-7	High School Step 2-7	Options Step 2-7
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- a. Connection of any non-authorized device to hardware or the network.

Elementary Step 1-3	Middle School Step 2-4	High School Step 3-5	Options Step 3-5
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- b. Downloading of software/programs without staff authorization.

Elementary Step 1-4	Middle School Step 2-4	High School Step 2-5	Options Step 2-5
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- c. Engaging in any activity which potentially or intentionally compromises network security.

Elementary Step 3-4	Middle School Step 3-7	High School Step 5-7	Options Step 5-7
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22. Offensive Speech/Displays – Speech, communication, displays which tend to disrupt the orderly conduct of the educational process.

- a. Indecency, the act of offending commonly recognized standards of good taste including the use of vulgar acts, obscenities, gestures, or inappropriate display of affection or sexual contact, or symbols.
- b. Illegal messages, displays which advocate or glamorize behavior, which is illegal for students, such as alcohol, drugs, tobacco use or gang affiliation.
- c. Display, possession, distribution, sharing of any drawings, graphics, video, printed material of an obscene nature.

Incidental, not specifically directed toward another person.

Elementary Step 1-3	Middle School Step 1-3	High School Step 2-4	Options Step 2-4
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Directed toward another person, which has the tendency to disrupt the orderly conduct of the educational process.

Elementary Step 1-3	Middle School Step 1-4	High School Step 2-6	Options Step 2-4
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23. Plagiarism- using the work of another as one’s own. In all cases school/class rules apply in addition to discipline consequence.

2nd Offense - Step 1-3.

24. Tobacco – Possession or use of smoking, vapor (e-cigarettes) or smokeless (chew or other smokeless variety) tobacco or look-a-likes (corn husks, mint snuff or other smokeless variety) while on school property, in school owned vehicles, or at school events.

Elementary Step 2-4	Middle School Step 2-4	High School Step 4 - 7	Options Step 4 - 7
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25. Unauthorized Entry, Trespassing/Loitering, Excessive Tardies – Act of being in an unauthorized place/lingering aimlessly in or about school/refusing to leave when directed to do so by school personnel, or exceeding the district tardy guidelines.

Elementary Step 1	Middle School Step 2-4	High School Step 2-4	Options Step 2-5
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<u>Forced Entry</u>	Middle School Step 3	High School Step 3-5	Options Step 2-6
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26. Weapons – Possession or use of weapons not defined under Section F-1 of this Code, in a school building, on school premises or in school owned vehicles. The term weapon shall mean any object or instrument, the principal use of which is to inflict injury or physical harm upon the person of another, or the use of which may result in pain or suffering. The term weapons shall also include a facsimile of objects or instruments, which are weapons. The term weapons shall additionally include an object or instrument which is not in and of itself a weapon as defined above, but where the possession or use of same is coupled with intent by a student to inflict injury or harm upon another person.

Elementary Step 2-7	Middle School Step 3-7	High School Step 3-7	Options Step 3-7
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F. Acts of Student Misconduct, which will Result in Expulsion

Pursuant to State and Federal law, the Board of Education established the following categories of misconduct, which will result in expulsion from the Columbia School District.

1. **Dangerous Weapons** – Possession or use of dangerous weapons in a school building, on school grounds or in a school owned vehicle. The term “dangerous weapon” shall mean a firearm (including a starter gun) or any device which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. Any destructive device or any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or similar device; a dagger, stiletto, knife with a blade over three (3) inches in length, or pocket knife opened by a mechanical device; an iron bar or brass knuckles; or any other weapon as set forth in 18 USC Section 921.

Elementary Step 8	Middle School Step 8	High School Step 8	Options Step 8
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2. **Arson** – In a school building, on school grounds or in a school owned vehicle.

Elementary Step 8	Middle School Step 8	High School Step 8	Options Step 8
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3. **Criminal Sexual Conduct** – In a school building, on school grounds or in a school owned vehicle.

Elementary Step 8	Middle School Step 8	High School Step 8	Options Step 8
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4. **Physical Assault** – Against school district employees, visitors, volunteers, or contractors.

Grade 6 and above – Step 8

II. DISCIPLINARY PROCEDURES

A. Corrective Measures

Definition: School authorities should take necessary action to assist the student to modify inappropriate behavior prior to the use of punitive measures. Such corrective measures may include, but not limited to the following:

1. Counseling by school personnel.
2. Parent/student/teacher conference.
3. Referral to a building special assistance team for evaluation.
4. Recommend a health examination and evaluation.
5. Recommend services of outside agencies, public or private.
6. Detention by an individual teacher.
7. Transfer to other rooms or classes within the building.
8. Involvement in a school intervention program if available.

