

## **Southgate Anderson High School Mission/Vision Statement**

The mission of the Southgate Community Schools and Southgate Thomas J. Anderson High School is “Learning for Life”. The vision is “Southgate Community Schools: The best choice for students and parents.”

### **CODE OF STUDENT CONDUCT**

#### **PREAMBLE**

Michigan students, in all of their diversity, must be educated in a safe and supportive environment that fosters academic success and healthy development. Schools can create those environments by fostering student connectedness, establishing clear behavioral expectations, and employing preventative measures with constructive discipline that prioritizes keeping students in school through graduation.

The Michigan State Board of Education’s mission is: “All students graduate ready for careers, college, and community.” This can only be achieved if students are pursuing their education. **To fulfill this mission, the Michigan State Board of Education (SBE) strongly urges school districts to review existing zero tolerance policies and to adopt practices that allow educators to address disciplinary matters as opportunities for learning instead of punishment.**

The SBE encourages schools to:

- Implement or expand evidence-based alternative and supplemental strategies for social and emotional learning such as Positive Behavioral Interventions and Supports (PBIS), Michigan Model for Health™ and restorative practices.
- Integrate social and emotional learning and other evidence-based pro-social development practices into their culture, supporting and sustaining them as vital elements of the school operations.
- Collect and effectively utilize data—including discipline and academic performance records, truancy data, student and stakeholder surveys, and other relevant measurements—for ongoing formative evaluation of disciplinary processes and their effectiveness.
- Use discretion afforded under zero tolerance laws and other regulations to reserve suspension and expulsion for only the most serious offenses such as those infractions required by law and deemed absolutely necessary.

Legal mandates and community safety may require removal of individuals who possess a dangerous weapon, commit arson, or engage in criminal sexual conduct (Gun Free Schools Act, 1994; Michigan Compiled Laws under MCL 380.1311), make bomb threats or engage in verbal assault (MCL 380.1311a), and/or commit physical assault against another at school or a school-related event (MCL 380.1310, 380.1311, 380.1311a, 380.1312). “Zero Tolerance laws,” however, allow greater flexibility and discretion than many educators realize. Numerous studies have shown that exclusionary discipline often sets the stage for student disenfranchisement, academic failure, dropout, and the potential for criminalization. Also, exclusionary discipline is disproportionately applied to students of color, students with disabilities, and low-income students. This results in staggering costs to students, school districts, and society.

This document intentionally proposes an approach to school discipline that gives preference to keeping students in school where they can receive the academic and social-emotional supports they need. It includes recommended responsibilities of each school community member, and it lists the proactive steps of positive behavior supports and restorative practices available before articulating the school community’s consequences for disruptive conduct.

Adoption of a code of student conduct is one element of a school district’s safe schools plan. There is no singular code of student conduct that meets the needs of every school district, although every school district is required by law to adopt a code, as set forth in the Revised School Code, MCL 380.1312(8):

“A local or intermediate school district or a public school academy shall develop and implement a code of student conduct and shall enforce its provisions with regard to pupil misconduct in a classroom, elsewhere 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.”

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ATTACHMENT 1: Policy on Searches of Pupils' Lockers and Locker Contents

ATTACHMENT 2: Notice of Nondiscrimination

## SECTION I: INTRODUCTION

The Southgate Community School District is dedicated to creating and maintaining a positive learning environment for all students. All members of our learning community—including students, educators (including teachers, secretaries, custodians, aides, paraprofessionals, and other school personnel), parents, and engaged service providers—must assume a responsible role in promoting behavior that enhances academic and social success. Courteous, respectful, and responsible behavior fosters a positive climate for the learning community. Those responsibilities include, but are not limited to, the following:

Students (persons enrolled in grades K-12) have the responsibility to:

1. Take responsibility for your learning and recognize that it is a process.
2. Attend school regularly, arrive on time, and be prepared to learn.
3. Respect yourself and others in class, on school grounds, on buses, and at any school-related activity.
4. Respect the rights and feelings of fellow students, parents, educators (including teachers, secretaries, custodians, aides, paraprofessionals, and other school personnel), visitors, and guests.
5. Work within the existing structure of the school to address concerns.
6. Know and comply with school district rules and policies.
7. Participate in your learning communities, including helping formulate rules and procedures in the school, engaging in school-related activities, and fostering a culture of respect for learning and for others.
8. Academic Performance shall be the only criterion for academic grades.
9. Students shall not be subject to unreasonable or excessive physical punishment or verbal abuse.

Parents have the responsibility to:

1. Take responsibility for your child(ren)'s development as learners by, as much as possible, providing a home environment suited for learning and developing good study habits.
2. See that your child(ren) attends school regularly and on time.
3. Provide for your child(ren)'s general health and welfare as much as possible.
4. Teach and model respect for yourself, your child(ren), and all members of the school community.
5. Support the school's efforts to provide a safe and orderly learning environment.
6. Know and support the school and district rules and policies and work within the existing structure of the school to address concerns.
7. Advocate for your child(ren) and take an active role in the school community.
8. Attend your child(ren)'s parent/teacher conferences.

Educators have the responsibility to:

1. Take responsibility for students' development as learners, including their academic success and positive social-emotional development, recognizing that children should be subject to behavior management and discipline policies appropriate to their ages and levels of understanding.
2. Model and provide a mutually respectful and accountable atmosphere for learning that includes all members of the school community.
3. Cooperate and schedule conferences with students, parents, and other school personnel in an effort to understand and resolve academic and behavioral problems. Make every effort to accommodate families whose work schedules, access to transportation, or distance from school limits their ability to meet or participate.
4. Keep parents informed of their students' challenges, effort, and success.
5. Encourage students to participate in classroom, extracurricular, and other school-related activities.
6. Know and enforce the rules and policies consistently, fairly, and equitably.
7. Participate in formulating rules and procedures and other learning and developmental opportunities in the school.

The Code of Student Conduct sets forth student rights and responsibilities while at school and school-related activities, and the consequences for violating school rules. It defines behaviors that undermine the safety and learning opportunities for all members of the school community and favors actions that encourage positive behavior and learning over actions designed to punish. When determining the consequences of student misconduct, school officials may use intervention strategies and/or disciplinary actions. Recognizing the importance of keeping students in school learning as much as possible, educators will consider the severity or repetition of misconduct, age and grade level of the student, circumstances surrounding the misconduct, impact of the student's misconduct on others in the school community, and any other relevant factors in determining how they will address misconduct.

The Code of Student Conduct will be administered fairly, without partiality or discrimination. The Code of Student Conduct does not diminish any rights under federal law (20 U.S.C. 1400 et seq.) of a student determined to be eligible for special education programs and services. (A Sample Notice of Nondiscrimination is provided as Attachment 1.)

