

# STUDENT CODE OF CONDUCT

ANCHOR BAY SCHOOL DISTRICT  
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Revised August 2025

*Dear Parents, Students, and Members of the Anchor Bay Community:*

*The school district must balance the interest of students and the community in a safe and conducive educational environment with its duty to provide educational services to students who engage in misconduct or behaviors that interfere with the safety and the delivery of educational services. Board of Education Policies addressing Student Misconduct and this Student Code of Conduct are intended to strike that balance. However, these documents do not limit the school district's lawful authority. All students and parents are expected to sign and return a copy of the attached Student Code of Conduct Acknowledgement of Receipt.*

*Our schools provide a safe, orderly environment for the achievement of our mission - lifelong learning. We are proud of our students and we are committed to working together to make them all that they can be.*

*This Code of Conduct is intended to support the efforts of the entire school family and to keep our schools safe. We are grateful for your support and **PRIDE** in Anchor Bay.*

*By observing the Code of Conduct, we can together become better students and better citizens. Sincerely,  
Anchor Bay School  
District, Administrative  
Team*

**Code of Conduct**  
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## **BULLYING AND CYBERBULLYING**

### **Student Bullying Implementation.**

*Responsible School Official. The principal of each school building is primarily responsible for implementing this administrative regulation and its corresponding policy for the school to which the principal is assigned.*

*Reporting.* The. Tenant shall report to the Board of Education on an annual basis all verified incidents of “bullying” and the resulting consequences that were imposed.

*Definitions.* The following definitions apply for the purposes of this administrative regulation and its corresponding policy.

“Bullying” Means any written, verbal or physical act, or any electronic communication, including but not limited to cyberbullying that is intended or that a reasonable person would know is likely to harm one or more school district students. Either directly or indirectly. By doing any of the following.:

- (I) Substantially interfering with the educational opportunities, benefits, or programs;
- (II) Adversely affecting the student's ability to participate in or benefit from educational programs or activities by placing a student in reasonable fear of harm or by causing some. Substantial emotional stress;
- (III) Having an actual and sub. Detrimental effect on a student's physical or mental health; or
- (IV) Causing some. Substantial disruption in or. Essential interference with the orderly operation of the school.

“At school” means in a classroom, anywhere else, on school premises, on a school bus or other school-related vehicle, and at a school-sponsored activity or event, whether or not it is held on school premises.

“At school” includes the off-premises use of a telecommunications access device or telecommunications school provider if the device or service provider is owned by or under the control of the school district.

“Cyberbullying” means any electronic communication that is intended or that a reasonable person would know, is likely to harm one or more students, either directly or indirectly, by doing any of the following:

- (I) Substantially interfering with educational opportunities, benefits, or programs;
- (II) adversely affecting the student's ability to participate in or benefit from educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- (III) having an actual and substantial detrimental effect on a student's physical or mental health; or
- (IV) Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

### **Accountability.**

Each student in the school district is accountable for their own behavior, based on age-

appropriate expectations. Respect for all students is a part of a safe and healthy learning environment. Each student is expected to demonstrate respect through their interactions with the give-and-take of friendships group cooperation, social interaction, compromise, and acceptance of differences among other students and staff.

### **Retaliation.**

Retaliation against a target of bullying, A witness, another person with reliable information about an act of bullying, or any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint is found to have been sub. Instantiated. So. expected reprisal or retaliation should be reported in the same manner as bullying.

Making intentionally false reports about bullying to get someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action.

### **Complaint Procedure.**

In order to implement the bullying policy, the school district has developed the following complaint procedure:

A student who believes they have been the victim of bullying or cyberbullying must immediately report the incident(s) to the building principal. A student's parent must report any such incident(s) on behalf of the student. Upon receipt of a report (complaint), the principal or designee (the investigator) will conduct a prompt investigation. At the request or with the permission of the complainant. The investigator may first attempt to resolve the matter informally, such as through restorative practices. Informal steps will not, however, cause a substantial delay in the investigation. The complainant may, at any time, request that the matter move to a formal investigation. Where the bullying activity is alleged to have been based, in whole or in part, on the protected classifications of race, color, sex, national origin, or disability, the building principal will notify the School Districts designated Compliance Officer or Coordinator pursuant to the Board Education Policy 8006.

### **Step 1: Formal Investigation.**

The investigator will interview the complainant and document the interview. Generally, the complainant will be asked to reduce the complaint to writing, to provide the names and contact information, if known, of any persons who witnessed and may be able to substantiate the allegations of the complaint, and to produce any documents or other things supporting the complaint. The complainant will be directed not to discuss the complaint with other students while the investigation is pending.

The investigator will interview the accused and document the interview. Generally, the accused will be asked to reduce their response to writing and to produce any documents or other things supporting their response. The investigator should not disclose the

identity of the complainant unless this is necessary to enable the accused student to respond to the allegations. The accused will be directed not to contact the complainant if the identity is known or suspected, or retaliate or threaten to retaliate in any way against the complainant or any potential witnesses.

In the event of a significant discrepancy between the complainant and the accused, the investigator will interview other persons reasonably necessary to resolve the discrepancy.

## **Step 2: Decision.**

*Complaint Found Valid.* If the investigator concludes that the complaint is valid, (I. E., Bullying or cyberbullying in violation of the school district policy has occurred), The following actions will be taken:

- the parent of both the complainant and the accused will be notified of the results of the investigation;
- The results of the investigation will be reported to the Superintendent;
- The Superintendent will consider whether restorative practices may be appropriate and, if so, invite the complainant and the accused to participate in a Restorative Practices team meeting;
- The Superintendent will consider whether disciplinary action may be appropriate and, if so, initiate disciplinary action in accordance with the Student Code of Conduct; and
- The Superintendent will determine whether relief to the complainant is feasible and available.

*Complaint Found Not Valid.* If the investigator concludes that the complaint is not valid, (i.e., no bullying or cyberbullying in violation of the school district policy has occurred or can be substantiated), the following actions will be taken:

- The parent of both the complainant and the accused will be notified of the results of the investigation;
- The complainant and the accused will be reminded the School District prohibits retaliation or threats of retaliatory action;
- The results of the investigation will be reported to the Superintendent and any references to the complaint will be removed from the educational records of the accused. The investigator will retain the investigative file for at least three (3) years.

## **CELL PHONE (Headphone) POLICY:**

Cell phones may not be seen or used while in school. This policy is in effect from the morning warning bell until the last bell of the day, and includes classrooms, hallways, and common areas, including lunch. If a phone is seen, the student will be directed to turn over their phone. The phone will be taken to a pathway office where it will be stored until the end of the day. The student will be subject to progressive discipline. Personal headphones are not allowed and will be subject to the same progressive discipline. Smart Watches are allowed at the teacher's discretion; however, if the student is using it to text

or inappropriately, the student will need to turn it over to the staff member, and progressive discipline will ensue.

If the Cell Phone is seen out in the open, it will be confiscated by a staff member. Guest Wi-Fi will be off during the school day. This policy is in place from the first warning bell (e.g. 7:15 at ABHS) until the last bell of the day.

The staff member will ask for the phone and take it to a pathway office. The pathway secretary will send an email to a parent/guardian with the next consequence as outlined, and enter it in SWIS and PowerSchool.

