

Beecher Community School District

Student Code of Conduct Elementary Division K-6

**Adopted by the Beecher Board of Education 2002
Revised October 1, 2008**

TABLE OF CONTENTS	PAGE
GENERAL INFORMATION	
General Information	2
Beecher Mission Statement	2
STUDENT GUIDELINES	3-10
STUDENT CODE OF CONDUCT	11
Student Code of Conduct Information	12
When and Where the Code of Student Conduct Applies	12
Student Rights and Responsibilities	12
Violations of the Code of Student Conduct	13
Consequences for Violations	13
Suspension	13
Expulsion	13
Level I Violations	14-17
Level II Violations	18-20
Level III Violations	20-24
School Responses to Level III Violations	24
Suspension of a Student by a Teacher	24-25
DUE PROCESS PROCEDURES	26
Suspensions	26
Expulsions	26
Appeal to Board of Education for Reconsideration	27
Acknowledgement of Receipt of Student Handbook/ Student Code of Conduct	29

The Beecher Community School District is dedicated to creating and maintaining a positive learning environment for all students.

Teachers, administrators, parents, and students must assume a responsible role in promoting behavior that enhances academic and social success. Courteous, respectful, and responsible behavior fosters a positive climate for the learning community.

This information has been carefully prepared and presented so that it will be of great value in helping you adjust to our school and become an integral part of it.

The ultimate purpose of education is to help each student become an effective citizen in a democracy. The development and acceptance of the responsibilities and obligations of good citizenship will help us to participate successfully in the world of tomorrow.

We hope that you will participate in our varied activities, and thus, find those within our school, which prepare you to live a better life, and take your place within this complex society. Remember that your success in this school will be directly proportional to your efforts.

GENERAL INFORMATION

The Student Handbook is designed to assist you and others in becoming better acquainted with secondary school rules and regulations.

As a student, you are expected to familiarize yourself with the contents of the handbook. Most questions you and your parents will have, regarding policies, can be answered within these pages.

BEECHER DISTRICT MISSION STATEMENT

The mission of the Beecher Community School District, as the leader of our community education network, is to insure our students compete successfully in a multi-cultural, international society through the use of community learning centers, individual performance based curricula, active parenting, and superior staff.

STUDENT GUIDELINES

ATTENDANCE

Regular attendance is required by law. When a child is absent, parents are requested to notify the school by 8:30 AM on the day of the absence. Written excuses are required when the student returns to school. Please notify the school if your child is absent in excess of 3 consecutive days. For long-term illness, a student may be eligible for homebound services. If a student is to be confined to the hospital or home by a licensed physician for a minimum of fifteen (15) school days due to illness or injury, the student may be eligible for the homebound school program. Excessive absences will be reported to the social worker, Child Protective Services, and possibly to the proper legal authority.

A W A R D S

- * Student of the Month
- * End of the year award programs
- * Honor Roll recognitions will take place at the end of each grading period.
- * Honor Roll recognizes students who earned grades of "B's" or better with no "N's" or "U's".
 - Grade level teams decide the type of awards and the way their awards ceremonies will take place.

CAFETERIA

Breakfast is served daily **7:30 - 7:50 AM** and is **FREE** to all students.

Students may bring a packed lunch from home. Milk must be served with purchased lunch unless a medical statement prohibiting it is provided to the lunchroom manager. Sharing, exchanging or taking food back to the classroom is prohibited. Lunch charges are discouraged and **MUST** be paid the following school day. If more than \$5.00 charge accrues, a peanut butter sandwich and milk will be provided to your child. Parents are encouraged to eat lunch with their child. The cafeteria appreciates advance notice.

Applications for free and reduced meals have to be renewed each year and are available in the office. After completing and returning the form, you will be notified if you have met the criteria. Until you receive approval, parents are required to pay for the school meals (**\$ 1.35**) or send a lunch from home.