#### When and Where the Code of Student Conduct Applies

The Code of Student Conduct applies before, during, and after school and whenever student is engaged in a school-related activity. Each student is expected to follow this code of conduct:

- “At school,” meaning in a classroom, elsewhere 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.
- When a student is using school telecommunications networks, accounts, or other district services.

#### Regarding Exclusionary Discipline

Numerous studies have shown that exclusionary discipline often sets the stage for student disenfranchisement, academic failure, dropout, and potential criminalization. This runs counter to the SBE's mission and goal that all students will graduate prepared for careers, college, and community.

Further, based on a preponderance of research, the U.S. Department of Education (USED) links school attendance with academic success and links exclusionary discipline with lower school performance and higher rates of students' academic failure. Recognizing exclusionary discipline's negative impact, the school community will reserve exclusion for only the most serious offenses. We will also employ social and emotional learning, positive behavioral expectations, restorative practices and constructive discipline measures and early intervention/diversion strategies that focus on screening and treatment to minimize a suspended student's time away from school and potential court involvement.

To foster each student's academic success and pro-social development, the school will consider research-based social and emotional learning strategies and options designed to promote positive behavior and modify negative behavior while holding students accountable and minimizing exclusion time. (For this code, a program is considered research-based if some research demonstrates its effectiveness. The practice does not have to earn the rank of evidence-based—which means the practice has been proven effective in multiple-site random controlled trials across heterogeneous populations—though evidence-based is preferred.) These may include research- or evidence-based preventative and discipline measures such as:

- Positive Behavioral Interventions and Supports (PBIS)
- Michigan Model for Health™
- Focused instruction to avert academic failure
- Restorative practices
- Early intervention/diversion programs for substance abuse and other appropriate violations
- Family supports and referrals to available community-based resources as appropriate

Recognizing that grades should reflect learning rather than behavior, when suspension is used, students have the right to complete, turn in, and receive any credit earned on assignments and tests scheduled during their disciplinary absences.

Administered well and appropriately, positive discipline can become a powerful tool for teaching students to succeed. When considering intervention options, we will strive to address disciplinary matters as opportunities for learning and reserve exclusion for only the most serious offenses.

## **SECTION II: DUE PROCESS PROCEDURES**

The Due Process Clause of the Fourteenth Amendment to the U.S. Constitution provides two types of protection: substantive due process and procedural due process. In *Goss v. Lopez*, the U.S. Supreme Court found that students had a property interest in educational benefits and a liberty interest in their reputations, both of which qualify for Fourteenth Amendment protection. Substantive due process demands that a school rule must be reasonable and fair. Procedural due process protections apply to exclusionary discipline, including suspensions and expulsions from school. Due process, in either instance, is a flexible concept. The standards required depend upon the seriousness of the allegations and the possible discipline action that may be imposed.

Recognizing exclusionary discipline's negative impact, the school community will reserve exclusion for only the most serious offenses. We will also employ positive behavioral expectations, restorative practices and discipline measures and early intervention/diversion strategies that focus on screening and treatment to minimize suspended students' time away from school and potential court involvement.

Please note that when used to address a situation of serious misconduct, restorative justice should be administered by a fully trained practitioner. If criminal charges result from the incident, the school may choose to engage the affected parties in restorative justice after the case is resolved in the judicial system.

In developing a policy governing school rules and regulations, the following principles to assure substantive due process should be considered:

- The policy must provide notice of what conduct is prohibited or permitted.
- The rules must be reasonably understandable to the average child/student, taking into account the age of the individual child/student.
- The rules must be rationally related to a valid educational purpose.
- The rules must be precise so as not to prohibit constitutionally protected activities.
- The policy must provide students with notice of potential consequences for violating specific rules.
- The type of consequence specified in the policy must be within the expressed or implied authority of the school district to utilize.
- The consequence must be of reasonable severity in relation to the seriousness of the misconduct or the number of times the misconduct was committed.
- Rules and procedures must be disseminated to all students and parents.

As noted in the Introduction, The Code of Student Conduct does not diminish any rights under federal law (20 U.S.C. 1400 et seq.) for a student determined to be eligible for special education programs and services. Students with an Individualized Education Program (IEP) are responsible for following The Code of Student Conduct. As a consequence of a violation of The Code of Student Conduct by a student with an IEP, specific procedures may apply. Information about these procedures is available at [www.michigan.gov/ose-eis](http://www.michigan.gov/ose-eis).

### **Short-Term Suspension Definition**

For purposes of this code, a short-term suspension occurs when a student is suspended for one (1) school day, up to and including five (5) school days. During a short-term suspension, the student's rights and

privileges of attending school, including extracurricular activities, are suspended.

The USED links school attendance with academic success, and links exclusionary discipline with lower school performance and higher rates of students' academic failure. Recognizing exclusionary discipline's negative impact, the school community will reserve exclusion for only the most serious offenses and employ discipline measures and early intervention/diversion strategies with a focus on screening and treatment to minimize suspended students' time away from school and potential court involvement.

#### Due Process for Short-Term Suspensions

For a suspension of five (5) days or less, a student is entitled to minimal due process protections, including oral or written notice of the accusation(s), what disciplinary measures are being proposed, and an opportunity to respond. If feasible, the notice and hearing should precede the student's removal from school. If the student's presence poses a danger to persons or property or threatens to disrupt the academic process, prior notice and hearing may not be feasible. In this case, a hearing should follow the student's removal from school as soon as possible.

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, the principal or assistant principal shall provide the student and the parent/guardian with oral or written notice of the charges or allegations and an explanation of the evidence or basis for the charges. Barring a situation requiring immediate action, the student shall be given the opportunity to contact an adult advocate such as a parent or other family member, guardian, mentor, friend, and/or an attorney before presenting an explanation or a differing statement of the facts. The student's request to have a parent/guardian present should be respected.

If misconduct is found, the principal may authorize disciplinary action in accordance with The Code of Student Conduct, including short-term suspension. A student whose presence poses 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.

#### Long-Term Suspension and Expulsion Definition

A long-term suspension is when a student is suspended for more than five (5) school days. During a long-term suspension, the student's rights and privileges of attending school, including extracurricular activities, are suspended.

Recognizing exclusionary discipline's negative impact, based on a preponderance of research, the school community will reserve exclusion for only the most serious offenses and employ discipline measures and early intervention/diversion strategies with a focus on screening and treatment to minimize suspended students' time away from school and potential court involvement.

An expulsion occurs when the school district's board of education terminates the student's rights and privileges to attend school, including extracurricular activities. An expulsion is for an indefinite time, unless otherwise specified by the school board or state law.