### **Cell Phone/headphone Progressive Discipline**

- 1st Offense - Phone/headphone goes to the office; the student can pick it up at the end of the day.
- 2nd Offense – Phone/headphone goes to the office, the student can pick up at the end of the day with a detention.
- 3rd Offense – Phone/headphone goes to the office, the student can pick up at the end of the day with a 1-day In-School Suspension.
- 4th Offense – Phone/headphone goes to the office, the student can pick up at the end of the day with a 2-day In-School Suspension.
- 5th Offense – Phone/headphone goes to the office, the student can pick up at the end of the day with a 3-day Out-of-School Suspension.
- 6th Offense – Phone/headphone goes to the office, the student can pick up at the end of the day with a 5-day Out-of-School Suspension.

### **Elementary Cell Phone Policy**

If the Cell Phone is seen out in the open, it will be taken. Guest Wi-Fi will be off during the school day. This policy is in place from the time the first bell of the day until the last bell of the day.

The teacher will ask for the phone and put it on their desk, and follow the appropriate discipline process below.

The teacher will take the cell phone to the office and the office staff will send an email automatically with the next consequence outlined.

- 1st Offense Cell Phone – Phone goes to the office where the student can pick up at the end of the day.
- 2nd Offense Cell Phone- Phone goes to the office, where the Parent can pick up with a detention
- 3rd Offense Cell Phone- Phone goes to the office, where the Parent can pick up

with 1 day in-school suspension

- 4th Offense Cell Phone-Phone goes to the office where Parent can pick up with 2 days in school suspension.
- 5th Offense Cell Phone- Phone goes to the office, where the Parent can pick up with 1-3 day out of school suspension

Failure to give up the phone will also result in an insubordination, major infraction. Cell phone violation discipline will also be given accordingly. Please note- Ear buds are not allowed, smart watches are at the teacher's discretion.

Failure to turn over the phone/headphones will also result in an insubordination major infraction. Cell phone violation discipline will also be given accordingly.

Earphones are not allowed. Smart watches are at the teacher's discretion, and are not to be used as a communication device. However, if a student is caught texting or using their watch inappropriately, the consequences will follow the progressive discipline.

### **DRESS CODE**

Anchor Bay Schools respects students' right to express themselves in the way they dress. All students who attend Anchor Bay Schools are expected to respect the school community by dressing appropriately for the K-12 educational environment. Student attire should facilitate participation in learning and the health and safety of students and adults who supervise them. This policy is intended to guide students, staff, and parents.

The following guidelines shall be followed, which allow for student expression but also to aid in academic success and safety.

Guidelines shall prohibit student dress or grooming practices which:

1. Presents a hazard to the health or safety of the student himself/herself or to others in the school.
2. Interfere with schoolwork, create disorder, or disrupt the educational program.
3. Cause excessive wear or damage to school property.
4. Prevent the student from achieving his/ her educational objectives because of blocked vision or restricted movement.

A few examples of inappropriate attire include:

- A. Profane, negative, or obscene writing or pictures.
- B. Sunglasses. (unless prescription or transitional lenses)
- C. Hoods.
- D. Anything that covers the ears.
- E. Transparent clothing, and/or:
  - i. Clothing that reveals undergarments.
  - ii. Clothing that exposes nipples, genitals, or buttocks.
- F. Tube tops or single-strap tops, tops must have straps on both shoulders.
- G. Clothing that has reference to drugs, alcohol, tobacco, sex, gangs, illegal activities, demonstrates hate group association, or uses hate speech targeting a protected class, may not be worn.
- H. Wallet chains, spiked jewelry, or other dangerous accessories.

For safety, footwear with a sole must be worn at all times. Students who represent the district at an official or school-sponsored function or public event (e.g., athletic teams, bands, choirs, AFJROTC, and other groups) may be required to follow specific dress requirements as a condition of participation or attendance. Specialized courses may require specialized attire such as athletic attire or safety gear- ex. gym, CTE (Career and Technical Education) classes.

The administration at each school reserves the right to determine what constitutes appropriate dress. Any student with inappropriate clothing will remain the office until an appropriate solution is found, which may require a change of clothing from home.

**INTERSCHOLASTIC OR EXTRACURRICULAR ACTIVITIES**

Student participation in interscholastic or extracurricular activities is a privilege, not a right. Student-athletes are subject to the Student Code of Conduct at all times, as well as Additional disciplinary rules that govern the participants who represent the school district as members of an athletic team. These rules may be set forth in an athletic code of conduct and extracurricular code of conduct or other school district documents. An Athletic Responsibility Acknowledgement Form is required to be signed by the student and the student’s parents and returned to the school before the student may participate in interscholastic or extracurricular activities.

**Eligibility Policy**

**ANCHOR BAY SCHOOLS EXTRA-CURRICULAR ELIGIBILITY POLICY**

It is the responsibility of the student to know and adhere to the eligibility code of their school. Participation in extracurricular activities is a student’s privilege, not a right, which can be removed at designated times for failure to meet the standards and requirements of the Anchor Bay School District. For this policy, an extra-curricular activity is defined as any activity that is not part of the required curriculum for a course or is outside the regular course of study. This includes but is not limited to dances, athletic events, clubs, and performances.

**These are the standards that must be met in order to participate in any extra-curricular activity:**

- 1. Have satisfactory or better citizenship in five (5) of six (6) of their classes.
- 2. Pass six (6) out of six (6) classes.
- 3. Maintain a grade point average (GPA) of 2.0 from the previous Trimester.
- 4. Student must adhere to the Anchor Bay Schools Athletic Code of Conduct.

**If a student does not meet all of these standards at progress report and Trimester report card time:**

- 1. The student is ineligible for a period of 1 week (including weekends).- The student will be allowed to sit on the bench, but not participate in games, while ineligible.
- 2. The student can regain eligibility if he/she submits a progress report signed by each of his/her teachers on Monday of the *following week* which indicates his/her grades have met those standards.



**If a student does not meet all of these standards at the end of the trimester:**

1. Student is ineligible for 60 scheduled school days.
2. A student may be granted a one-time exception to the 2.0 grade point average (GPA) if the student has at least a 3.0 cumulative grade point average (GPA).

Any student who meets the MHSAA eligibility standards (passing 4 out of 6 classes for the trimester) but does not meet the eligibility requirements of Anchor Bay High School for the previous marking period can apply for provisional eligibility by meeting with the Athletic Director (athletes) or Assistant Principal (non-athletes) and developing an Academic Improvement Plan.

The plan must include:

1. A signed contract between the student, their parent(s) or guardian(s), and the athletic director or assistant principal detailing the steps the student must follow in order to work towards improving his or her academic performance.
2. A weekly report of the student's grades must be handed in to the athletic office by the student with:
  - a. Maintenance of grades which are currently above 2.0 must be verified.
  - b. Improvement of grades, which are below 2.0, must be shown.
  - c. Mandatory Attendance at weekly study sessions or lunch-time or after school tutoring.
3. The plan must include provision for:
  - a. Meeting with teacher(s) as appropriate.
  - b. Develop a daily schedule for time management.
  - c. Contact with school support services.

Plans will be developed by the athletic director/faculty on an individual basis. Students will be deemed provisionally eligible once a plan is signed. Failure to comply with the Academic Improvement Plan will result in the student being deemed ineligible for the remainder of the tri

### **POLICE INVESTIGATIONS AND ARRESTS**

The school district cooperates with local police authorities in the interest of the welfare of all citizens and the school community. Parents will be notified if police arrest or wish to question their student in school. The timing of parental notification will depend on the circumstances taken as a whole. Except as required. By law. The school district retains the discretion to report crimes/events, including, but not limited to, the following, to local law enforcement.