CHANGE OF ADDRESS/TELEPHONE

Parents are responsible for notifying the office and their child's teacher of any changes in address or telephone numbers. Emergencies can occur at any time and the school must be able to contact the parents at all times! If you fail to keep the school and your child's teacher informed of any changes especially your telephone number, you may cause us to lose precious time in contacting you.

CLASS PARTIES

Fall Fest, Winter Break, and Valentine Parties are available for the students. Please do not send refreshments at any other time without the classroom teacher's approval. Only healthy refreshments are allowed and must be store bought.

CONDUCT

- * Students are expected to behave respectfully and display good manners at all times.
- * Our discipline policy is to work with all children in a positive way.
- * We believe that all children need to have positive experiences that encourage academic achievement as well as emotional and social development.
- * Our discipline plan provides the guidelines for maintaining a safe and orderly learning environment for all students.
- * It is an expectation at our school that students will be respectful and will follow the rules.
- * Children who are not responsive to teachers when requested and those who consistently cause disruption in class or others areas of the school will be referred to the administration.
- * All disciplinary action taken by the principal's designee is intended to help the child accept responsibility for being a student in the school.
- * Parents will be informed by phone, written note or by formal disciplinary documents.
- * Teamwork between the parent and teacher is essential.

CURRICULUM

The State of Michigan's Grade Level Benchmarks are an integral part of the daily instruction. The subject areas of language arts, math, science and social studies are complemented by developmental physical education, art, music, media, technology, health and safety. Field trips are an extension of classroom learning. Teachers use an integrated approach to learning, bringing together many different resources to make subjects relevant. By using problem-solving activities and cooperative grouping techniques, children learn to make decisions together.

CUSTODY CONSIDERATIONS

Parents having sole custody of a child with any specialized court orders that restrain a natural parent from coming into contact with the child must notify the office of the circumstances. Legal documents of this type must be included in the child's records.

DISCIPLINE

Students are expected to be responsible, respectful and complete assigned tasks. Hats, toys, pets, candy, gum, soda, etc. are not allowed at school. Conduct expectations include:

- Respect for others
- Responsibility for actions
- Obedience and respect for adults in charge
- Maintain litter free campus
- Good hygiene and appropriate dress

DRESS CODE

1. Cleanliness, neatness and modesty are expected standards for everyone at school.
2. Students need to come to school clean, neat and with hair combed, shoes tied, etc.
3. Shirts, patches, hats, etc., that portray alcoholic beverages, drugs, and vulgar language, expressions and/or gestures will not be permitted.
4. Shoes must be worn at all times at school functions, flip-flops, and open-toed shoes are not allowed during school hours.
5. Students mid-drifts must be covered.

EMERGENCY DRILLS

Fire and hazardous weather drills may occur at any time of day. When the code or alarm sounds, students will follow the instruction of their teacher and are moved to safety in a safe and orderly manner. Bus drills are also mandatory for all students.

FIELDS TRIPS

Educational field trips are planned as part of the school program. Students need written permission slips from the parent/guardian to attend all field trips. Children without written permission will remain at school. Chaperones may not bring other siblings.

HEALTH SCREENS

The following health screening programs are available to certain grade levels within the school: vision, hearing, dental screenings and growth development.

HOMEWORK

In order to develop effective study habits, reasonable homework assignments are necessary. These assignments may include reference work, practice of new skills, book reports, individual drill or content reading. Please provide a time and place for students to do the required work. Students are to read 20 minutes daily. Homework times have been established Beecher Board of Education and are as follows:

Kindergarten	0 to 15 minutes
First Grade	10 to 20 minutes
Second Grade	10 to 20 minutes
Third Grade	30 to 40 minutes
Fourth Grade	30 to 40 minutes
Fifth Grade	50 to 60 minutes
Sixth Grade	50 to 60 minutes

ILLNESS

In case of illness, the student will be cared for until the parent arrives or the student returns to the classroom. In case of a minor injury, attention will be given and the student will return to class. In case of major or other injuries, the paramedics will be called and the parents will be immediately notified. **PLEASE BE SURE YOU KEEP UP-TO-DATE TELEPHONE NUMBERS ON FILE IN THE OFFICE.** Under NO circumstances will any medication, not even aspirin, be given to anyone without a physician's note. An adult must bring prescription medicine, in its original container, to school.

