

Ecorse Public Schools

Ecorse High School

Mission Statement: Committed to Excellence.

Student Handbook & Code of Student Conduct

Administrator:

Mr. Michael Barclay, Principal

Mr. Treyvon Harlin, Assistant Principal

Dr. Charlene Mallory, CTE Director

Support Staff:

Ms. Sharron Dalton, Admin Assist.

Mr. Drew Covington, Behavior Specialist

Mr. Jovan Olafioye, Behavior Specialist

Absences:

Timely attendance is important to each students' academic performance. If your child needs to be absent, please report the absences at the beginning of the school day by calling (313)294-4700.

Attendance:

Attendance for Teachers:

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

Attendance for front office secretary:

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

Bell Schedules:

Monday – Thursday	Friday Schedule
Doors open/Breakfast -7:45a.m. 1st/5th Hour- 8:30a.m.-9:46a.m. 2nd/6th Hour 9:51a.m. -11:07a.m. Lunch A -11:12a.m.-11:57a.m Advisory A -11:12a.m. -11:57a.m. Lunch B – 12:01p.m. -12:46p.m. Advisory B- 12:01p.m. -12:46p.m. 3rd/ 7th Hour- 12:51p.m. -2:08p.m. 4th/8th Hour 2:13 p.m. -3:30p.m.	Doors open/Breakfast -7:45a.m 1st/5th Hour- 8:25a.m.-9:05a.m 2nd Hour – 9:10a.m.-9:50a.m. 3rd Hour- 9:55a.m.-10:35a.m. 4th Hour -10:40a.m. - 11:20a.m. Lunch A/Advisory -11:25a.m. -11:55 Lunch B /Advisory -12:00p.m.-12:30p.m. 5th Hour -12:35p.m.-1:15p.m. 6th Hour -1:20p.m.-2:00p.m. 7th Hour -2:05p.m.-2:45p.m. 8th Hour -2:50p.m.-3:30p.m.

Cafeteria: Every Ecorse student qualifies free breakfast and lunch. Contact the office for information.

Calendar

First Semester	Second Semester
August 29, 2022 - Professional Development Day – NO SCHOOL August 30, 2022 - Professional Development Day – NO SCHOOL August 31, 2023- Teacher Work Day September 5, 2023 - First Day for Students – Full Day September 20, 2023 - Early Release October 4, 2023 - Fall Count Day October 18, 2023 - Early Release November 7, 2023 - Professional Development Day – NO SCHOOL November 9, 2023 - Parent Teacher Conferences, ½ Day AM Classes – ALL SCHOOLS November 15, 2023 - Early Release November 22, 2023 - ½ Day – AM Classes – ALL SCHOOLS November 23-24, 2023 - Thanksgiving Break – NO SCHOOL December 20, 2023 - Early Release December 22, 2023- Last day before Winter Break Dec. 25 – Jan. 5, 2024 - Winter Break - NO SCHOOL January 8, 2024 - School Resumes after Winter Break January 15, 2024 - Martin Luther King Jr. Holiday – NO SCHOOL January 24, 2024 - Early Release January 26, 2024 - Last Day of First Semester - ½ Day AM Classes only	February 8, 2024 - Parent Teacher Conferences, ½ day AM Classes – All Schools February 14, 2024 – Spring Count Day February 19-23, 2024 - Mid-Winter Break – NO SCHOOL February 26, 2024 - School Resumes After Mid-Winter Break February 28, 2024 –Early Release March 8, 2024 - Professional Development Day – NO SCHOOL March 20, 2024- Early Release Mar 25-29, 2024 - Spring Break – NO SCHOOL April 2, 2024 - School Resumes After Spring Break April 9-10, 2024 – SAT/PSAT Testing April 11, 2024 – Parent Teacher Conference ½ Day AM Classes –District Wide April 17, 2024 - Early Release May 10, 2024 - Professional Development Day – NO SCHOOL May 15, 2024 - Early Release May 24, 2024 - ½ Day – AM Classes – All Schools May 27, 2024 - Memorial Day – NO SCHOOL June 17, 2024 - Last Day for Students – ½ Day June 18, 2024 - Record Day – NO SCHOOL

Cell Phones & Electronic Devices:

CELL PHONES AND ELECTRONIC COMMUNICATION DEVICES (Board Policy 5136)

A student may possess a cellular telephone or other electronic communication devices (ECD) and electronic storage devices (ESD) in school, on school property, at after school activities and at school-related functions. During school hours, students may use cellular telephones and other electronic communication devices (ECD) and electronic storage devices (ESD) for educational activities that enhance student learning. Students may not use these technologies for disruptive or distractive activities, which impede the educational process.