- Armed student or hostage or suspected armed student;
- Arson;
- Bomb threat;
- Death or homicide;
- Drive-by shooting;
- Explosion;

- Illegal drug use, overdose, possession or sale;
- Intruders;
- Larceny;
- Minor in possession of alcohol/tobacco products;
- Physical assault (e.g., fights);
- Robbery or extortion;
- Sexual assault;
- Suicide attempt or threat of suicide;
- Unauthorized removal of students;
- Vandalism/destruction of property; and
- Weapons on school district property.

### **SEARCH AND SEIZURE**

From time to time, school property such as lockers, desks, and technology devices, is assigned to a student. Students do not acquire a reasonable expectation of privacy in such property. The school district reserves the unrestricted right to search and seize property assigned to a student at any time, for any reason, with or without notice to the student or the student's parents. The privacy rights of students will be respected regarding any items found during a search that are not illegal or otherwise against school district policy or administrative guidelines.

The school district makes parking available to students who are licensed drivers. This privilege is conditioned on the student's consent in advance to the search of their vehicles by school district personnel at any time, for any reason, with or without notice to the student.

School district personnel may, to the full extent permitted by law, search and seize students and their personal effects. Illegal items and items inappropriate in the educational environment may be confiscated by the school district personnel and, when appropriate, delivered to police authorities or parents.

### **USE OF BREATH-TEST INSTRUMENTS:**

The principal or their designee may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage. The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention. If the result indicates a violation of school rules as described in this handbook appropriate discipline consequences will be invoked. If a student refuses to take the test, s/he will be advised that such denial will be considered an admission of alcohol use with consequent discipline invoked. The student will then be given a second opportunity to take the test.

### **STUDENT PUBLICATIONS**

The Board of Education recognizes that student publications enable students to learn the rights and responsibilities of the press in a free society. The Board is mindful that publications sponsored by the District must be available to all students who attend and, therefore, must be suitable for all students. Issues, which reflect opposing points of

view, may be included in school publications, provided that equal opportunity has been provided to present alternative views.

The Board reserves the right to prevent the distribution of student publications which:

- Are prejudicial to any group
- Libel any persons or persons
- Seek to establish any religious denomination or sect,
- Advocate any substance which may be reasonably believed to endanger the health of students,
- Contain obscenity or material which violates the standards of the community, or
- Incite violence, advocate use of force, or urge violation of law or school regulations.

The Board also prohibits publications which:

- Fail to identify the student or organization responsible for their publication,
- Solicit funds for non-school organizations without Board approval, or
- Promote, favor, or oppose any candidate for election or issue placed on the ballot in an election.

### **HARASSMENT**

Any form of harassment to include bullying and hazing is unacceptable and will result in disciplinary action. Harassment includes but is not limited to the following:

1. Racial, ethnic, religious, or gender-related slurs, name-calling, derogatory slang terms, etc.
2. Racial, ethnic, religious, or gender-related innuendoes, epithets, or gestures.
3. Racial, ethnic, religious, or gender-related terms or messages written on lockers or displayed on papers, signs, T-shirts, or any other materials or apparel.
4. Any discriminatory words, acts, suggestions, or sayings, spoken or written anywhere on school property.

Students involved in harassing activities will be punished via suspension up to and including a recommendation for expulsion. Local authorities will be notified and charges filed for severe and/or repeat offenses. Distribution of materials that violate these standards shall be considered an infraction of school rules under the guidelines defined above.

### **STUDENT SEXUAL HARASSMENT**

The Anchor Bay School District is committed to providing all students with a safe and supportive school environment. Staff and students are expected to treat each other with mutual respect and to accept the rich diversity that makes up the school community. Disrespect among members of the school community is unacceptable behavior that threatens to disrupt the learning environment and is behavior that will not be tolerated. The Anchor Bay School District is opposed to and prohibits, without qualification, sexual harassment in our schools.

Definition: Sexual harassment is any unwanted or unwelcome sexual behavior that makes a person feel uncomfortable, put down, demoralized, or interferes with a person's school days. In order for any specific action to be considered sexual harassment, it must

be offensive to the recipient or create an offensive educational (working or learning) environment. (Sexual harassment includes both intentional conduct and action that was not intended to offend a reasonable and prudent individual.) Both federal and state laws state that harassment on the basis of sex is a form of discrimination. Title VII of the U.S. Civil Rights Act and Title IX of the Educational Amendments are the laws that make sexual harassment illegal in schools.

## **PRESUMPTION AGAINST LONG-TERM SUSPENSION AND EXPULSION AND CONSIDERATION OF INDIVIDUAL FACTORS**

***Rebuttable Presumption*** Consistent with Michigan law, the School District adopts a rebuttable presumption that students should not be disciplined by the imposition of long-term suspension. (i.e., more than 10 school days) or expelled (i.e., 60 or more school days) unless the school district has determined, in its sole discretion, that the presumption has been rebutted by considering each of the following seven factors:

- The student's age;
- The student's disciplinary history;
- Whether the student is disabled Meaning of DEA or ADA slash section 504.;
- The seriousness of the student's misconduct or behavior;
- Whether the student's misconduct or behavior threatened the safety of any pupil or staff member;
- Whether restorative practices will be used to address the student's misconduct or behavior; and
- Whether less severe discipline would properly address the student's misconduct or behavior.

This rebuttable presumption does not apply to short-term suspensions (i.e., 10 school days or fewer) or to a student who possesses a firearm in a weapons free school zone. However, with respect to all long-term suspensions and expulsions, the School District administrator implementing the discipline will consider and document consideration of the seven factors listed above.

***Restorative Practices*** Consistent with Michigan law in every case, the school district will consider restorative practices as an addition or alternative to suspension or expulsion. Restorative practices are practices that emphasize repairing the harm of the victim and the School District Community of a student's misconduct or other behavior. Restorative practices may be considered and implemented by a restorative practice team. The Restorative Practices team may be constituted and act in a manner described in section 1310c(2) of the Revised School Code or in a different manner, depending on the circumstances as a whole.

Restorative practices should be the first consideration to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption, harassment, and cyberbullying.

## DEFINITIONS OF DISCIPLINE

***Administrative Intervention*** Disciplinary action that does not result in an out-of-school suspension and which includes, but is not limited to, restorative practices. Administrative intervention may include the removal of a student from a class, in-school suspension, a reprimand, restitution, detention and/or work assignment before or after school, additional classroom assignments, and revocation of the privilege of attending after-school functions and activities, events, etc.

***Snap Suspension*** if, during a class, subject, or activity, a teacher has good reason to believe: a student has engaged in conduct that unquestionably interferes with the education of that student or other students, or a student has engaged in conduct that poses a clear and present danger to that student or other students, the teacher may suspend the student from that class, subject or activity for up to one full school day.

***Suspension*** Exclusion of a student from school for fewer than 60 school days or exclusion from school, which will terminate upon the fulfillment of a specific set of conditions.

***Expulsion*** Exclusion of the student from the school district for 60 days or more or permanent exclusion.

### Introduction to the Disciplinary Actions and Prohibited Acts

***Introduction*** This student code of conduct balances the school district's obligation to maintain safety and a conducive educational environment with the school district's obligation to teach appropriate behavior to students who engage in misconduct and inappropriate behavior.

The Student Code of Conduct establishes the rules governing the most serious and obvious types of student misconduct. The prohibited acts listed in the Student Code of Conduct are not to be considered as an all-inclusive list or as a limitation upon the authority of the school officials to deal appropriately with violations of the school buildings, individual rules and regulations, or other types of conduct which interfere with the good order of a school system, the proper functioning of the educational process, or the health and safety of students.