IMMUNIZATIONS

State law and school board policies require evidence of immunizations for the following communicable diseases.
Required Childhood Immunizations for Michigan School Settings:

IMMUNIZATIONS	AGES 4 – 6 YEARS	AGES 7 – 18 YEARS
Diphtheria, Tetanus, Pertusis	4 doses DTP or DTaP, one dose must be on or after 4 years	4 doses D and T or 3 does TD if #1 given on or after 7 years of age. Must have 1 dose within last 10 years.
Polio	4 doses, if dose 3 administered on or after 4 years, only 3 does required	3 doses
Measles*, Mumps*, Rubella* (MMR)	2 doses on or after 12 months	2 doses on or after 12 months
Hepatitis B*	3 doses	3 doses
Varicella* (Chickenpox)	1 dose if given on or after 12 months of age and prior to 13 th birthday or 2 doses if initiated on or after 13 th birthday or current lab immunity or reliable history of disease.	

Michigan Department of Community Health (Rev. May 2008)

- * Current laboratory evidence of immunity is acceptable instead of immunization with antigen.
- * For more information, please refer to www.michigan.gov/immunize
- **All does of vaccines must be given with appropriate spacing between doses and at appropriate ages to be considered valid.**

This evidence is required of all first-time students entering kindergarten or first grade and all new students from out of state.

LICE

From time to time some of our students, experience the problem of head lice and nits (eggs). These are transmitted by:

- * Personal contact with an infested person or stray hairs that have nits
- * Sharing personal items: combs, brushes, bedding or stuffed animals
- * Sharing wearing apparel: hats, scarves, hair ribbons, coats or sweaters

Early signs and symptoms are:

- Itching and irritation of the scalp
- Matted hair, especially near the scalp

If head lice or nits are found, the parent will be contacted at once. In addition, it will be necessary for the student to be isolated from the other students. Any student with lice or nits must be effectively treated before returning to school. Effective treatment includes using an over-the counter or prescription shampoo that is made specifically for treatment of lice and nits. All nits need to be completely combed out of the hair after shampooing.

It is also necessary to thoroughly clean any objects: combs, brushes, clothing, bedding and other household items that may have been exposed. It is important that you notify the school at once if you find that your child has contracted head lice. When we know, we are then able to check the entire class. This is the best measure we know to prevent lice from spreading. The district has a no nit policy.

REGISTRATION

Age Requirements: Michigan law states that a child must be five (5) years old on or before December 1st in order to enter kindergarten. A birth certificate and immunization record, and proof of residency are required of all pupils new to Beecher Community School District. Proof of residence may be provided in the form of a current lease/rental agreement, purchase contract, current verification of address or a declaration of domicile.

RELEASE OF STUDENTS

No child will be released to any individual during the school hours or from the bus without approval from the office. This is a protection for your child. Parents or guardians must come into the office, provide photo ID and sign the release log any time a student leaves school prior to dismissal. Photo ID may be required. It is imperative that the school office be informed concerning court orders which establish legal guardianship and prevent either one or both natural parents from visitation with the child.

REPORTING TO PARENTS

Evaluation of student progress is an important form of communication between home and school. It provides teachers with a base of knowledge to provide individual and group instruction. Several methods of evaluation are being utilized at our school.

1. Parent-Teacher Conference

Parent-teacher conferences are scheduled twice a year. The school will notify parents in advance of the specific dates and times. Parents are encouraged to attend both conferences.