#### Due Process for Long-Term Suspension and Expulsion

A more formal due process procedure is required when serious disciplinary measures are alleged against a student. When the student's misconduct requires legal action, school district staff will work to protect his/her constitutional rights by explaining what the student is accused of and giving him/her the opportunity to speak with an adult advocate such as a parent or other family member, guardian, mentor, friend, and/or attorney. (Pro-bono or affordable legal assistance is available through service providers listed in MDE's On-line Tool Kit at a link to be provided upon completion.) The school district may also provide, upon a request, a list of resources for representation. The student shall be given reasonable time to prepare for a hearing. The person conducting the disciplinary hearing must be impartial.



If recommended by the principal or assistant principal, the school district's board of education or its designee shall conduct a hearing to determine whether to impose a long-term suspension or expulsion. Based upon the results of this hearing, the school district's board of education has the exclusive and final authority to expel a student from the school district.

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

Prior to the hearing, families will be given an opportunity to review all documents, videos, other media, or any other types of evidence, and a list of all witnesses slated to testify. Prior to the hearing, families should be notified of all of the district's processes for hearings and appeals.

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 parent/guardian, the board of education shall meet in a closed session to "consider the dismissal, suspension, or disciplining of a student" [MCL 15.268(b)].

The student and parent/guardian may be represented at the hearing by an attorney or other adult. 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. The parent/guardian of the student may petition the school board to request the student's reinstatement to school, as permitted by state law.

#### Appeal Process

A student that disagrees with 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 appeal or reconsideration by the board or its designee. The petition shall be in writing and contain the reason 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. If granted, the board shall notify the student in writing of the procedures to be used for the appeal or the request for reconsideration.

#### Due Process Rights

The Board recognizes the importance of safeguarding a student's Constitutional rights, particularly when subject to the District's disciplinary procedures. If a student or his/her parent/guardian feels that his/her rights have been violated and the student is subject to 10 days or less of suspension, a written appeal must be submitted to the high school principal within two (2) days of the original disciplinary action.

#### Elastic Clause

The school administration or a designated representative reserves the right to establish fair and reasonable rules and regulations for things requiring actions that are not covered in the Student Handbook. In all cases, rules, regulations, and possible consequences shall be as consistent as possible with previously established rules, regulations, and consequences for similar incidences.

### **SECTION III: TYPES OF SUSPENSION AND EXPULSION**

The Revised School Code provides each school district with the authority to establish a local discipline policy. Each local school board or its designee has the authority to suspend or expel students guilty of "gross misdemeanor or persistent disobedience." This must not, however, infringe on any of the federally protected rights guaranteed to students who qualify for special education programs and services [MCL 380.1311(8)]. County Intermediate School Districts or Regional Educational Service Agencies' consultants, Community Mental Health Centers, medical clinics, and other human service agencies may need to be

involved with a child whose behavior is “persistent.”

Recognizing exclusionary discipline’s negative impact, the school community will reserve exclusion for only the most serious offenses and will employ discipline measures and early intervention/diversion strategies with a focus on screening and treatment to minimize a suspended student’s time away from school and potential court involvement. Districts are required to develop and implement a code of student conduct and to enforce its provisions with regard to student misconduct in a classroom, on school grounds, on a school bus or other school-related vehicle, and/or at a school-sponsored activity or event whether or not it is held on school grounds.

#### District Policy

Student behavior within the district is based on mutual respect and consideration for the rights of others. Students have a responsibility to know, respect, and obey the rules and regulations of the school and to behave in a manner appropriate to good citizenship. Restrictions will be applied when a student’s speech or action disrupts the work of the school or interferes with the rights of others.

Reasonable effort shall be made by the staff to solve disciplinary problems within the school setting. Students not conforming to school regulations may be removed from the school setting. The Superintendent shall establish a student discipline reporting system to accumulate periodic information on incidents of student discipline.

For students in grades six (6) and above, in addition to the suspension and expulsion of students who commit violations identified in a district’s Code of Student Conduct, Michigan law requires a school district to remove a student who possesses a dangerous weapon unless that student meets one of four exceptions (listed below) provided in the law. Michigan law also requires removal of students who commit arson, criminal sexual conduct (as defined in the law and noted below), or a physical assault against a school employee or volunteer. Michigan law also requires school districts to remove students who commit physical assault against another student or make a bomb threat, or similar threat. Those exclusions can last no more than 180 days. In addition, Michigan law also allows any teacher to impose one-day “snap suspensions” from his/her class for students, and it establishes procedures the teacher must follow when exercising this option. Under the law, the suspending teacher must take a number of steps explained in greater detail below. The following information describes the law.

#### Weapons, Arson, or Criminal Sexual Conduct Expulsion

For students in grades six (6) and above, school districts are required to expel students who possess a dangerous weapon, commit arson, or engage in criminal sexual conduct in a school building or on school grounds. The law allows for possible reinstatement [MCL 380.1311]. The term “criminal sexual conduct” is defined in the Michigan Penal Code, 1931, PA 328 MCL 750.520. It refers to sections which describe various levels of sexual penetration, sexual conduct, and assault with intent to commit criminal sexual conduct [MCL 750.520b, 520c, 520d, 520e, 520g]. The term “dangerous weapon” means a firearm, dirk, dagger, stiletto, iron bar, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, and brass knuckles [MCL 380.1313(4)]. The definition of “firearm” in section 380.1311 refers to the definition of that term in the federal Gun-Free Schools Act of 1994, which in turn refers to another section of federal law which defines “firearm” as:

- Any weapon (including a starter gun) which will or is designed to, or may readily be converted to, expel a projectile by the action of an explosive.
  - The frame or receiver of any such weapon.
  - Any firearm muffler or firearm silencer.
  - Any destructive device.
1. Dangerous Weapon Exceptions (referenced in paragraph #3, previous page): School boards are not required to expel a student if the student can establish in a clear and convincing manner at least one of the following:

- The object or instrument possessed by the student was not possessed 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 of, or with the express permission of school or police authorities.

A student who possesses a weapon in a weapon-free school zone or commits arson or criminal sexual conduct at school or on school grounds is expelled from all Michigan public schools unless the school district operates or participates in an alternative education program appropriate for expelled students. At the school district's discretion, the district may admit the student to that program or a "strict discipline academy."

2. **Weapon-Free School Zone and School Property Definition:** "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].
3. **Reporting Requirements:** If a dangerous weapon is found in the possession of a student while the student is attending school or a school activity, or while the student is in route to or from school on a school bus, the superintendent of the school district or intermediate school district, or his or her designee, shall immediately report that finding to the student's parent/guardian and the local law enforcement agency [MCL 380.1313(1)].

#### Physical Assault - Student to Employee, Contractor or Volunteer

A student in grade six (6) or above who commits a physical assault against an employee, contractor, or a volunteer of a district, at school or on school grounds, shall be expelled permanently, subject to possible reinstatement. The term "physical assault" means "intentionally causing or attempting to cause physical harm to another through force or violence" [MCL 380.1311a].