B. Types of Suspension

1. Loss of activity privileges
 - a. Building administrators may suspend students from participating in or being present at extracurricular activities.
 - b. Sponsors of activities, including a Director, have full authority to determine who shall be participants in a given situation, but they may remove a student from a given activity only on the basis of predetermined rules which have been approved by the principal or appropriate administrative personnel. Parents and students are to be made aware of school rules or regulations affecting specific activities prior to the beginning of the activity.

- c. Students out of school suspension shall refrain from entering upon school property without prior permission from school authorities.
- d. Students out of school suspension shall not participate in or be present at school functions during the length of their suspension.
- e. Nothing in this policy is intended to limit a teacher or sponsor in exercising authority requiring a student to leave a particular activity when that student's behavior violates Board policies or school rules. A report of misconduct of such a student and the action taken by the teacher or sponsor shall be reported to the appropriate school administrator at the earliest possible opportunity not later than the beginning of the next school day.

2. Closed class

a. Definition

- (1) A closed class is the denial of the right to attend a class or classes on a temporary basis during a time when a matter of immediate concern is being resolved.
- (2) Classes may be closed by a school administrator for a period not to exceed five (5) days. Permanent closing of a class(es) may result if all established school procedures fail to modify student behavior.

b. Procedures

- (1) A closed class may be imposed only after following the procedure applicable to short term suspension.
- (2) The student will be notified by the proper administrator that a class or classes are closed, the reason therefore, and what must be done prior to his/her re-entry to the class.
- (3) Parents of students having classes closed for a period in excess of one day will be notified by mail.
- (4) A parent/student/administrator conference shall be held prior to permanent class closure.

III. SHORT TERM SUSPENSION

- A. Definition** – A short term suspension is the denial of a student’s right to attend school. A short term suspension may be one (1) to ten (10) school days.

If an in-school suspension program exists, at the discretion of building administration, it may be utilized as an alternative to out-of-school suspension. If a student is serving an in-school suspension, the student is responsible for bringing his/her school work for the day and will receive credit for assigned work completed in this program. Students are expected to remain on task and be productive. In the ABC Room students will be expected to follow school rules.

Students serving suspensions will not be able to attend any CSD activities or events or be on any CSD property for the duration of the suspension.

- B. Authority** – A principal or designee (hereafter “Building Administrator”) has the authority to impose a short term suspension based upon misconduct.

- C. Procedures** – Suspension of ten (10) school days or less.

1. As a general rule, prior to any suspension of the student, the building administrator shall conduct an informal hearing and provide the student with the following due process:
 - a. The building administrator shall inform the student of the charges against him/her, and, if the student denies the charges, the administrator shall provide the student with an explanation of the evidence the administrator possesses.
 - b. The student shall be provided an opportunity to explain to the administrator his/her version of the facts.

If a student's presence in school poses an immediate danger to persons or property or an ongoing threat of disruption to the educational process, the building administrator may immediately suspend the student, and as soon thereafter as reasonable, provide the student with his/her due process rights as set forth in subparagraphs a. and b. above.

If, after providing the student with his/her due process rights, the administrator determines that the student has engaged in a prohibited act under this Student Code of Conduct, then he/she may impose a disciplinary penalty of a suspension not to exceed ten (10) days. The principal, or his/her designee, shall inform (in person or by phone) the student's parent/guardian of the suspension and of the reasons and conditions of the suspension.

A district "Notice of Suspension" is to be completed, with copies going to the parent/guardian, the counselor and the student's file.

2. During a short term out-of-school suspension, the student will be given the opportunity to complete school assignments. The following conditions will apply:
 - a. A request for homework will be initiated by the building administration
 - b. The student or parent has the responsibility for obtaining the assignments from the school.
 - c. The assigned homework must be completed and ready to turn in upon return date to school. Additional time may be granted by a building administrator and the teacher for extenuating circumstances.
 - d. Specific labs and activity-based assignments will be available to the students at the teacher's discretion. If unassigned, the lab or activity will not count against the student's grade.

D. Appeal Procedures/Due Process

1. Should the student or parent or guardian request a review for the student regarding the suspension, that review shall be held before the building administrator.
2. If the building administrator decides that the student's presence in school would present a danger to the student her/himself, or to other students, school personnel or the educational process, then the student shall be suspended out of school pending the decision of the Superintendent.
If the student would not present a danger as described above, the student may be returned to school pending the decision of the Superintendent.