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

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

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

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

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

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

Violations of this policy may result in disciplinary action against the student, which may result in confiscation of the cellular telephone or ECD/ESD.

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

Classroom Rules:

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

Classroom Discipline Hierarchy:

- 1st infraction: 1st warning
- 2nd infraction: 2nd warning with change of venue (seat location) or move out and restorative conversation
- 3rd infraction: Teacher detention, problem-solving conference with home contact
- 4th infraction: Office referral; restorative conversation before reintroduction.

Community Service:

- All students must earn 40 hours by graduation (12.5 hours/year 9th-12th).
- Community service must not be performed for, or verified by, a family member.
- Students cannot count paid time toward their community service requirement.
- Students should never perform risky or inappropriate community service & should have parent permission.
- Documentation of community service should be turned into their grade level teacher sponsor.

Computer / Internet Use:

The use of computers, the Internet, and all related technologies at Ecorse 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 annually. Students must have a parent/guardian sign the agreement. The agreement must be on file before school technologies are used.

Acceptable Use:

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

Unacceptable Use:

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

- Use for personal and/or commercial activities.
- Use for product advertisement, political lobbying, unauthorized game playing, unauthorized “chat,” or chain letters and unauthorized sites.
- Use of computers/technologies for plagiarism. This includes, but is not limited to, copying a computer file that contains another’s assignment, and submitting it as your own, or using it as a model for your own; or knowingly allowing another to copy, or use, your computer files and submit it as his/her work.
- Accessing computers, software, computer data, or networks, without proper authorization.
- Remaining on line for excessive periods of time, or in such a manner as to disrupt others’ use of the network.
- Use of disks, programs, games, etc., from outside the school without prior authorization.

Serious Violations:

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

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

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

Credit Recovery: See counselor or administrator for details.

Dress Code:

Appropriate Apparel

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

Appropriate Shoes

- Sandals with strap on back

Inappropriate Apparel

- Any underwear showing
- Pants sagging below waist line
- Leggings worn without an appropriate-length skirt or top above
- Holes in skirts, shorts, or pants above fingertip length
- Skirts and dresses above fingertip length
- Shorts more than 5” above the knee
- Shirts/tops showing midriff, bare shoulders or bare backs, and/or cleavage
- See-through tops (undergarment must meet dress code)
- Halter or tube tops
- Shirts that have shoulder straps with a width of 3” or less
- Clothing advocating/displaying the use of illegal substances, weapons, discrimination, or violence; advertising hate groups, beer alcohol, tobacco, or drugs; or containing language or images that are offensive, profane (including acronyms), sexually explicit, or disruptive to the school day, is prohibited.
- Pajamas, slippers, or bare feet
- Yoga pants
- Gang attire
- Dog collars or spikes
- Chains

- Hats, bandanas, scarves, hoods or headgear (including sunglasses)

Inappropriate Shoes:

- House shoes
- Sandals without strap on back

Tattoos that are inappropriate or a disruption to the educational process must be covered. Gang attire will not be permitted and any violation of this rule will be reported to the local law enforcement authorities. Administration reserves the right to ban clothing or attire they deem disruptive or threatening to the orderly functioning of the school. Students should not have headphones or earbuds on during classes. Hoodies and “Do-rags” are not allowed to be worn during the school day by male or female students.

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.

Dances:

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

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

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

Dual Enrollment:

Any student in 10th-12th grades may enroll in the Ecorse Promise Scholarship Initiative (a postsecondary (dual) enrollment program) providing s/he meets the requirements established by law and by the District. Any interested student should contact the counseling office to obtain the necessary information.

EDP--Educational Development Plan:

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

Eligibility--Athletics:

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

Extracurricular Activities:

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

Food:

No outside food is allowed in the cafeteria, without prior administrative approval. All food served in the cafeteria must be finished in the cafeteria. All breakfast and lunches served in the cafeteria are free of charge for all students.