A student expelled for committing physical assault against an employee, contractor, or volunteer of a district at school or on school grounds is expelled from all Michigan public schools unless the school district operates or participates in an alternative education program appropriate for expelled students. At the school district's discretion, the district may admit the student to that program or a "strict discipline academy."

In the event a student is expelled for possession of a dangerous weapon in a weapon-free school zone, arson in a school building or on school grounds, or criminal sexual conduct in a school building or on school grounds, the school board shall ensure that within three days after the expulsion an official of the school district refers the individual to the appropriate county Department of Human Services or county Department of 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)].

#### Physical Assault - Student to Student

A student in grade six (6) or above who commits physical assault against another student shall be suspended or expelled for up to 180 school days by the school board or its designee if the physical assault is reported to the school board, superintendent, or principal. The term "physical assault" means "intentionally causing or attempting to cause physical harm to another through force or violence" [MCL 380.1310].

#### Bomb Threats or Similar Threats

If a student in grade six (6) or above makes a bomb threat, or similar threat, directed at a school building,

other school property, or a school-related event, then the school board or the designee on behalf of the school board, as described in MCL 380.1311(1), shall suspend or expel the pupil from the school district for a period of time as determined at the discretion of the school board or its designee. The school board policy should include the types of behavior for which a student who makes a bomb threat, or similar threat, would be suspended or expelled.

#### Teacher “Snap Suspension”

While “Snap Suspension” is part of the law, we believe that it should be used minimally, if at all. A teacher may suspend a student from the teacher’s classroom for up to one day if the student’s behavior exceeds limits as defined by local policy. The policy shall be adopted as part of the school district’s Code of Student Conduct and specify the types of behavior for which a student may be suspended. If a student is retained in the school, he or she must be under appropriate supervision. The law requires a teacher who imposes this option to immediately report the “snap suspension” to the office, then, as soon as possible, schedule a meeting with the suspended student’s parent(s) or guardian(s) and attempt to include the school counselor, social worker, or psychologist. If the teacher or parent requests that a school administrator attend, the teacher must also include the administrator in the meeting [MCL380.1309]. A student may return that school day to the classroom, subject, or activity for which he or she was suspended, with the concurrence of the teacher and the school principal [MCL 380.1309].

#### Severe Clause

The severe clause shall be invoked in cases of extreme behavior such as fighting, spitting, gross insubordination, gross disrespect (such as name calling to staff members); or if a student’s behavior jeopardizes his/her safety or the safety of those nearby. The student shall be referred directly to the school administrator or the designated representative. Discipline shall be up to the discretion of the administration or building designee, and based specifically upon each individual case as it arises.

#### Petitioning for Reinstatement

For students in grades six (6) or above, although the law calls for the “permanent” expulsion of a student who possesses a dangerous weapon in a weapon-free school zone, commits arson, criminal sexual conduct, or a physical assault against an employee, contractor, or a volunteer of a district, at school or on school grounds, the law provides a process for petitioning for reinstatement to school [MCL 380.1311(5) and 380.1311a(5)]. It is the responsibility of the petitioning person (a parent, legal guardian, or the expelled student if he or she is at least 18 years of age or is an emancipated minor) to prepare and submit the petition for reinstatement.

#### Petition for Student to Return to School

If a petition form is requested by a person wishing to be reinstated, the school board must make the petition form available. (An informational packet for parents is available in the MDE online Tool Kit at a link to be provided upon completion of the Tool Kit.)

For a student in grade five (5) or below that is expelled for possessing a firearm or threatening another person with a dangerous weapon, the parent/guardian or the student (if he or she is at least 18 years of age or an emancipated minor) may initiate a petition for reinstatement any time after 60 school days following the date of the expulsion. A student may be reinstated 90 school days following the date of expulsion.

For a student in grade five (5) or below that is expelled for committing arson or criminal sexual conduct in a school building or on school grounds, the parent/ guardian or the student (if he or she is at least 18 years of age or an emancipated minor) may initiate a petition for reinstatement at any time, and the student may be reinstated ten school days after the expulsion.

For a student in grade six (6) or above that is expelled for possessing a dangerous weapon in a weapon-free school zone, commits arson or criminal sexual conduct, the parent/guardian or the student (if he or she is at least 18 years of age or an emancipated minor) may initiate a petition any time after 150 school days following the date of expulsion. A student may be reinstated 180 school days following the date of expulsion.

For a student in grade six (6) or above that is expelled for committing a physical assault against an employee, contractor, or volunteer, the parent/guardian or the student (if he or she is at least 18 years of age or an emancipated minor) may initiate a petition any time after 150 school days following the date of expulsion. A student may be reinstated 180 school days following the date of expulsion.

A district may establish reinstatement procedures for students expelled for reasons other than those listed.

#### Committee Review and Recommendation

The local school board may include conditions in a petition for reinstatement, including the successful completion of a restorative justice process or a similar effort, which the student can complete during the exclusion period or as a condition for returning to school. If the expelling school board denies a petition for reinstatement, the petitioner may petition another school board for reinstatement. The following timelines and procedures apply to reinstatement:

Within ten (10) school days after receiving a petition for reinstatement, the school board must appoint a committee comprised of two school board members, one school administrator, one teacher, and one parent of a student in the school district to review the petition and any supporting information submitted by the petitioner. During this time, the superintendent may prepare and submit information concerning the circumstances of the expulsion and any factors weighing in favor of or against reinstatement.

Not later than ten (10) school days after being appointed, the committee must review the petition and supporting information, together with information provided by the school district, and submit a recommendation to the school board. The committee may recommend unconditional reinstatement, conditional reinstatement, or against reinstatement. The recommendation must be accompanied by an explanation of the reasons for the recommendation. If the recommendation is for conditional reinstatement, it must include any recommended conditions.

According to the law, the committee's recommendation must be based on all of the following factors:

- The extent to which reinstatement of the student would create a risk of harm to pupils or school personnel.
- The extent to which reinstatement would create a risk of school district or individual liability for the school board or school district personnel.
- The age and maturity of the individual.
- The student's school record before the incident that caused the expulsion.
- The student's attitude concerning the incident that caused the expulsion.
- The student's behavior since the expulsion and the prospects for remediation.
- If the petition was filed by a parent or legal guardian, the degree of cooperation and support that has been provided by, and that can be expected from, that person if the student is reinstated, including, but not limited to, receptiveness toward possible conditions placed on the reinstatement [MCL 380.1311(5)(e)].

The committee may also choose to consider such factors as the successful completion of restorative justice measures, the presence of mental health considerations, family situations that might be impacting the child's behavior, observations from a school-based advocate for the student, and more.

#### School Board Decision

After receiving the committee's recommendation, the school board must make a decision no later than the next regularly-scheduled board meeting. The school board must decide either to reinstate the student, to conditionally reinstate the student, or to deny reinstatement.