3. A review at the building level shall be held within three (3) school days of the suspension unless the parent's request a delay. A delay may be granted for as long as one week.
4. The building administrator is the final level of appeal on short term suspensions, except in cases where the principal was the suspending administrator or a witness against a student. In such cases, the appeal shall be directed to the Superintendent whose decision shall be final.

IV. LONG TERM SUSPENSION OR EXPULSION

A. Definition – A long term suspension or expulsion is the denial of a student's right to attend school, be present on school grounds and attend any school function for a period in excess of eleven (11) or more school days.

Student's suspended for more than eleven (11) or more school days may not complete assignments for credit during the length of the suspension.

Expulsion is the total and permanent exclusion of a student from the Columbia School District.

B. Authority – The Superintendent/designee has the authority to impose a long term suspension or an expulsion based upon misconduct.

C. Procedures – Suspension for eleven (11) or more school days and expulsion.

1. If the building administrator recommend a suspension for eleven (11) school days or expulsion is warranted and the district's Superintendent/designee, agrees with the administrator's decision, the student and the parent(s) or guardian(s) shall be notified in writing of:
 - a. The charges against the student
 - b. The recommended disciplinary action;
 - c. A hearing will be held before the Superintendent within ten (10) days;
 - d. The time, place, location and procedures to be followed at the hearing;
 - e. The right to appeal any decision of the Superintendent if the Superintendent upholds an expulsion recommendation.

D. Appeal Procedures

1. A hearing before Superintendent will be held for the purposes of (1) determining the truth or falsity of the charges against the student and, (2) if the charges are true, the appropriate disciplinary measures.
 - a. The student and/or his/her parent(s) or guardian(s) may notify the school district that they waive their right to a hearing before a Superintendent by signing the Disciplinary Hearing Waiver. In such case, the building administrator's recommend disciplinary penalty shall be imposed.
 - b. The Superintendent may amend the principal's charges upon motion of the building administrator, student, parent(s) or guardian(s), or amend the charges upon his/her own motion to conform to the evidence presented in the hearing. Additionally, the Superintendent may impose or recommend by the building administrator.
2. If the building administrator decides that the student's presence in school would present a danger to the student her/himself, or to other students, school personnel or the educational process, then the student shall be suspended out of school pending the decision of the Superintendent.
If the student would not present a danger as described above, the student may be returned to school pending the decision of the Superintendent.
3. The Superintendent's decision shall be given orally to the student and parent(s) or guardian(s) not later than two (2) business days after the close of the hearing. A written decision shall be mailed not later than four (4) business days after the close of the hearing. These timelines, however, may be enlarged by the Superintendent due to extenuating circumstances.
4. The Superintendent's decision is final on all long term suspensions.
5. If the Superintendent's decision is expulsion, the student and/or his/her parent(s) or guardian(s) may chose one of the following options for the appeal.

Option 1

A hearing in Executive Session before the Board of Education Members, the building Principal, and the Superintendent.

Or

Option 2

A hearing before the Board of Education at an open meeting.

The decision of the Board of Education will be final on all expulsions.

E. Readmission after Long Term Suspension

1. Following a long term suspension, the student shall not be readmitted to any school within the Columbia School District except by action of the Superintendent/designee. After the student's absence from school for the specified time, the student or, on his/her behalf, the parent or guardian thereof may seek readmission by applying to the Superintendent/designee. The Superintendent/designee may readmit the student if he/she can satisfactorily demonstrate that he/she has made a sincere effort at rehabilitation subsequent to the long term suspension and will not represent a threat to the safety and welfare of the students of the Columbia School District.
2. The Superintendent/designee shall base his/her decision in part on the severity of the incident leading to the long term suspension. The Superintendent/designee may further qualify readmission upon specified conditions, which he/she determines are appropriate. An application for readmission shall be filed with the Superintendent/designee prior to the term for which readmission is sought. If, as a result of the recommendation for long term suspension, the parents and/or guardian voluntarily withdraw the student from school, the student shall follow the readmission procedure applicable to the long termed suspension student.
3. If the student fails to uphold the specified conditions for readmission set forth during the readmission hearing, the Superintendent/designee's decision regarding the student's enrollment in Columbia School District is final.

F. Readmission after Expulsion

1. The student and/or his/her parent(s) or guardian(s) may petition to return to Columbia School District under Section 1311 of the revised school code.

Notice of Nondiscrimination

It is the policy of the Columbia School District that no person shall, on the bases of race, color, national origin, sex, or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment.

Any questions concerning this policy should be directed to:
Dr. Pamela Campbell
Superintendent
Columbia School District

11775 Hewitt Road
Brooklyn, MI 49230
(517) 592-6641

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