Grades:

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

$$\begin{array}{l} \text{1st Quarter/Marking Period Grade} \quad (2/5 \text{ or } 40\% \text{ of final semester grade}) \\ + \text{2nd Quarter/Marking Period Grade} \quad (2/5 \text{ or } 40\% \text{ of final semester grade}) \\ + \text{Final Exam Grade} \quad (1/5 \text{ or } 20\% \text{ of final semester grade}) \\ \hline \text{Final Semester Grade} \end{array}$$

Grades--Appeal:

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

Grades--Report Cards & Progress Reports:

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

Graduation Requirements:

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

Description	Credits	Classes/Description
4 years of English	4 credits	
4 years of Math	4 credits	Required classes: 1 year of Algebra 1 (including high school-level Algebra 1 taken in 8th grade); 1 year of Algebra 2; 1 year of Geometry; a senior year math or math-related class such as Pre-Calculus, Accounting, etc.
3 years of Social Studies	3 credits	Required classes: 1 year American History; 1 year World History; 1/2 year Economics; 1/2 year Government
3 years of Science	3 credits	Required classes: 1 year Physical Science; 1 year of Biology; 1 year of Chemistry or Physics
2 years of World Language	2 credits or additional VPAA	Examples include Spanish & French. 2 years in the same language required. Students must pass proficiency test(s).
1 year of Health/Physical Education	1 credit	1/2 year of Health & 1/2 year of Physical Education required.
1 year of Visual, Performing, or Industrial Arts	1 credit or additional	Classes might include Band or Music Appreciation. It might include classes at the Genesee Career Institute.

Description	Credits	Classes/Description
1 year of Computer Technology	1 credit	Career/EDP (Educational Development Plan) class counts toward this credit.
3 years of Electives/Non-Core classes	3 credits	Classes might include Psychology, Sociology, Read-180, Academic Enrichment, ACT Prep, Physical Education 2, Journalism, Speech, Debate, Genesee Career Institute classes, etc.
Community Service		40 hours, see Community Service elsewhere in this document.

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

Hallway Transitions:

Students are expected to transition to class on time every hour. Students have 5 minutes to pass from one class to the next.

Illness:

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

Library:

No students are allowed in the library/media center unless staff supervise them or have permission from school administration. No food is allowed in the library/media center.

Immunizations:

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

Make-up Work:

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

Medication:

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

Office Hours:

Front office hours are from 8:00 a.m. to 4:00 p.m. or by appointment; call EHS at 294-4700.

Passes:

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

Passes for Tardiness:

- After the start time of school in the morning, students are given a tardy pass by security and must report to class within 5 minutes.
- Students tardy for class (after 1st period) will be escorted to class by security (within 5-7 minutes after the tardy bell).
- Students that have not reported to class (after 5-7 minutes) are truant and will be escorted to the Focus Room.
- First hour tardies – students are expected to be in the building by 7:35 am (8:35 am on Wednesdays). Students later than 10 minutes after the start of class first hour will not be allowed to go to the classroom and will be marked absent.

Records, Right to Access, & Privacy:

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

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

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

Search & Seizure:

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

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

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

- Possession of a weapon
- Possession, distribution, and/or use of illegal drugs or controlled substance (including prescription drugs, alcohol, or tobacco)
- Violence or threat of violence
- Sexual harassment

- Severe, persistent, or pervasive bullying—either verbal, written, electronic or physical behavior that results in another student’s physical or emotional distress
- Willful destruction of property
- Bomb threats
- Theft
- Consistent and willful disrespect and/or insubordination
- Fighting

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

Tardy Policy:

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

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

Visitors:

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

Withdrawing From the School District:

Students should return all school district property, pay any fines owed; a parent or guardian must visit the school office to begin the checkout process.

Work Permits:

May be obtained from the district central office after 3:00p.m.

CODE OF CONDUCT

The Student Code of Conduct sets forth students’ rights and responsibilities while at school and school-related activities, and the consequences for violating school rules.

When determining the appropriate action to be taken, school officials may use intervention strategies and/or disciplinary actions, depending upon the severity, or repetition, of the misconduct.

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

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

CODE OF STUDENT CONDUCT APPLICATION:

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

- When a student is at school. “At school” means in a classroom, else where on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event, whether or not it is held on school premises.
- When a student’s conduct at any other time, or place, has a direct and immediate effect on maintaining order and discipline, or on protecting the safety and welfare of students or school district staff; and
- When a student is using school telecommunications networks, accounts, or other district services.