Before conditionally reinstating the student, a school board may require a student and the parent or legal

guardian to agree in writing to specific conditions. The conditions may include, but are not limited to, the following:

- Successful completion of a restorative justice process and evidence of compliance with the resulting agreement developed by the participating affected parties.
- Agreement to a behavior contract which may involve the student, parent or legal guardian, and an outside agency.
- Participation in, or completion of, an anger management program or other appropriate counseling.
- Periodic progress reviews.
- Specified immediate consequences for failure to abide by a condition.

The law specifies that the decision of the school board is final.

#### Alternative Education

A school district may provide alternative education for a student who has been suspended or expelled. The Michigan Attorney General issued an opinion cited as 1985 OAG 6271 in which he stated that the board of education of a school district which, in accordance with due process requirements, suspends for a lengthy period of time or permanently expels a non-handicapped student who is subject to the compulsory education requirements is not required to provide an alternative education program for a student. The Michigan State Board of Education, however, encourages school districts to provide alternative education opportunities for excluded students. It encourages schools to explore the Michigan Department of Education's list of alternative education providers on its Michigan Safe Schools website at <http://www.michigan.gov/safeschools/0,4665,7-181-49444-232580--,00.html> with the goal of keeping suspended and/or expelled students engaged in learning.

Ultimately, however, it is the responsibility of the parent or legal guardian to locate a suitable alternative education program and to enroll their child in a program during the expulsion.

#### Mandatory Expulsion

A student who has been expelled for weapons, arson, criminal sexual conduct, or physical assault against an employee or volunteer is expelled from all Michigan public schools unless the district operates or participates in an alternative education program appropriate for the mandatory expelled student and at the school district's discretion admits the student to that program or strict discipline academy [MCL 380.1311(2) and 380.1311a(2)].

A program operated for mandatory expelled students must ensure that a student is physically separated at all times during the school day from the general pupil population. If the student is not placed in an alternative education program or a "strict discipline academy," the school district may provide or arrange for the intermediate school district to provide to the student appropriate instructional services at home. Homebound services are designed to help students who are unable to attend school to keep up with their studies [MCL 388.1709].

#### Criminal Offenses

- A. Offenses will be reported to proper authority.
- B. Offenses will be cumulative. They will carry over from elementary to middle school to high school.
- C. Offenses will, in extreme cases, result in waiver of all steps, immediate suspension, and referral to Superintendent for further action.

#### Procedure

Teachers shall attempt to resolve disciplinary problems within the classroom setting. Examples may include conference with student, conference/telephone contact with parent, or referral to counselor. When a student is referred to the principal's or assistant principal's office, that administrator shall determine if any misconduct or criminal act has occurred. Follow-up counseling may take place at any step of the disciplinary process.

### Disciplinary Offenses

1. Offenses will carry over from elementary to middle school to high school.
2. Offenses may result in removal from the class for the period and may result in suspension when a principal or assistant principal or administrative representative determines a volatile situation exists, or in the case of gross disrespect.
3. Offenses will, in extreme cases, result in the waiver of all disciplinary steps, immediate suspension, and referral to the Superintendent for further action.

THE BUILDING ADMINISTRATORS OR ADMINISTRATIVE REPRESENTATIVE SHALL HAVE THE AUTHORITY TO USE DISCRETION AND JUDGMENT AT ANY AND ALL STEPS AND HAVE THE AUTHORITY TO AMEND OR ADD DISCIPLINARY ACTION WHICH HE/SHE JUDGES TO BE APPROPRIATE.

## **SECTION IV: VIOLATIONS OF THE CODE OF STUDENT CONDUCT AND THE SCHOOL COMMUNITY RESPONSES**

Michigan students, in all of their diversity, must be educated in a safe and supportive environment that fosters academic success and healthy development.

The Michigan State Board of Education's mission is: "All students graduate ready for careers, college, and community." This can only be achieved if students are pursuing their education. To fulfill this mission, the Michigan State Board of Education (SBE) strongly urges school districts to adopt practices that allow educators to address disciplinary matters as opportunities for learning instead of punishment.

The SBE encourages schools to:

- Implement or expand evidence-based alternative and supplemental strategies for social and emotional learning such as Positive Behavioral Intervention and Supports (PBIS), Michigan Model for Health™ and restorative practices.
- Integrate these and other research- and evidence-based, pro-social development practices into their culture, supporting and sustaining them as vital elements of the school operations.
- Collect and utilize data for ongoing formative evaluation of disciplinary processes and their effectiveness.
- Reserve suspension and expulsion for only the most serious offenses such as those infractions required by law and deemed absolutely necessary.

The school community will want to create an inclusive, achievement-oriented culture by implementing PBIS and restorative practices to help guide student conduct. These, partnered with social emotional learning curriculum such as Michigan Model for Health™ and access to mental health and other supports, will contribute to a positive school climate. As part of that climate, the school community will check that students understand what is respectful and accountable conduct toward themselves, their peers, adults, and property.

As referenced in this document's preamble, resources and technical assistance exist to develop and maintain a PBIS plan, implement restorative practices, and utilize other relevant community-based services. In the event that students violate the rules, the school community will prioritize keeping them in school and helping them learn from mistakes. Restoring students and those affected by their behavior is the desired outcome of this approach.

### Student Rights and Responsibilities

If a student feels unsafe or is threatened, the student or the student's parent/guardian should contact the principal or assistant principal. Individual rights relate to individual responsibilities and must be seen in relationship to the safety, health, and welfare of all members of the school community.

Expectations of student conduct should be kept within the bounds of reasonable behavior expected of all members of the community. Students should have freedom and encouragement to express their individuality in school, as long as their conduct does not intrude upon the freedom or safety of others. This 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, but educators must prioritize keeping students engaged in learning as much as possible. The practices outlined above are powerful tools educators have used successfully to address misconduct and conflict at all levels.

All students should recognize the consequences of their language, manners, and actions toward each other, school staff, and volunteers. Students need to understand that they benefit from an orderly school operation and, as members of the school community, acknowledge their responsibility to promote a mutually respectful learning environment and support the reduction of any disruption to learning. The following pages list actions that can cause disruptions and, therefore, require some action to address the harm they cause. Whenever possible, the action to address this misconduct should include steps to heal the harm and restore the community members affected.

#### Violations of the Code of Student Conduct

Various types of student misconduct are defined below. These definitions of misconduct are not all-inclusive, but only representative and illustrative. A student who commits an act of misconduct not listed herein is nonetheless subject to disciplinary action, including “snap suspension” by a teacher for misconduct in a class, subject, or activity.

School district staff may use intervention strategies including preventative measures such as intensive instruction, social-emotional learning, PBIS, restorative practices, teacher/student conferences, auxiliary staff/student intervention, and teacher/parent/guardian contacts for every type of violation listed here. As required by law, the staff will refer the last group of violations directly to school administrators due to the serious and/or unlawful nature of the misconduct. At the option of school administrators, a student accused of any violation of The Code of Student Conduct may be referred to a school social worker or counselor, in conjunction with or in lieu of other disciplinary procedures. Where the misconduct is subject to mandatory discipline under state law, however, the school board will act to impose any mandatory sanctions.