***Attendance and Tardiness Policies*** The student code of conduct does not include the School District's attendance and tardiness policies, The School Districts requirement for credit and graduation, or the school district's authority to regulate the participation of students in extracurricular and athletic activities.

***Range of Discipline*** Each prohibited act listed in the Student Code of Conduct, references the discipline which may be imposed for a violation. The school district will also consider restorative practices as an addition or alternative to discipline. The discipline for violating some prohibited acts ranges from administrative intervention to expulsion. For other prohibited acts, the penalty ranges from suspension to expulsion. For violation of the most serious prohibited acts, the penalty is expulsion. In cases where the stated penalty is not expulsion, but is set forth in terms of a range, the actual penalty

imposed will depend upon the nature of the severity of the offense, particular facts involved, the age of the student, the student's prior behavioral record, the persistent and/or chronic nature of the misconduct, the recommendation of school personnel, and all other circumstances deemed relevant.

A student violating any of the prohibited acts listed in this student code of conduct will be disciplined in accordance with the code of conduct. Additionally, A student who engages in a prohibited act that violates the law may be referred to the appropriate police authority.

The prohibited act on school property;

- Engages in a prohibited act on school property;
- Engages in a prohibited act in a motor vehicle, including one being used for a school-related purpose;
- Engages in a prohibited act at a school-related activity, function, or event;
- Engages in a prohibited act in route to or from school;
- Engages in a prohibited act involving another student who is in route to or from school;
- Engages in a prohibited act off school premises, which act is either prohibited by law or, in the judgment of the building administrator, is of such seriousness that the students continued attendance in school would present a danger to the health and safety of students or employees, and/ or would substantially interfere with the proper functioning of the educational process; or
- Engages in a prohibited act when the student was not enrolled in the School District or was enrolled in another School District if the act of misconduct would constitute A sufficient basis for suspension or expulsion had it occurred while the student was attending school in the School District.

## **PROHIBITED ACTS**

Unless otherwise specified, penalties for all prohibited acts range from administrative intervention to permanent expulsion, depending on a number of factors, including the severity of the conduct; the impact of the conduct on the school and the surrounding community; applicable Board of Education policies; and state and federal laws.

1. **Alcohol, Marijuana, and Chemical Substances** The student shall not manufacture, sell, handle, possess, use, deliver, transmit, or under any degree of influence. (legal intoxication not required) of any alcoholic beverages, Marijuana, or other intoxicant of any kind. The student shall not inhale glue, aerosol, paint, lighter fluid, reproduction fluid, or other chemical substances for the purpose of becoming intoxicated or under the influence. (legal intoxication not required).
2. **Arson** A student shall not burn or attempt to burn any tangible property or intentionally set a fire on school property or cause or attempt to cause an explosion on school property.
  - a. This section is supplemental to and does not limit or supersede, paragraphs 3,12, 22, and 36.

3. **Arson prohibited by law** A student shall not commit an act of arson, prohibited by MCL 750.71 through MCL 750.80. This section is supplemental to and does not limit or supersede paragraphs 2, 12, 22, and 36.
4. **Bullying and Hazing.** Students are prohibited from engaging in conduct, whether written, verbal, or physical, that unreasonably interferes with another's participation in, or the enjoyment at school, or school-related activities, such as bullying or hazing. The Board of Education has adopted policy 2006 on bullying and as a part of the policy [insert or policy number here]. A corresponding administrative regulation. AR-2006 has been developed to implement the policy.
  - a. "Hazing," For the purpose of this Student Code of Conduct, means initiating another student into any grade, school, or school-related activity by any means or methods that may cause physical or emotional pain, embarrassment, or discomfort.
5. **Coercion, Extortion, and Blackmail** a student shall not commit coercion, extortion, or blackmail. A student shall not engage in the act of securing or attempting to secure money or other items of value using threats and/ violence, or force another person to perform an unwilling act.
6. **Copyrighted Material** A student shall not unlawfully duplicate, reproduce, retain, or use copyrighted material.
7. **Criminal Acts** A student shall not commit or participate in any conduct or act defined as a crime by federal or state law or local ordinance.
8. **Criminal Sexual Conduct** A student shall not commit criminal sexual conduct, as defined by MCL 750.520b-e and g. This section is supplemental to, and does not limit, paragraphs 9, 10, 14, 24, 25, and 35.
9. **Discriminatory Harassment** A student shall not engage in unwelcome sexual advances or requests for sexual favors or unwelcomed sexual touching. A student shall not engage in other verbal or physical conduct relating to a person's sex, race, color, national origin, religion, height, weight, marital status, or handicap or disability (e.g., sexual or racial comments, threats, or insults, etc.).
10. **Disruption of School** A student shall not, by any type of conduct (violence, force, noise, coercion, threat, intimidation, fear, passive resistance, etc.), cause the disruption or obstruction of any function of the school, nor shall the student engage in any such conduct if such disruption or obstruction is reasonably likely to result. Neither shall a student urge other students to engage in such conduct for the purpose of causing such disruption or obstruction. While the following acts are not intended to be exclusive, they illustrate the kinds of offenses encompassed within this rule. It should be understood that any conduct which causes disruption, is likely to result in disruption, or interferes with the educational process, is forbidden.
  - Occupying any school building, school grounds, or a part thereof,

without the permission of a school building staff member, which deprives others of its use;

- Blocking normal pedestrian or vehicle traffic, the entrances or exits of any school building or corridor or room, without the permission of the building principal;
- Preventing, attempting to prevent, or interfering with the convening or continued functioning of any class, activity, meeting, or assembly;
- Instigating or participating in a disturbance, or causing a disturbance, which interrupts the educational opportunities of others or threatens the general health, safety, and welfare of others on school property or at a school-sponsored activity.

11. **Damage of Property or Theft/Possession** A student shall not intentionally cause or attempt to cause damage to school property or the property of another person, or steal, attempt to steal, or knowingly be in the unauthorized possession of school property or the property of another person.
12. **Dangerous Weapons** A student shall not possess a dangerous weapon in a weapon-free school zone, including brass knuckles or a dagger, dirk, firearm, iron bar, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, or stiletto. This section is supplemental to and does not limit or supersede, paragraph 36.
13. **Dress** A student shall not dress or groom in a manner, which in the judgment of a building administrator, is unsafe to the student or others, disruptive to the educational process, or contrary to the school's mission. (See Dress Code in Handbook)
14. **Drugs, Narcotic Drugs, and Counterfeit Substances** A student shall not manufacture, sell, possess, use, deliver, transfer, or be under the influence (legal intoxication not required) of any drug, narcotic drug, hallucinogen, stimulant, depressant, controlled substance, counterfeit substance, or a controlled substance analog intended for human consumption.  
A student shall not sell, deliver, or transfer, or attempt to sell, deliver, or transfer any prescription or non-prescription drug, medicine, vitamin, or chemical substance (e.g., pain relievers, stimulants, diet pills, pep pills, No-Doze pills, cough medicines, laxatives, stomach or digestive remedies, etc.), nor shall a student use or possess these substances for an improper purpose. A student shall not sell or represent a legal substance as an illegal or controlled substance or sell, manufacture, possess, use, deliver, or transfer "designer" drugs.
15. **Electronic Communication Devices and Laser Pointers** Districtwide, students are prohibited from using or possessing active (i.e., turned on) electronic communication devices in restrooms, locker rooms, offices, and other locations where students and staff have a reasonable expectation of privacy. Separately, all students are prohibited from possessing or using laser pointers on school



premises and at school-related activities without the express permission of the school administration.