2. Report Cards

Report cards will be sent home four times during the school year. This report represents the growth and progress each child is making according to effort and ability to learn. It emphasizes academic achievement as well as social skills, attitudes and skill development.

SCHOOL HOURS

Breakfast 7:30 AM – 7:50 AM
School 7:55 AM – 2:45 PM

Half Day Dismissal 11:05 AM

SCHOOL PICTURES

Individual pictures will be taken of all children in the fall and spring. Information comes home in the school newsletters.

SCHOOL VISITATION

Parents are welcome and encouraged to visit the school. **BEFORE GOING TO ANY CLASSROOM,** You must check-in with the front office. We urge you to visit your child's classroom. (Students are not permitted to bring other students to the school to visit.)

SIGNING STUDENTS OUT

Signing students out during school hours is discouraged. A written note is recommended on the morning of early sign out stating the reason and time of early pick-up. Students are signed out through the office by an authorized adult. Teachers are not allowed to release students from the classroom without notification from the front office.

TARDINESS

The school day starts at 7:55 AM. It is important for your child to be on time. While we realize that there may be occasions when your child may be late, continuing tardiness is a serious problem. Students who are tardy must obtain a tardy pass. Excessive tardiness will be reported to the social worker for investigation. Please let the school know the reason for the tardiness. School officials will contact parents if a student is consistently tardy without an excuse.

TEXTBOOKS

All textbooks are on loan to students free of charge. However, STUDENTS ARE RESPONSIBLE FOR THE BOOK/S WHICH ARE ON LOAN TO THEM AND WILL BE EXPECTED TO PAY FOR LOST AND/OR DAMAGED TEXTBOOKS. Students are expected to cover their textbooks, take good care of them, and bring them home for necessary study. Students are responsible to come to class prepared.

TIPS FOR PARENTS

What parents do to help their children is very important to academic success. The following tips will help make school important to your child.

- Provide a nutritious breakfast
- Arrive at school on time
- Maintain good attendance
- Communicate with your child's teacher
- Visit the public library
- Monitor TV time
- Read to your child daily
- Establish a quiet time and place to do homework
- Visit a museum
- Discuss daily school activities

Parents can make a BIG difference in the lives of children when they join and support the school's Parent Teacher Organization (PTO).

TRANSPORTATION BUS RIDERS

School bus transportation is a privilege provided to eligible students. Students are responsible to the school at all times while on the bus. Any misconduct on the part of a student will be reported to the principal. Continued misbehavior on the bus will be cause for suspension of the student's riding privilege. In this case, it is the responsibility of the parent to see that the student is transported to school. A suspension from the bus may also result in a suspension from school. Students who are bus riders must follow these rules:

- * Stand off the roadway while awaiting the bus.
- * Remain seated while the bus is moving.

- * Keep head and arms inside the windows.
- * Absolutely no talking at railroad crossings or when the lights are on.
- * Obey the bus driver. The driver is in full charge of the bus and students.
- * Eating and drinking are not allowed on the bus.
- * Be on time; the bus cannot wait for those who are tardy.
- * Children who are not bus riders are not eligible to ride the school bus.

VOLUNTEERS

WE NEED YOU!! Parents and friends of the school can help in the instructional program through the Volunteer program. A Volunteer packet must be filled out the office. We welcome your services and encourage you to become involved.

WITHDRAWALS

It is not necessary for parents to come to school when their child transfers to another school. If you plan to withdraw your child, notify the office in writing as soon as possible prior to the student's last day of school. Please have your child turn in all textbooks, library books and pay any lunch charges which may have accrued.

**** STUDENTS MUST READ 20 MINUTES DAILY! ****

**** SMOKING IS NOT PERMITTED ON CAMPUS ****

File: student guide 08-09

STUDENT 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 uniformly and fairly, without partiality, or discrimination.

WHEN AND WHERE THE CODE OF STUDENT CONDUCT APPLIES:

The Secondary Code of Student 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.

STUDENT 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.