#### Violation Definitions and School Community Responses

1. Blackmail: the action, treated as a criminal offense, of demanding money from a person in return for not revealing compromising or injurious information about that person OR the action, treated as a criminal offense, of demanding money from a person in return for not revealing compromising or injurious information about that person.
2. Breaking and entering/Burglary: a specific type of property crime. It involves the following elements of proof: The unauthorized entry into a building; using force, deceit, or property damage. Note that “breaking” a window or a door is not actually necessary to be found guilty of breaking and entering. For instance, deceiving a security guard to gain unauthorized access to an area may be considered breaking and entering. Or, slightly pushing open a door to enter the building may also be breaking and entering.
3. Bullying: A student will not engage in bullying any student for any reason in a classroom, elsewhere 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. “At school” includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the telecommunications access device or the telecommunications service provider is owned by or under the control of the school district or public school academy. “Telecommunications access device” and “telecommunications service provider” mean those terms as defined in section 219a of the Michigan penal code, 1931 PA 328, MCL 750.219a.

“Bullying” means any written, verbal, or physical act, or any electronic communication that is intended or that a reasonable person would know is likely to harm one or more pupils either directly or indirectly



by doing any of the following:

- Substantially interfering with educational opportunities, benefits, or programs of one (1) or more pupils.
- Adversely affecting the ability of a pupil to participate in or benefit from the school district's or public school's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress.
- Having an actual and substantial detrimental effect on a pupil's physical or mental health.
- Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

#### Anti-Bullying

The Southgate Community School District School Board has adopted an Anti-Bullying policy that conforms to Matt's Safe School Law, PA 241 of 2011. Please refer to [www.southgateschools.com](http://www.southgateschools.com) for the complete policy.

It is the policy of the Southgate Community School District to provide a safe and nurturing educational environment for all of its students and staff. This policy protects all students and staff, third parties, including Board members, parents, guests, contractors, vendors, and volunteers from bullying, aggressive behavior or harassment regardless of the subject matter or motivation for such impermissible behavior. Since bystander support of bullying and harassment can encourage these behaviors, the District will not tolerate either active and/or passive support for acts of harassment or bullying.

This policy also covers acts of Cyber-Bullying, which is willful and repeated harm inflicted through the use of computers, cell phones, and other electronic devices used to harass, threaten, humiliate, or otherwise hassle their peers. This may be through web pages, videos, profiles on social networking sites, sexting, etc.

Appropriate remedial action may range from positive behavioral support up to suspension or expulsion for students, up to discharge for employees, exclusion for parents/guardians, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

#### Misconduct Prior to Enrollment

In order to protect the health and safety of students and employees and to prevent threatened disruption to the educational process, an otherwise eligible resident student may be suspended or expelled on the basis of:

- A. A prior act of misconduct committed outside of school hours and/or off school premises when the student was not enrolled in the school district.
- B. A prior act constituting a gross misdemeanor, and other acts of misconduct, while the student was enrolled in another school district.

Provided that the act of gross misdemeanor or other misconduct would constitute a sufficient basis for the suspension or expulsion had it occurred when the student was attending the school district. Penalty – Ranging from suspension to expulsion.

- 4. **Cheating/Academic Misconduct:** A student will not plagiarize, cheat, gain unauthorized access to, or tamper with educational materials. Discipline under this section may result in academic sanctions in addition to other discipline.
- 5. **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, writing on desks or walls, carving into woodwork, desks, or tables, and spray-painting surfaces are acts of defacement.

6. **Destruction of Property:** A student will not intentionally cause destruction of property of the school or others. Actions that impair the use of something are destructive. Ruining bulletin boards, 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.
7. **Disorderly Conduct:** A student will not knowingly 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.
8. **Failure to Serve Assigned Detention:** A student will not fail to serve an assigned detention of which students and/or parents/guardians have been notified. Notification needs to be confirmed. Alternative consequences could be approved by school administrators for students who lack transportation.
9. **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.
10. **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.
11. **Forgery:** A student will not sign the name of another person for the purpose of defrauding school personnel or the Board of Education.
12. **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.
13. **Gambling:** A student will not engage in any game of chance or contest wherein money or other items of monetary value are awarded to the winner, except for those games and contests authorized as official school functions.
14. **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 education mission.

Gang activity includes any one of the following:

- 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.
  - Using any word, phrase, written symbol, or gesture that intentionally identifies a student as a member of a gang, or otherwise symbolizes support of a gang.
  - Gathering of two or more persons for purposes of engaging in activities or discussions promoting gangs.
  - Recruiting student(s) for gangs.
15. **Harassment/Intimidation:** A student will not engage in or participate in any behavior that is included in the definition of harassment or intimidation. "Harassment or intimidation" means any gesture or 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 any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment or intimidation includes, but is not limited to, a gesture or written, verbal, or physical act.

16. Hazing: The act of hazing is a crime in Michigan and will not be tolerated in the district. A student will not engage in or participate in any behavior that is included in the definition of hazing. The term "hazing" means "an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization." The term "organization" means "a fraternity, sorority, association, corporation, order, society, corps, cooperative, club, service group, social group, athletic team, or similar group whose members are primarily students at an educational institution." [MCL 750.411t].
17. Improper, Negligent, or Reckless Operation of a Motor Vehicle: 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.
18. Public Display of Affection: Students will not engage in inappropriate displays of affection.
19. Student Expression: School district administrators and teachers may exercise control over or otherwise limit student expression that may be reasonably attributed to the school district by the general public, parents or students for any legitimate educational reason. Additionally, student expression that occurs on school premises, or has a connection with the school district or district related activities, may be controlled or otherwise limited in order to avoid material and substantial interference with school work, student discipline, the rights of others, or the proper functioning of the educational process.

#### Dress Code Policy

Responsibility for the dress and grooming of all students shall rest with the parent and student. There is a responsibility to encourage students to develop standards of dress and grooming that do not violate commonly accepted standards; therefore, appearance should be neat, clean, and inoffensive, as determined by the building administrator.

The school prohibits anything it deems to be disruptive, distracting, provocative, provoking, and/or intimidating that rises to the level, in the school's view, as having a detrimental effect on the safe and educational atmosphere in the school environment. While we cannot list or anticipate all of the latest trends and changes in a student's dress, grooming, piercings, hairstyles, or unnaturally colored hair, it is left to the discretion and judgment of the administration as to what is deemed disruptive to the educational process.

In order to maintain a healthy, safe, and orderly learning environment, the following guidelines shall be used as standards at school and all school-sponsored events.