- **High School.** Students may not use or possess active electronic communication devices in the building during school hours. Without administration permission (see cell phone policy), they are expected to use good judgment when using or possessing active electronic communication devices in the parking lot and during extra-curricular activities.
- **Middle and Elementary School.** Students may not use or possess active electronic communication devices without permission from the administration. (See Handbook)

16. **Failure to Comply with Directions of School Personnel** A student shall not be insubordinate or fail to comply with instructions and directions of School District employees (including substitute and student teachers), volunteers, or persons acting as a chaperone or in a supervisory capacity.
17. **Failure to Cooperate** A student shall not refuse to cooperate with School District administrators and/or teaching staff investigating a possible violation of this Student Code of Conduct, other codes of conduct, and/or building rules. No student shall make false statements or give false evidence to School District administrators and/or teaching staff. A student shall not refuse to testify or otherwise cooperate with School District personnel in any disciplinary proceeding.
18. **False Alarms** A student shall not knowingly cause a false fire alarm, or make a false fire, bomb, or catastrophe report.
19. **False Allegations** A student shall not libel or slander, or make false allegations against another student, School District employee (including substitute and student teachers), Board of Education members, or volunteers.
20. **Falsification of Records** A student shall not use the name of another person or falsify times, dates, grades, addresses, or other data on School District forms or records. A student shall not provide false, misleading, or inaccurate statements or information on School District forms or records.
21. **Fighting, Assault, and Battery** A student shall not physically assault, or cause, behave in such a way to cause, or threaten to cause physical injury to another person.
22. **Fireworks, Explosives, and Chemical Substances** A student shall not possess, handle, or transmit any substance or prepared chemical that can explode, is capable of inflicting bodily injury, or is reasonably likely to cause physical discomfort to another person.
23. **Gang Insignia/Activity** A student shall not wear or possess any clothing,

jewelry, symbol, or other object that may reasonably be perceived by any student, teacher, or administrator as evidence of membership in or affiliation with any gang. A student shall not commit any act, verbal or non-verbal (gesture, handshakes, etc.), that may reasonably be perceived by a teacher or administrator as evidence of membership in or affiliation with any gang. A student shall not commit any act, verbal or non-verbal, in furtherance of the interests of any gang or gang activity, including, but not limited to: a) soliciting others for membership in any gang or gang related activity, b) requesting any person to pay protection or otherwise intimidating or threatening any person, c) committing any other illegal act or violation of School District rules or policies, or d) inciting other students to act with physical violence on any person. The term "gang" means a group of two or more persons whose purpose or activities include the commission of illegal acts or violations of this Code of Conduct, School District rules or policies, or whose purpose or activities cause disruption or is likely to cause disruption to the educational process.

24. **Improper Communications** A student shall not make threatening, annoying, nuisance, vulgar, and/or obscene communications, verbally, in writing, or by gestures, to School District employees (including substitutes and student teachers), Board of Education members, chaperones, volunteers, or visitors to the school building. The prohibition against such communications shall apply whether the communications are made in a school building or on school premises or outside of a school building or off school premises, and regardless of whether such communications are made during, before, or after school hours or during times when school is not in session.
25. **Indecency** A student shall not engage in conduct that is contrary to commonly recognized standards of decency and behavior, which includes obscenity, indecent exposure, or the use of language in verbal or written form, or in pictures, or in caricatures or gestures, which are offensive to the general standards of propriety.
26. **Lookalike Weapons** A student shall not possess, handle, or transmit any object or instrument that is a "look-a-like" weapon or instrument (e.g., starter pistol, rubber knife, toy gun, etc.).
27. **Misconduct Prior to Enrollment** An otherwise eligible resident may be suspended or expelled for an act of misconduct committed while the student was: (a) a resident of another district; (b) enrolled in another school; (c) outside of school hours; or (d) off school premises if the misconduct would have constituted a sufficient basis for suspension or expulsion had it occurred while the student was enrolled in the School District.
28. **Personal Protection Devices** A student shall not possess, handle, or transmit a personal protection device (e.g. pepper gas, mace, stun gun, electric shock device, etc.) capable of inflicting bodily injury or causing physical discomfort to another person.

29. **Recording** A Student may not use any device, electronic or otherwise, to capture, record, or transmit sounds or words (i.e. audio) or images (i.e., photographs or videos) of any person while at school or school-related events unless the student is given express consent by that person.
30. **Trespassing, Loitering** A student shall not be on school property or in a school building except to participate in the educational process of the School District, nor shall a student loiter in building hallways, classrooms, bathrooms, etc.
31. **Scholastic Dishonesty** A student shall not engage in academic cheating. Cheating includes, but is not limited to: the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work. A student shall not engage in plagiarism, which includes the copying of language, structures, ideas, and/or thoughts of another and representing it as the student's own original work. **Use of AI without teacher permission is prohibited.**
32. **Smoking/Tobacco/Vaping** A student shall not smoke, chew, or otherwise use tobacco. A student shall not, while on school property, have in the student's possession or under the student's control, tobacco in any form. This includes electronic cigarettes, vaporizers, or any other device that simulates smoking any type of product, regardless of whether they are manufactured, distributed, marketed, or sold under any product name or descriptor.
33. **Suspended Student on School Property or Attending School Activities** A student, while suspended, shall not enter onto School District property without the prior permission of a building administrator.  
A student, while suspended, shall not participate in or attend any school-related activity, function, or event held on or off school property without the prior permission of a building administrator.
34. **Violation of Acceptable Use Policy** A student shall not violate or attempt to violate School District policies, administrative regulations, and directives concerning School District or personal computers, networks, and telephone systems. Violation of any of the rules and responsibilities may result in a loss of access privileges/technology privileges/computer usage and may result in other disciplinary or legal actions including restitution.
35. **Violations of Building's Rules and Regulations** A student shall not commit or participate in any conduct or act prohibited by a school building's rules and regulations.
36. **Weapons and Dangerous Instruments** A student shall not possess, handle or transmit a knife with a blade length of three (3) inches or less, airsoft gun, blackjack, baton, martial arts device, paintball or splat gun, or other object or instrument that can be considered a weapon or is capable of inflicting bodily

injury.

## **DUE PROCESS – PROCEDURES FOR DISCIPLINE**

**Introduction** These procedures govern the suspension, expulsion, or permanent expulsion of a student from the School District's regular educational program. If a student charged with violation of this Student Code of Conduct has been returned to the regular school program pending a decision by a School District administrator, the reinstatement does not limit or prejudice the School District's right to suspend or expel the student following a decision by a superior administrator or the Board of Education. The initial judgment that a student has engaged in a prohibited act under this Student Code of Conduct shall be made by the building administrator.

**Short-Term Suspension (i.e., 10 School days or fewer)** As a general rule, prior to any out-of-school suspension, the building administrator will:

- Inform the student of the misconduct or behavior for which discipline is being considered and, if the student denies the misconduct or behavior, an explanation of the evidence the administrator possesses;
- Provide the student an opportunity to explain their version of the facts; and
- Consider each of seven individual factors listed on pages 5-6 of this Student Code of Conduct.

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 their due process rights as set forth above.