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 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 any violation 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. Failure to show up for detention will result in an automatic one (1) day out-of-school suspension the following day or as assigned.

SUSPENSION:

A suspension occurs when a student is suspended for one (1) school day, up to and including ten (10) school days.

During a suspension, the student's rights and privileges of attending school, including extracurricular activities, are suspended. Suspended students are not allowed to be on any school grounds for any reasons during their suspension.

The student can make up work missed during the time of suspension, at the discretion of the administration. **Parents/Guardians are required to pickup the makeup work.**

EXPULSION:

An expulsion occurs when the school district's Board of Education terminates the student's rights and privileges to attend school, including extracurricular activities.

An expulsion 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.

LEVEL I VIOLATIONS:

1. Cheating/Academic Misconduct

A student will not plagiarize, cheat, gain unauthorized access to, or tamper with, educational materials.

COMPUTER/INTERNET USE

The use of computers, the Internet, and all related technologies at Beecher Middle/High School, is a privilege, not a right. Failure to abide by school policies and procedures may result in the cancellation of that privilege.

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. 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.

2. Defacement of Property

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.

3. Disorderly Conduct

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. Inappropriate Displays of Affection

Students will not engage in inappropriate displays of affection, such as kissing, or long embraces of a personal nature.

5. Inappropriate Dress and Grooming

Clothing such as halter-tops, tube tops, spaghetti straps, tank tops (worn alone), mesh or “see-through” shirts, spandex (bike clothing), shirts that are midriff, and skirts, skorts, or shorts shorter than fingertip length, may not be worn to school.

Shirts/tops should be tucked in or overlap pants/skirt so that skin is not exposed. Short-shorts will not be permitted. Tops, shorts, and skirts cannot be “tight” and cleavage should not be exposed.

Undergarments should not be visible at any time. No sagging is permitted. Shoes that may pose a safety hazard are not to be worn at school, flip-flops and open-toed shoes are not allowed. Hats, caps, and sunglasses are to be removed when entering the building. Other head attire such as scarves, do-rags, bandanas, head wraps, sweatbands, hair picks, etc. are not to be worn at school.

Clothing with profanity suggestive or illicit language, and clothing advertising, promoting, and/or referring to alcohol, tobacco, and illegal drugs or related paraphernalia is inappropriate and will not be worn to school. Students are not permitted to wear offensive or inappropriate emblems, badges, insignia, or messages on clothing. Body piercing jewelry (with the exception of earrings) is limited to studs. 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. Dog collars with spikes, as well as chains are not acceptable attire. Administration reserves the right to ban clothing or attire they deem disruptive or threatening to the orderly functioning of the school.

Large tote bags, backpacks, and gym bags are prohibited in the classroom. 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.

6. Insubordination/Unruly Conduct

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.

Refusing to leave a hallway or any other location after being requested to do so by a school staff member, or running away from school staff when told to stop, constitutes unruly conduct.

7. Leaving School Without Permission

A student will not leave the school building, classroom, cafeteria, assigned area, or campus, without permission from authorized school personnel. **No student will be allowed to walk home during school hours without an adult.**

8. Possession of Inappropriate Personal Property

A student will not possess personal property that is prohibited by school rules, or that is disruptive to teaching and learning, including but not limited to pornographic or obscene, material, laser lights, personal entertainment devices, computer games, electronic pagers or beepers, radios, television sets, cassette players, compact disc players, telephones, and other personal communication devices.

Certain devices may be permitted for health or other reasons, if approved by the administration or his/her designee.

10. Profanity and/or Obscenity toward Students

A student will not orally, in writing, electronically, or with photographs or drawings, direct profanity or insulting, obscene gestures toward any other student.

11. Sexual Harassment

A student will not use words, pictures, objects, gestures, or other actions relating to sexual activity or a person's gender that cause embarrassment, discomfort, or a reluctance to participate in school activities.