1. Clothing and hair should be neat, clean, and groomed.
2. Safe/appropriate footwear must be worn at all times.
3. The wearing of hats/caps, headgear, or hoods is permissible via the following guidelines:
  - a. Individual classroom teachers will elect to have either a Red or Green policy on the wearing of these items in the classroom per each teacher's discretion. A Red classroom will not permit any of these items at any time. Items for a red classroom shall be removed. A Green classroom will permit the wearing of these items and may be worn during that particular class time only.
  - b. Common areas (ie. Hallways, cafeteria, etc.) are considered Green areas and these items will be permitted to be worn. However, if and when any school staff member requests the removal of such headgear, hats/caps, or hoodie, the student shall immediately comply or face appropriate disciplinary action.
4. The wearing of distracting, indecent or inappropriate clothing is not acceptable. Examples include, sleepwear, clothing advertising alcoholic beverages, drugs and tobacco products and obscene or questionable printing/designs.
5. Halter, mesh and see-through clothing and that which exposes bare midriffs, open backs or allows undergarments to be visible are not permitted. Shirts or blouses will be appropriately buttoned at all times. Tank tops must have straps that are three fingers wide at all times.

Students with undergarments that are visible will be asked to change or change into appropriate clothing before attending class.

6. Appropriate length lower garments, such as shorts, skirts, etc. may be worn. These items must be mid-thigh, finger-tip length or longer. "Appropriate length" to be determined by the administration. Students who have inappropriate length clothing on will be asked to change before returning to class.
7. Excessively tight clothing is prohibited. Pants must be worn on the waist so as to cover undergarments. Revealing clothing is not permitted.

The school reserves the right, at any time, to amend the above list without prior warning to the student.

#### Dress Code Regulation

Students inappropriately dressed shall be referred to the office. The principal or assistant principal shall determine the appropriate action. In cases where a student is inappropriately dressed, the preferred action will be to notify the parent/guardian and request that a change of clothing be brought to the school. If the parent/guardian cannot bring the clothing to the school, the child may be sent home, with parent/guardian notification, for a change of clothing. Repeat offenses will result in disciplinary action.

20. Appropriate Use of Electronic Communication Devices: Students may possess a cellular telephone or other electronic communication device while at school provided that during school hours and on a school vehicle the cellular phone or electronic communication device remains off and out of sight unless authorized school personnel have given students permission to use them.

Anderson High School recognizes that technology is constantly evolving and that many technology tools exist to help support students in their learning. The Southgate Community Schools have long prided itself on the instructional technology it provides for its students, further exemplifying that commitment with the development of the 21st century classroom. To that end, a policy that seeks to help educate students on the effective and appropriate uses of electronic communication devices such as cell phones, mp3 players, etc. has been implemented. The key points of this policy are as follows:

The high school building will be divided into instructional and non-instructional areas.

1. Students will be allowed to use electronic communication devices such as cell phones and mp3 players in non-instructional areas such as the cafeteria before and after school or during lunch, and in the hallways outside of class time, however, not while out of the classroom with a pass.
2. Student use of electronic communication devices in instructional areas will be at the discretion of the teacher supervising that classroom or area. The teacher will designate their classroom as a "YELLOW" or "RED" room at their discretion.
3. In a "YELLOW" classroom, students can be permitted to use cell phones, mp3 players, etc. for supervised educational purposes at the discretion of the teacher.
4. In a "RED" classroom, students will not be permitted to use any electronic devices and may face disciplinary consequences if they fail to meet that expectation.

The use of electronic communication devices is prohibited at all times in school offices. The school will continue to prohibit the use of any video device in any restroom, locker room or other location where students and staff 'have a reasonable expectation of privacy'. If a student is found to be in violation of the Electronic Device Policy, he/ she would immediately be sent to the office. Consequences will be determined by the student code of conduct.

In order to avoid classroom disruptions that may result in disciplinary issues for students, parents are still encouraged to communicate with their students by contacting the attendance office at 734-246-4611.

21. Insubordination/Unruly Conduct: A student will not willfully 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, refusing to leave a hallway or any other location when instructed by a school staff member, or running away from school staff when told to stop constitutes unruly conduct.

22. Leaving School Without Permission: A student will not leave the school building, classroom, cafeteria, assigned area, or campus without permission from authorized school personnel.
23. Loitering: A student will not remain or linger on school property without a legitimate purpose and/or without proper authority.
24. 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, or personal entertainment devices. Certain devices may be permitted for health or other reasons, if approved by the administration.
25. Profanity and/or Obscenity Toward Students: A student will not verbally, in writing, electronically, or with photographs or drawings direct profanity or insulting, obscene gestures toward any other student.
26. 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 members or adult volunteers.
27. Sexual Harassment (Level 1): 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.
28. Sexual Harassment (Level 2): A student will not make unwelcome sexual advances, request sexual favors or engage in verbal communication or physical conduct of a sexual nature with or toward any other student, school district personnel, or adult volunteers.
29. Smoking: A student will not smoke or use e-smoking devices, use tobacco or alternative cigarette options, or possess any substance containing tobacco or nicotine in any area under the control of a school district, including all activities or events supervised by the school district.
30. Tardiness: A student will not fail to be in his or her place of instruction at the assigned time without a valid excuse.
31. Technology Abuse: A student will not violate the district's "Technology Use Guidelines."
32. 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 \$100.00 or less which does not belong to the student.
31. Threat/Coercion: A student will not threaten another with bodily harm. A student will not coerce another to act or refrain from acting.
32. Trespassing: A student will not enter upon the premises of the school district, other than the location to which the student is assigned, without authorization from proper school authorities. If removed, suspended, or expelled from school, a student will not return to the school premises without permission of the proper school authorities.

33. Truancy: A student will not willfully and repeatedly fail to report to the school's assigned class or activity without prior permission, knowledge, or excuse by the school and parent/guardian.
34. Weapon Look-A-Likes: A student shall not possess, use, sell, or distribute a toy weapon, a look-a-like or replica weapon except with the prior approval of a teacher or an administrator for appropriate educational use.

#### School Community Responses to Violations

The school community will maintain a safe and supportive environment and persistently check that students can identify respectful and accountable conduct toward themselves, their peers, adults, and property. In the event that students violate any part of the Code of Student Conduct, the school community will apply support and guidance to increase the opportunity for the student to both offer restitution and learn from mistakes.