If, after following this procedure, the administrator determines that the student has engaged in a prohibited act under the Student Code of Conduct, the administrator may impose a disciplinary penalty of a suspension not to exceed ten (10) school days. The principal or designee shall inform (in person or by phone) the student's parent of the suspension and of the reasons and conditions of the suspension and, thereafter, in writing or electronically. **A building administrator's decision to impose a penalty of up to ten (10) school days is final and not subject to further review or appeal.**

### **Long-term suspension (i.e., 11 School Days or More), Expulsion (60 School Days or More) and Permanent Expulsion**

#### **Step 1.**

If the building administrator decides that a suspension for eleven (11) or more school days or expulsion is warranted, the student and the parent shall be notified in writing of:

- The charges against the student;
- The recommended disciplinary action;
- The fact that a hearing will be held before the Superintendent; and
- The time, place, location, and procedures to be followed at the hearing.

The written notice will also document the building administrator's consideration of the individual factors listed on pages 5-6 of this Student Code of Conduct and consideration of restorative practices.

If the building administrator decides the student's presence in school would present a danger to the student, other students, school personnel, or the educational process, the student will be suspended pending the decision of the Superintendent. If the building administrator determines that the student would not present a danger as described above, the student may be returned to school pending the decision of the Superintendent. If the student is suspended pending a decision of the Superintendent or designee, the hearing will commence within ten (10) school days following the initial suspension of the student. If the student is not suspended pending the decision of the Superintendent, then the Superintendent or designee will schedule the hearing to be held within fifteen (15) school days following the completion of the building principal's investigation of the charges. The timelines for the commencement of the hearing may be enlarged upon the request of the administrator, student, or parent.

## **Step 2.**

A hearing before the Superintendent will be held for the purpose of determining the truth or falsity of the charges against the student and, if the charges are found to be true, the consideration of the individual factors listed on pages 5-6 of this Student Code of Conduct, the consideration of restorative practices, and the appropriate disciplinary measures to be imposed.

The student and/or the student's parent may notify the School District that they waive their right to a hearing. In such cases, the principal's recommended disciplinary penalty will ordinarily be imposed, provided, however, that if the recommended penalty is expulsion or permanent expulsion, the Superintendent will nevertheless make the final decision.

The Superintendent may amend the principal's charges upon motion of the building administrator, student, or parent, or amend the charges upon the Superintendent's own motion to conform to the evidence presented at the hearing. Additionally, the Superintendent may impose a greater or lesser penalty than that imposed or recommended by the building administrator.

## **Step 3.**

The Superintendent's decision shall be given orally to the student and parent not later than five (5) school days after the close of the hearing. A written decision will be mailed at that same time. These timelines, however, may be enlarged by the Superintendent due to extenuating circumstances.

## **Step 4.**

A decision by the Superintendent to permanently expel a student may be appealed to the Board of Education by filing a written notice with the Superintendent within five (5) school days of the decision. The appeal will be heard in open or closed session, as elected by the parent.

An appeal to the Board of Education will not involve further testimony or new evidence. During the appeal hearing, the Superintendent will share the results of the hearing at the Superintendent's level and make a recommendation to the

Board of Education. The student, parent or legal representative will have an opportunity to address the Board of Education. The Board of Education may ask questions of the Superintendent, the parent, or the student and will render a written decision on the appeal within fifteen (15) school days.

### **Inconsistency with Law, Board Policy, or Administrative Regulation**

This Student Code of Conduct is intended to be consistent with Michigan law, the Policies of the Board of Education, and Administrative Regulations promulgated by the Superintendent. If there are any inconsistencies, they should be resolved with the understanding that Michigan law supersedes both the Policies of the Board of Education and Administrative Regulations and Board Policy supersedes Administrative Regulations.

### **CATEGORIES OF MISCONDUCT**

The Board of Education has established standards of behavior in school or on school district property, on school buses, and at school activities. These standards of behavior also apply 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. Misconduct is defined as any action which...

- does not conform to reasonable standards of socially-acceptable behavior,
- does not respect the person or property of others,
- does not preserve the order necessary to the educational program of the school,
- does not respect the rights of others, or
- involves disobedience to duly constituted authority or disrespect for those who hold that authority.

### **ACTS OF MISCONDUCT MAY FALL INTO THE FOLLOWING CATEGORIES**

#### **MINOR INFRACTIONS MAY INCLUDE BUT ARE NOT LIMITED TO:**

1. Disrespectful behavior.
2. Cafeteria rules
3. Communicative material - unauthorized distribution or posting of communicative materials.
4. Computer use policy – violation of policy
5. Dress code
6. Failure to provide required information to school authorities (example: emergency card)
7. Lack of cooperation.
8. Horseplay, shoving, tripping, or other actions that endanger the safety of others.
9. Language - indirect, improper language (profane, indecent, or immoral).
10. Participation in unauthorized assemblies of students
11. Outside of the building/leaving campus during school hours without

- permission.
- 12. Sale (unauthorized) of products on school property.
- 13. Standing on the cafeteria tables
- 14. Students found in an unauthorized hallway/location where they have no immediate class

### **POSSIBLE DISCIPLINARY ACTION FOR MINOR OFFENSES:**

Since parents and school personnel share the responsibility for supervising student behavior, every effort will be made to keep parents informed of the nature and frequency of minor offenses. Disciplinary action for minor offenses will be progressive, relate in kind and degree to the infraction, help the student learn to take responsibility for actions, and be directed, wherever possible, to minimize the harm that may have been done by the infraction.

Actions may include all or part of the following:

Use of restorative practices may be used as recommended by the administration.

1. 1<sup>st</sup> offense up to 1 Detention
2. 2<sup>nd</sup> offense up to 2 Detentions
3. 3<sup>rd</sup> offense up to 1 day suspension
4. 4<sup>th</sup> offense up to 2 day suspension
5. 5<sup>th</sup> offense up to 3 day suspension
6. 6<sup>th</sup> offense up to 4 day suspension
7. 7<sup>th</sup> offense up to 5 day suspension

Further infractions can result in longer suspensions.

***The severity of the infraction may allow for an accelerated/reduced consequence.***

## **ILLEGAL ACTIONS AND MAJOR INFRACTIONS**

### **MAJOR INFRACTIONS MAY INCLUDE BUT ARE NOT LIMITED TO:**

***(Any items involved in an infraction will be confiscated and not returned.)***

1. Alcohol/Drugs - Use, or possession of illegal drugs/drug paraphernalia/look-alike substances or alcohol on school property or during school-sponsored events. (See progressive consequences for alcohol/illegal drugs below)
2. Alcohol/Drugs - Sale or furnishing of illegal drugs or alcohol will result in a long-term suspension or expulsion.
3. Arson
4. Assault/An offer or threat to do physical harm, with force or violence, and the apparent present means to carry out that threat.
5. Battery/Harmful striking of another person.
6. Bullying
7. Burglary/Breaking and entering a building with the intent to steal.
8. Cell phone/electronic communication devices (including smart watches)-improper use or refusal to surrender to a staff member as directed. (See cell