12. Skipping

Skipping is defined as not being in your assigned classroom at the assigned time and having no authorization to be elsewhere.

13. Smoking

A student will not smoke, use tobacco, or possess any substance containing tobacco in any area under the control of the school district, including all activities or events supervised by the school district.

14. Technology Abuse

A student will not violate the district's "Technology Use Guidelines."

15. Truancy

A student will not fail to report to the school's assigned class, or activity, without prior permission, knowledge, or excuse by the school, or parent/guardian.

Depending upon the severity, or repetition, a Level I violation may be reclassified as a Level II violation.

SCHOOL RESPONSES TO LEVEL I VIOLATIONS:

The teacher/s will handle Level 1 Violations. Means of addressing Level 1 Violations may include:

- Student Conference
- Parent/Guardian Conference
- Detention
- Removal of Privileges
- Confiscation of items
- Snap Suspension
- Request for Restitution

LEVEL II VIOLATIONS:

1. Bullying/Harassment/Intimidation

“Bullying, harassment, or intimidation,” 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.

2. Destruction of Property

A student will not intentionally cause destruction of school property, or the property of others.

Actions that impair the use of something are destructive.

Items including but not limited to: Ruining bulletin boards, ceiling tile, intentionally clogging the plumbing system, breaking light bulbs or fixtures, and damaging school equipment to the point where repair is necessary, are acts of property destruction.

3. Failure to Serve Assigned Detention

A student will not fail to serve an assigned detention of which students and parents/guardians have been notified.

4. False Identification

A student will not use another person’s identification, or give false identification to any school official, with intent to deceive school personnel, or falsely obtain money or property.

5. Fighting

A student will not physically fight with another person. Self-defense, or defense of others, may be taken into account in determining whether this provision has been violated.

6. Forgery

A student will not sign the name of another person for the purpose of defrauding school personnel, or the Board of Education.

7. Fraud

A student will not deceive another, or cause another to be deceived by false, or misleading, information in order to obtain anything of value.

8. Gambling

A student will not engage in any game of chance, or contest, in which money or other items of monetary value are awarded to the winner, except for those games and contests authorized as official school functions.

9. Gang Activity

A student will not, by use of violence, force, coercion, threat of violence, or gang activity, cause disruption, or obstruction, to the educational process.

Gangs are defined as organized groups of students and/or adults who engage in activities that threaten the safety of the general populace, compromise the general community order, and/or interfere with the school district's educational mission.

Gang activity includes:

- a. Wearing or displaying any clothing, jewelry, colors, or insignia that intentionally identifies the student as a member of a gang, or otherwise symbolizes support of a gang.
- b. Using any work, phrase, written symbol, or gesture, that intentionally identifies a student as a member of a gang, or otherwise symbolizes support of a gang.
- c. Gathering of two or more persons for purposes of engaging in activities, or discussions, promoting gangs.
- d. Recruiting students for gangs.

10. Loitering

A student will not remain, or linger, on school property without a legitimate purpose, and/or without proper authority.

Students, who have a legitimate purpose in remaining on school property after school hours, must remain in the authorized area.

11. Profanity and/or Obscenity Toward Staff

A student will not verbally, in writing, electronically, or with photographs or drawings, direct profanity or insulting, obscene gestures toward any school district staff member, or adult volunteer.

12. Sexual Harassment

A student will not make unwelcome sexual advances, request sexual favors, engage in verbal communication, or physical conduct of a sexual nature with or toward any other student, school district personnel, or adult volunteers.

13. Threat/Coercion

A student will not threaten another with bodily harm. A student will not coerce another to act, or refrain from acting.

14. Trespassing

A student will not enter upon the premises of the school district, other than the assigned location, without authorization from proper school authorities.

If removed, suspended, or expelled from school, a student will not be allowed to return to the school premises.

Depending upon the severity, or repetition, a Level II violation may be reclassified as a Level III violation.