ATTENDANCE PHILOSOPHY:

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

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

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

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 be encouraged, 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 some violations of the Code of Student Conduct

may be referred to a school social worker, or counselor, in conjunction with, or in lieu of, other disciplinary procedures.

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

CONSEQUENCES FOR VIOLATIONS

AFTER SCHOOL DETENTION:

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

SHORT-TERM SUSPENSION:

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

During a short-term suspension, the student's rights and privileges of attending school, including extracurricular activities, are suspended.

LONG-TERM SUSPENSION:

A Long-term suspension is when a student is suspended for more than ten (10) consecutive school days. This type of suspension is only issued by the school board. During a long-term suspension, the student's right and privileges of attending school, including extracurricular activities, are suspended. Suspension for students covered under IDEA will be adhered to.

EXPULSION:

An expulsion occurs when the school district's Superintendent, via authority from the Ecorse Board of Education, terminates the student's rights and privileges to attend school, including extracurricular activities. Expulsion for students covered under IDEA will be adhered to. Students facing expulsion may receive up to 180 school days out of school, 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.

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. Electronic Devices

Cell phones, iPods, video game systems, cameras, laser pointers and video cameras, etc. are not to be used for any purpose (including checking the time or an appointment schedule) during instructional time unless they are needed for a particular class assignment and authorized by the classroom teacher. Failure to surrender the electronic device to any staff member upon request will result in a suspension.

5. Failure to Attend Detention

Failure to attend an assigned detention will result in an out-of-school suspension.

6. Inappropriate Displays of Affection

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

7. Inappropriate Dress and Grooming

See Dress Code

8. Instigation

The act of causing, encouraging, or contributing to a disruption to the school day.

9. Insubordination/Unruly Conduct (Minor)

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.

10. 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 adult notification.

11. Negligent or Improper Operation of a Motor Vehicle

A student will not negligently operate a motor vehicle on school property, so as to endanger the property, safety, health, or welfare, of others.

12. 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.

13. 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.

14. 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.

15. Skipping

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

16. 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.

17. Tardiness (Excessive)

A student will not fail to be in his or her place of instruction at the assigned time without a valid excuse.

18. Technology Abuse

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

19. 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.

20. Truancy

A student will not fail to report to his/her 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 following discipline steps will be employed for Level I violations, at the discretion of the administration.

- Administrator/student conference, or reprimand;
- Administrator and teacher-parent/guardian conferences;
- Referrals and conferences involving various support staff, or agencies;
- Daily/Weekly progress reports;
- Behavioral contracts;
- School service assignment;
- Confiscation of inappropriate item;
- Before-and/or After-school detention;
- Denial of participation in class and/or school activities;
- Other intervention strategies, as needed;
- Out-of-school suspension (short-term), from one (1) school day up to and ten (10) school days;
- Law enforcement agency notification;
- Restitution/Restoration

LEVEL II VIOLATIONS:

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.

1. 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.

2. 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.

3. 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.

4. Forgery

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

5. 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.

6. 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.

7. 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 include:

- 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 words, 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.

8. Hazing

A student will not haze or conspire to engage in hazing of another.

As used in this section, "hazing" includes any method of initiation, or pre-initiation, into a student organization or any pastime, or amusement, engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, personal harm, personal degradation, or disgrace.

The term "hazing" does not include customary athletic events, similar contests, or competitions.

9. Insubordination/Open Defiance (MAJOR)

Either verbal or non-verbal refusal to comply with school rules or directions from school staff. 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.

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. Misconduct on School Bus or Other School Approved transportation

Conduct or behavior that interferes with the orderly, safe and expeditious transportation of other school Students' or other authorized riders.

12. Operation of a Motor Vehicle Improper, Negligent, or Reckless

A student will not intentionally or recklessly operate a motor vehicle, so as to endanger the safety, health, or welfare of others on school property.

13. 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.

14. 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.

15. Threat/Coercion

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

16. Unauthorized Photography, Video, Recording, or Other Electronics

The act of taking photographs, video recording, audio recording, or in other ways using electronic devices to violate the privacy or personal dignity of others. This includes, but is not limited to, use of devices in locker rooms/restrooms and classrooms; recording or photographing others without their permission; and transmitting, posting, or sharing recorded information with others.

17. 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}

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 (short-term) for five (5) Days, up to seven (7) school days;
(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 long-term suspension, or expulsion.
4. Law enforcement agency notification; denial of driving privileges.