- phone policy above)
9. Computer crimes or compromising/tampering with the school's computers, devices, or network.
  10. Dangerous material possession or use of explosives, flammable or dangerous materials.
  11. Disorderly conduct/Substantial interference with the operation of the district by unlawful student assemblage or group/individual acts of violence, disruption, vandalism or building seizure.
  12. Drugs/Alcohol - Use, or possession of illegal drugs/drug paraphernalia/look-alike substances or alcohol on school property or during school-sponsored events. (See progressive consequences for alcohol/illegal drugs below)
  13. Alcohol/Drugs - Sale or furnishing of illegal drugs or alcohol will result in a long-term suspension or expulsion.
  14. Extortion
  15. Fighting (See progressive consequences for fighting below - Consequences are for both parties unless one party attempted to walk away and was physically unable).
  16. Gambling
  17. Giving false identification, information, or false attendance calls.
  18. Gaining access, altering or forging (on paper or electronically) school documents or school databases, or possession of a "virus."
  19. Gross negligence/Violation of rules for safe and orderly conduct
  20. Hazing/Performing acts of initiation into a group, class or organization that cause physical, mental or emotional harm.
  21. Harassment (sexual, racial)
  22. Improper touching of another student, lewd and promiscuous behavior
  23. Inappropriate bathroom use-multiple students in a stall.
  24. Indecent exposure
  25. Insubordination/BOLD resistance to authority.
  26. Intimidation
  27. Laser devices - Possession of laser devices on school property or during school activities.
  28. Libelous material - Possession or distribution of materials that are libelous or which advocate illegal acts.
  29. Malicious mischief
  30. Pornographic material - Possession or distribution of materials that are pornographic.
  31. Profanity and/or obscene gestures directed at staff.
  32. Setting false alarms.
  33. Software - Possessing or distributing non-commercial and/or pirated software.
  34. Theft/Larceny/possession of stolen property.
  35. Threats made to the school, school personnel, or the student body.
  36. Throwing items over the balcony railing
  37. Tobacco/Nicotine - Use, sale, or possession or paraphernalia (including vapes) on school district property or during school-sponsored events. (See progressive consequences for tobacco below)



38. Trespassing/Loitering/Being present in a locked or posted location without permission.
39. Unlawful interference with school authorities or programs.
40. Weapons possession of firearms or items that could be used as weapons, including knives of any length on school district premises.

### **DISCIPLINARY ACTION FOR MAJOR INFRACTIONS**

While minor infractions may warrant progressive consequences, major violations of school conduct may be followed by more severe consequences on the first offense. Violation of the major infractions above may result in immediate suspension for up to ten days, and may be followed by long-term suspension or expulsion from the school program by the Board of Education (as a result of a formal hearing). The District will also pursue criminal prosecution of violations of applicable state and federal laws on school property. Suspensions from school for major offenses require notification to parents by phone or in person, followed by notification by mail (with a copy to student record). Conditions for readmission of students may include restitution for property damage and/or acceptance of outside professional help for behavioral difficulties. Documentation of satisfactory completion of conditions for readmission will be provided. Work missed during suspension from school will count toward credit or graduation unless stated by the administrator. Major offenses committed on school transportation will be considered major school offenses.

Major offenses committed in school transportation will be considered major school offenses. Students may also be subject to disciplinary action if misconduct occurs out of school and has a direct adverse impact either on school discipline or on the general safety and welfare of staff or students.

### **CONSEQUENCES FOR MAJOR INFRACTIONS**

1<sup>st</sup> Offense = Up to 3-day Suspension

2<sup>nd</sup> Offense = Up to 5-day Suspension

3<sup>rd</sup> Offense = Up to 10-day Suspension

Subsequent Offenses = Up to 10-day Suspension and/or possible long-term suspension or expulsion hearing

### **CONSEQUENCES FOR POSSESSION OR USE OF TOBACCO AND NICOTINE**

1<sup>st</sup> Offence - 5-day suspension reduced to 3 days with participation in a treatment program (school-provided)

2<sup>nd</sup> Offence - 5-day suspension

3<sup>rd</sup> Offence - 7-day suspension

4<sup>th</sup> Offence - Indefinite suspension pending expulsion hearing

### **CONSEQUENCES FOR POSSESSION OR USE OF DRUGS/ALCOHOL**

1<sup>st</sup> Offence - 7-day suspension reduced to 5 days with program (school-provided)

2<sup>nd</sup> Offence - 7-day suspension

3<sup>rd</sup> Offence - 10-day suspension

4<sup>th</sup> Offence - Indefinite suspension pending expulsion hearing

### **CONSEQUENCES FOR FIGHTING**

1<sup>st</sup> fight - 5-day suspension and required to have a meeting with the restorative coach

2<sup>nd</sup> fight - Indefinite suspension pending expulsion hearing

- 2 fights in the same school year - expulsion hearing

3 fights in high school career - expulsion hearing on the 3rd fight.

**The severity of any major infraction may allow for an accelerated/reduced consequence.**

During the period of suspension, the student has forfeited any and all privileges to attend school functions or any school-sponsored activities and/or be on school grounds. Violation of this provision will be construed to be a willful violation of reasonable school rules and subject to further suspension.

### **RESTORATIVE PRACTICES**

Restorative practices are practices that emphasize repairing the harm of the victim and the School District Community of a student's misconduct or other behavior.

Restorative practices may be considered and implemented by a restorative practice coach or team. The Restorative Practice team may be constituted and act in a manner described in section 1310c(2) of the Revised School Code or in a different manner, depending on the circumstance as a whole. Use of restorative practices may be used as recommended by the administration.

### **STUDENTS CHARGED WITH GROSS MISDEMEANORS OR FELONIES**

Students charged with gross misdemeanors or felonies are subject to suspension or expulsion within the discretion of the Board of Education, if the conduct giving rise to the charge occurred while going to or from school, on school district property, at a school activity (either home or away), during involvement in Community Education, or summer school. Students will also be subject to suspension or expulsion if the conduct occurred out of school and has a direct and immediate adverse effect on either school discipline or on the general safety and welfare of students or staff.

### **REPORTING OBLIGATION:**

Public law and Board policy require school officials to report all suspected crimes, misdemeanors, or suspected cases of abuse or harassment.



## **Transportation Guidelines**

### **Information for a Safe and Orderly Transportation System**

The purpose of this is to provide students, parents/guardians with information about the Anchor Bay School District Transportation System. State of Michigan Public Act 187 and the Pupil Transportation Act outline the law that all school districts must follow. A copy of P.A. 187 is available for review during regular office hours in the Transportation Department. Anchor Bay School's transportation guidelines and safety rules are also included.

School bus transportation is provided only for eligible students and shall be considered a **PRIVILEGE**. Students are to accept responsibility for their own personal conduct. Law does not require transportation for general education students to and from school. Please take the time to read the following guidelines to protect your transportation privileges.

#### **Bus Stop Etiquette**

- Students should be at the bus stop 5 minutes before their scheduled pick up time. Earlier arrival may pose behavior problems as a result of lack of supervision.
- Parents are responsible for getting their student to and from the bus stop and their behavior.
- While waiting for the bus, students should remain in the assigned area. Congregating in unassigned areas, such as lawns or driveways, or private property, may result in resident complaints.
- Students must not to litter while waiting and be considerate of resident and business property.
- Noise must be kept to a minimum so as not to disturb area residents
- For parents arriving to bus stops in cars, please do not block driveways or park in such a way to impede the bus as it continues on the route.

#### **Bus Routes and Bus Stops**

Safety is the most important factor in transporting Anchor Bay students. The following information will make pupil transportation legal, safe and successful.

- Bus stops and bus routes are established on the basis of safety, efficiency, and the age of students. State of Michigan law states: Buses shall be visible in both directions when stopped, (400 ft. visibility) and bus stops shall be at least 200 ft. apart. Not all stops are door to door. High school, middle school, and elementary bus stops are centrally located. An exception is made with main road stops, where it may be required that students combine a stop to keep within the 200 ft. legal requirement.
- Students should arrive at the bus stop five (5) minutes prior to the scheduled arrival of the bus. Running for the bus as it departs is extremely dangerous, because it may place the student out of the driver's view.
- The Transportation office reserves the right to change bus stops and routes when necessary. Students and parents will be notified of these

changes.