SCHOOL RESPONSES TO LEVEL II VIOLATIONS:

The following discipline steps will be employed for Level II violations at the discretion of the administration.

1. Any school response to a Level I violation, listed above;
2. Out-of-school suspension.

(Fighting poses an immediate threat to student safety. In most cases, out-of-school suspension is imposed even for a first offense. The length of suspension will depend on severity, or repetition.)

3. Recommendation to the Board of Education, or its designee, for suspension, or expulsion.
4. Law enforcement agency notification.

LEVEL III VIOLATIONS:

1. Alcohol and Drugs

A student will not possess, use, offer to buy or sell, or purport to buy or sell, a controlled substance, dangerous drug, prescription drug, counterfeit drug, intoxicating substance, or alcohol.

A student legally in possession of prescribed medication (authorized by his/her physician and the district nurse) will not be in violation of this section.

2. Arson (Starting a Fire)

A student will not participate in the burning of any property or person.

If a student commits arson in a school building, on school grounds, or other school property, the School Board, or its designee, shall expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311(5) and MCL 380.1311{2}).

“Arson” is a felony violation, as set forth in Chapter X of the Michigan Penal Code. MCL 750.71 to MCL 750.80

3. False Fire Alarm or Bomb Report; Tampering with Fire Alarm System

Unless an emergency exists, a student will not intentionally sound a fire alarm or cause a fire alarm to be sounded, nor will a student falsely communicate or cause to be communicated that a bomb is located in a building or on school property, or at a school-related event.

These acts are prohibited, irrespective of the whereabouts of the student. A student will not destroy, damage, or otherwise tamper with a fire alarm system in a school building.

If a student enrolled in grade 6 or above makes a bomb threat, or similar threat, directed at a school building, other school property, or a school-related event, the School Board or its designee shall suspend or expel the student from the school district for a period of time as determined in the discretion of the School Board, or its designee.

MCL 380.1311a{2}

4. Felony

A student will not commit a criminal act that results in being convicted of, or, in some cases charged with, a felony offense.

5. Fireworks

A student will not possess, handle, transmit, conceal, or use any fireworks, or firecrackers.

6. Physical Assault

A student will not physically assault another person.

If a student enrolled in grade 6 or above commits a physical assault at school against another student, then the School Board or its designee shall suspend or expel the student from the school district for up to 180 school days. MCL 380.1310(1)

If a student enrolled in grade 6 or above commits a physical assault at school against a person employed by, or engaged as a volunteer or contractor by the School Board, then the School Board, or its designee, shall expel the student from the school district permanently, subject to possible reinstatement under MCL 380.1311a(5)and MCL 380.1311a(1).

“Physical assault” means intentionally causing, or attempting to cause, physical harm to another through force, or violence. MCL 380.1310{3{b}, MCL 380.1311a{12}{b}.

7. Robbery

A student will not take, or attempt to take, from another person any property, by force or threat of force, expressed or implied.

8. Sexual Assault

A student will not sexually assault another person. If a student commits criminal sexual conduct in a school building, on school grounds or any other school property, the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311(5) and MCL 380.1311{2}.

“Criminal sexual conduct” is a violation as set forth in Chapter LXXVI of the Michigan Penal Code. MCL 750.520b to MCL 750.250g

9. Theft or Possession of Stolen Property

A student will not, without permission of the owner or custodian of the property, take property, or have in his or her possession property, valued at more than \$100.00 that does not belong to the student.

10. Verbal Assault against an Employee

If a student enrolled in grade 6 or above commits a verbal assault, as defined by School Board policy, at school against a person employed by or engaged as a volunteer or contractor by the school board, then the school board or its designee shall suspend or expel the student from the school district for a period of time as determined at the discretion of the school board or its designee. MCL 380.1311a{2}

11. Weapons: Dangerous Instruments

A student will not possess, handle, transmit, or use a dangerous instrument capable of harming another person.

A “dangerous instrument” means any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection.