LEVEL III VIOLATIONS:

1. Alcohol and Drug:

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. **Local law enforcement shall be notified.**

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 **Local law enforcement shall be notified.**

3. Extortion

A student will not make another person do any act against his or her will, by force, or threat of force, expressed or implied.

4. 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} **Local law enforcement shall be notified.**

5. Felony

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

6. Fireworks

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

7. Insubordination/Unruly Conduct/Open Defiance (GROSS)

Refusal to comply with directives from school authorities, which places students, staff, or public in imminent danger. Demonstration of blatant, non compliant behavior causing serious disruption to ability to maintain an orderly school environment.

8. Interference with School Authorities

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

9. 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). **Local law enforcement shall be notified.**

“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}.

10. Robbery

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

11. 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 **Local law enforcement shall be notified.**

12. 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. **Local law enforcement shall be notified.**

13. 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. Local law enforcement shall be notified.

14. 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, 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:

- 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;
- The frame or receiver of any such weapon;
- Any firearm muffler or firearm silencer; or

- 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}

15. Inciting, Leading, Aiding and Abetting, or Participating in any Act which Substantially Disrupts the Orderly Conduct of School or a School Function, and/or any Student Endangerment

The act of inciting, leading, or participating in any disruption, (including gang-related activities or incidents with multiple participants) disturbance or other act that: interferes with the education process; results in significant damage or destruction to public or private property (including electronic communication devices); causes personal injury to participants and others; or otherwise poses a threat to the health, safety, and/or welfare of students, staff, or others. This may also include any false accusation made by a student that jeopardizes the professional reputation, employment, or professional certification of any district employee.

16. Repeated Misconduct of a More Serious Nature or Incurrigibility: Repeated misconduct, which tends to substantially disrupt the orderly conduct of school, a school function, or extracurricular/co-curricular activity. They include repeated misconduct acts on Levels I and III.

Other Serious Misconduct: Any other major act of misconduct which seriously disrupts the orderly operation of the school program, or any school activity or transportation services which threatens the

health, safety or property of self or of others or behavior not specifically described above which substantially disrupts the orderly conduct of a school, school function or an extracurricular/co-curricular activity. This may include, but is not limited to, providing false/misleading information to staff members, profanity, use of gang-related signs or symbols, or language intended or reasonably calculated to insult and/or incite another person; repeated dress code violations; misuse of electronic items or computers; substantially distracting a bus driver which causes or has the potential to cause a safety hazard on a moving bus; or the activation of a fire alarm without reasonable cause which, in the discretion of the principal, was not the result of a willful or malicious act.

17. 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. Local law enforcement shall be notified.

SCHOOL RESPONSES TO LEVEL III VIOLATIONS:

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

- 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 superintendent shall ensure that, within three days after the expulsion, an official of the school district refers the individual to the appropriate county department of the Department of Human Services or County Community Mental Health Agency, and notifies the individual's parent or legal guardian, or if the individual is at least age 18, or is an emancipated minor, notifies the individual of the referral. MCL 380.1311{4}
 - Recommending an emotional, behavior, and/or chemical dependency evaluation and treatment and/or counseling recommendation.

The intervention strategy or discipline may require the student to follow any or all treatment recommendations of the evaluation. The evaluation must be from a source approved by the administration.

Failure to Follow Prescribed Intervention Strategy: Separate Violation

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

Staff Authority

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

School Activities

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

Maintaining Class Progress

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

DUE PROCESS PROCEDURES

Short-Term Suspension

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

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

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

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

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

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

SHORT TERM SUSPENSION APPEAL PROCEDURE

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

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

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

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

LONG-TERM Suspension or Expulsion

If recommended by the building administration the Superintendent, shall conduct a hearing to determine whether to impose a long-term suspension, or expulsion.

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

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

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

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

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

Appeal to Board of Education for Reconsideration

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

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

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

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

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

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

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

Interviews of Students by Police or Other Public Agencies:

The school district endeavors to cooperate with law enforcement agencies. Law enforcement officials may interview students in school. School officials will grant law enforcement interviews with a student after considering the (1) type of incident; (2) seriousness of the incident process; and (3) whether time is of the essence.

When practical, school personnel will be present during the police interview, and an attempt will be made to contact the parent/guardian prior to the interview. If the student is a minor and the parent was not present during the interview, the parent/guardian will be notified by the building administration that an interview has taken place.

Notification of Law Enforcement Agencies

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

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

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