- Parent cooperation is required to make sure the students ride the buses to which they are assigned. This will assure that the school and transportation office will have accurate counts and identification of students if an emergency situation arises.
- Walking distances and bus routes may be adjusted temporarily if necessary as a result of unsafe or impassable roads.

### **School Bus Safety**

Students must:

- Wait in an orderly fashion at least ten (10) feet from the edge of the roadway.
- Cross only in front of the bus following the driver's instructions.
- Hang onto the handrail when entering or exiting the bus.
- Sit in assigned seat and remain seated until the bus stops completely.
- Observe the same conduct as in the classroom.
- Cooperate with the driver; the driver has the right to assign seats.
- Fighting and horseplay will not be tolerated. **HANDS OFF POLICY.**
- Be courteous to all, with no inappropriate language or gestures.
- Keep the bus clean.
- Keep head, hands, feet, or any objects in the seat, not in the aisle or out the window.
- No oversized objects may be transported. All items brought on the bus must be secured in the student's lap.
- No live animals are allowed, and sporting equipment must be kept in an appropriate bag. Skateboards, roller-skates or blades, and balloons may not be transported.
- Do not touch any bus mechanisms, switches, or supplies. This includes emergency windows, doors, or hatches unless instructed to by the driver.
- No eating or drinking on the bus. All buses are posted as a Peanut Allergy bus.
- Possession of illegal substances, weapons, or obscene material is not permitted.
- Realize that any driver distraction is potentially hazardous to the safety of all passengers.
- Students must have written permission from a parent/guardian and endorsed by the school to ride home with another student or exit another bus stop that is not the student's assigned stop.
- Students will be financially responsible for any damage they may cause to the bus.

### **Bus Conduct Reports**

Bus conduct reports will be issued for disobeying bus or safety rules. Students must give the Bus Conduct Report to parents/guardians when issued from the school. Student must have the form signed and financial restitutions if any must be made before the bus riding privileges are reinstated.

### **Middle School and High School Students**

(1). Written warning - Depending on the severity of the incident, this step may progress

to a suspension

(1) Five (5) days

(2) Ten (10) days

(4). Suspension of bus riding privileges for the remainder of the school year. (It is possible that Transportation may be suspended into the following school year.)

**Additional**

All students are assigned to their bus stop based on their home address. If a different stop is required, an “Alternate Bus Form” must be obtained either at the school, online, or in the Transportation office.

Different bus stops may be assigned for the following reasons:

- Child care arrangements must be within the same school’s boundary.
- Child care arrangement must be for all five (5) days.
- The alternate stop must be an existing stop on a bus run.
- If the request is for a noon time kindergarten stop, the stop requested must be within the a.m. /p.m. attendance area for that school.

You will be notified by the Transportation Office when your request has been filled. Do not change your stop location until that time.

***An approved request will result in your child’s assignment to the alternate address. If your child should need to change back to the home address, contact the Transportation Office and allow up to 3 days for the change to become effective. Again you will be notified.***

**STUDENT INFORMATION NUMBERS**  
(Courtesy of the Bay Haven Zero Tolerance)  
**MACOMB COUNTY**

**FOR ANY EMERGENCY IN MACOMB COUNTY-CALL 911**

Macomb County Crisis Center (24 Hours crisis hotline)..... 586-307-9100

**Abuse/Family Violence (24 Hours)**

Child Protective Services ..... 586-412-6109

Family Independence Agency ..... 586-469-7700

Family Violence Hotline ..... 877-412-6109

National Child Abuse Hotline ..... 800-422-4453

Turning Point Domestic Violence/Sexual Assault Info/Shelter ..... 586-463-4430

**Alcohol/Drug Abuse**

Alateen/Al-Anon ..... 800-813-3105

Alcoholics Anonymous... 248-541-6565

Clinton Counseling Center/C.Y.S ..... 586-468-2266

Macomb Family Services... 586-752-9696

Narcotics Anonymous... 877-338-1188

Reporting Drug Pushers... 586-469-5586

|                                                            |              |
|------------------------------------------------------------|--------------|
| Chesterfield Twp Police Office.....                        | 586-949-2322 |
| Michigan State Police, Richmond Office .....               | 586-727-0200 |
| St. Clair County Sheriff's Office .....                    | 810-985-8115 |
| Macomb County Juvenile Court.....                          | 586-469-5240 |
| Macomb County Juvenile Delinquency Prevention Program..... | 586-469-5248 |
| Macomb County Sheriff Department .....                     | 586-469-5151 |
| New Baltimore City Office .....                            | 586-725-2151 |
| New Baltimore Police/Fire Department .....                 | 586-725-2181 |

### **Counseling**

|                                             |              |
|---------------------------------------------|--------------|
| First Resource-North.....                   | 586-469-7629 |
| Macomb County Crisis Center (24 Hours)..... | 586-307-9100 |
| Macomb Family Services.....                 | 586-752-9696 |

### **Health Care Information**

|                                          |              |
|------------------------------------------|--------------|
| Macomb County Health Department .....    | 586-469-5235 |
| New Haven Health Center-North Area ..... | 586-749-5197 |
| Poison Control.....                      | 800-POISON-1 |

### **Parenting Issues/Classes (24 Hours)**

|                      |              |
|----------------------|--------------|
| Parent Helpline..... | 800-942-4357 |
|----------------------|--------------|

### **Runaway Services/Shelter (24 Hours)**

|                                          |              |
|------------------------------------------|--------------|
| Family Youth Interventions.....          | 586-465-1212 |
| Homeless Student Assistance .....        | 586-228-3490 |
| Runaway Assistance Program (R.A.P.)..... | 800-292-4517 |

### **Sexual Assault Services (24 Hours)**

|                  |  |
|------------------|--|
| RAINN .....      |  |
| ....800-656-HOPE |  |

### **Suicide Prevention (24 Hours)**

|                                   |              |
|-----------------------------------|--------------|
| Macomb County Crisis Center ..... | 586-307-9100 |
|-----------------------------------|--------------|

### **Volunteering**

|                                     |              |
|-------------------------------------|--------------|
| United Way Community Services ..... | 313-266-9430 |
|-------------------------------------|--------------|

### **Liaison Officer**

|                            |                       |
|----------------------------|-----------------------|
| Deputy Chadronkwright..... | 586 648-2525 ext 2343 |
|----------------------------|-----------------------|

## **ST. CLAIR COUNTY**

### **FOR ANY EMERGENCY IN ST. CLAIR COUNTY-CALL 911**

|                                                  |              |
|--------------------------------------------------|--------------|
| Crisis Hotline (24 Hours) (St. Clair).....       | 810-987-6911 |
| Crisis Hotline Toll Free .....                   | 888-225-4447 |
| Center for Human Resources.....                  | 810-985-5168 |
| Casco Township Office .....                      | 586-727-7524 |
| Domestic Assault Rape Elimination Services ..... | 810-985-4950 |
| Dept. of Human Resources.....                    | 810-966-2200 |
| Ira Township Office .....                        | 586-725-0263 |
| School Liaison-Officer.....                      | 586-648-2525 |
| Poison Control.....                              | 800-754-7661 |
| Runaway Assistance Program (R.A.P.).....         | 800-292-4517 |
| St. Clair County Health Department.....          | 810-987-5300 |

|                                                |                     |
|------------------------------------------------|---------------------|
| St. Clair County Community Health Service..... | 810-985-8900        |
| St. Clair County Sheriff .....                 | 810-987-1700        |
| National Domestic Violence Hotline .....       | 800-799-Safe (7233) |