Dangerous instruments include, but are not limited to, chemicals, pepper gas or like substances, stun guns, BB guns, pellet guns, razors, or box cutters.

12. Weapons: Dangerous Weapons

A student will not possess, handle, transmit, or use as a dangerous weapon, an instrument capable of harming another person.

A “dangerous weapon” means a firearm, dagger, dirk, stiletto, and knife with a blade over three inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles. MCL 380.1313

A “firearm,” as defined in section 921, title 18 of the United States Code (18 U.S.C. & 921) means:

- a. Any weapon (including a starter gun) which will or is designed to, or may readily be converted to expel a projectile by action of an explosive;
- b. The frame or receiver of any such weapon;

- c. Any firearm muffler or firearm silencer; or
- d. Any destructive device.

The term “firearm” does not include an antique firearm (18 U.S.C. & 921).

State law requires the School Board, or its designee, to permanently expel from the school district a student who possesses a “dangerous weapon” in a “weapon-free school zone,” subject to possible reinstatement, pursuant to MCL 380.1311 (5) and MCL 380.1311{2}. However, the School Board is not required to expel a student for possessing a weapon if the student establishes in a clear and convincing manner at least one of the following:

- The object or instrument possessed by the student was not possessed by the student for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;
- The weapon was not knowingly possessed by the student;
- The student did not know or have reason to know that the object or instrument possessed by the student constituted a dangerous weapon;
- The weapon was possessed by the student at the suggestion, request, or direction, or with the expressed permission of school, or police authorities.
- “Weapon-free school zone” means school property and a vehicle used by a school to transport students to or from school property. MCL 750.237a
- “School property” means a building, playing field, or property used for school purposes to impart instruction to children, or used for functions and events sponsored by a school, except a building used primarily for adult education, or college extension courses. MCL 750.237a

If a dangerous weapon is found in the possession of a student while the student is in attendance at school or a school activity, or while the student is en-route to or from school on a school bus, the superintendent, or the school district, or intermediate school district, or his or her designee, shall immediately report that finding to the student’s parent or legal guardian and the local law enforcement agency. MCL 380.1313{1}

13. Weapons: Use of Legitimate Tools as Weapons

A student will not use a legitimate tool, instrument, or equipment as a weapon including, but not limited to, pens, pencils, compasses, or combs, with the intent to harm another.

SCHOOL RESPONSES TO LEVEL III VIOLATIONS:

The following disciplinary steps will be employed for Level III violations at the discretion of the administration:

- Recommendation to the Board of Education, or its designee, for long-term suspension, or expulsion;

{Drug-related behaviors pose an immediate threat to student safety. In all Level III drug-related cases, out-of-school suspension is imposed even for the first offense.}
- 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}
- Requesting 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.

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 student removed from the same class for ten (10) days will receive a due process hearing for each suspension beyond ten (10) days, consistent with required due process for long-term suspensions.

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 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

Suspensions

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

If a suspension is contemplated, administration shall provide the student with oral or 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.

Expulsions

If recommended by the building administration the Board of Education, or its designee, shall conduct a hearing to determine whether to impose an 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 an extra measure of consideration 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

INSTRUCTIONS TO PARENTS/GUARDIANS:

Please sign and return this page to your child's teacher after reading this Code of Student Conduct, discussing it with your child, and obtaining your child's signature.

**BOARD OF EDUCATION
BEECHER COMMUNITY SCHOOL DISTRICT**

**ACKNOWLEDGEMENT OF RECEIPT OF STUDENT HANDBOOK AND CODE OF
STUDENT CONDUCT**

Teacher _____

Date _____

As the parent/guardian of _____,
I have read and discussed the Student Handbook and Code of Student Conduct with my child.

Parent/Guardian's Signature Date _____

Parent/Guardian's Signature Date _____

Student's Signature Date _____

***A copy of this form will be sent home with your child. Please sign and return to your child's first hour teacher.**