School administrators and staff may use mutually respectful and accountable intervention strategies, as determined by local district policies including, but not limited to, restorative practices, staff and student/parent conferences, auxiliary staff intervention and counseling programs, student programs for conflict resolution and peer mediation, and programs for anger management and violence prevention. They may also refer students and/or their families to community-based services such as mental health care, substance abuse prevention and diversion, and others. Any of the following intervention strategies and disciplinary actions may be used alone or in combination:

- 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
- Behavior Intervention Plan (BIP)
- behavior intervention teacher training
- coordinate behavior intervention strategies among all personnel who work with the student
- consultation with a behavioral specialist
- cooperate with the parent/guardian to ensure follow-through on behavior intervention
- counseling and psychological services
- change in student's class schedule
- school service assignment
- confiscation of inappropriate item
- support restitution of offense
- restoration for all affected parties
- before- and/or after-school detention
- denial of participation in class and/or school activities
- weekend detention
- in-school suspension
- other intervention strategies, as needed
- teacher "snap suspensions" (see Section III)
- out-of-school suspension (short-term) from one (1) school day up to and including five (5) school days
- law enforcement agency notification

Intervention strategies are not limited to those listed herein. Other methods of addressing misconduct may be more appropriate, depending upon the circumstances. Educators will seek the option that maximizes students' learning and pro-social development while prioritizing keeping students engaged in learning.

#### Student Searches

School officials are authorized to search a locker, desk, a student's person or personal property, or an automobile on or adjacent to school property. If the official has a reasonable belief that a crime or misconduct offense has been, or is in the process of being committed, or reasonable cause to believe that a search is necessary to maintain school discipline or enforce school policies, a search will be conducted.

### Very Serious Violations

Legal mandates and community safety may require removal of individuals who possess weapons, commit arson, or engage in criminal sexual conduct (Gun Free Schools Act, 1994; Michigan Compiled Laws under MCL 380.1311), make bomb threats or engage in verbal assault (MCL 380.1311a), and who commit physical assault against another (380.1310, 380.1311, 380.1311a, 380.1312). However, the USED links school attendance with academic success and links exclusionary discipline with lower school performance and higher rates of students' academic failure. Recognizing exclusionary discipline's negative impact, the school community will reserve exclusion for only the most serious offenses. The district will employ discipline measures and early intervention/diversion strategies with a focus on screening and treatment to minimize suspended students' time away from school and potential court involvement.

When the student's misconduct requires legal action, school district staff will work to protect his/her constitutional rights by taking the following steps:

- The school will explain what the student is accused of and will give him/her the opportunity to speak with an adult advocate such as a parent or other family member, guardian, mentor, friend, and/or attorney. (Pro-bono or affordable legal assistance is available through service providers listed in MDE's Online Tool Kit at a link to be provided upon completion of the Tool Kit.)
- If the student's case requires a hearing, the school will provide the student and his/her representative with copies of all documents that might be used in the hearing, a list of all witnesses and an opportunity to prepare for the hearing ahead of time. During the hearing, the student and/or representative will have an opportunity to cross examine witnesses.
- If the student is found not guilty of the alleged misconduct in a criminal trial, the school district may consider re-evaluating the student's expulsion.

The school community will persistently check that students understand what is respectful and accountable conduct toward themselves, their peers, adults, and property. In the event that students violate the following rules, the school community will apply any of the options listed above with the support and guidance to increase the opportunity for the student to offer restitution, learn from mistakes, and restore both the offender and the offended.

1. **Alcohol and Drugs:** A student will not possess, use, offer to buy or sell, or purport to buy or sell, a controlled substance, dangerous drug, prescription drug, counterfeit drug, intoxicating substance, or alcohol. A student legally in possession of prescribed medication will not be in violation of this section as long as his/her use and possession of the prescribed medication is authorized at school and the student follows the required possession and use protocols as defined by the school. The visible display, possession, or use of illegal substances by students in or on school property or under the school's jurisdiction during school hours or while participating in a school-sponsored event is prohibited. Illegal substances include tobacco products (This includes but is not limited to, e-cigarettes, hookahs, and vape/vaporizer pens), possession of alcohol, drugs, propane products/items/clothing/etc. The sale, use, or possession of alcoholic beverages, tobacco, or drugs in or on school property, at school events, or in any vehicle being used to transport students is prohibited. Attendance at school events while under the influence of intoxicants or drugs is also prohibited. Any student in violation of the above shall be subject to disciplinary action and prosecution in accordance with the provisions of the law. The board encourages educational programs designed to inform students about substance abuse.

2012 PA 183 amends the Public Health Code to make it illegal to possess or sell specific synthetic cannabinoids, and products sometimes referred to as "Spice," "K2," and "Bath Salts." PA 183 added synthetic cannabinoids to the list of Schedule I drugs. As a result, producers and distributors of

synthetic cannabinoids are subject to the same penalties as producers and distributors of other Schedule I drugs. Effective July 1, 2012, anyone caught manufacturing, distributing, or selling synthetic cannabinoids can be charged with a felony punishable by up to seven years in prison. For possession, the maximum sentence is two years. Anyone convicted of using synthetic marijuana could face misdemeanor prosecution that carries a possible one-year jail sentence.

2. **Arson (Starting a Fire):** A student will not intentionally, by means of starting a fire, cause harm to any property or person, or participate in the burning of any property or person. If a student commits arson in a school building or 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) [MCL 380.1311(2)]. “Arson” means a felony violation as set forth in Chapter X of the Michigan Penal Code [MCL 750.71 to MCL 750.80].
3. **Extortion:** A student will not make another person do any act against his or her will, by force or threat, 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 six (6) or above makes a bomb threat or similar threat directed at a school building, other school property, or a school-related event, 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)].

5. **Felony:** A student will not commit a criminal act that results in being convicted of a felony offense.
6. **Fireworks:** A student will not possess, handle, transmit, conceal, or use any fireworks or firecrackers on school property or any school-related event.
7. **Interference with School Authorities:** A student will not interfere with administrators, teachers, or other school personnel or volunteers by threat or violence.
8. **Physical Assault:** A student will not physically assault another person. If a student enrolled in grade six (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 six (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) [MCL 380.1311a(1)]. “Physical assault” means intentionally causing or attempting to cause physical harm to another through force or violence [MCL 380.1310(3)(b), MCL 380.1311a(12)(b)].

9. **Robbery:** A student will not take or attempt to take from another person any property, by force or threat of force, expressed or implied.
10. **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) [MCL 380.1311(2)]. “Criminal sexual conduct” means a violation as set forth in Chapter LXXVI of the Michigan Penal Code [MCL 750.520b to MCL 750.520g].

11. 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.
12. 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, chemical mace, pepper gas or like substances, stun guns, BB guns, pellet guns, razors, or box cutters.
13. 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].
14. Weapons: Use of Legitimate Tools as Weapons: A student will not use a legitimate tool, instrument, or equipment as a weapon with the intent to harm another. These items include, but are not limited to, pens, pencils, compasses, or combs.

A student who is expelled for possessing a weapon in a weapon-free school zone or commits arson or criminal sexual conduct at school or on school grounds is expelled from all Michigan public schools unless the school district operates or participates in an alternative education program appropriate for expelled students. At the school district’s discretion, the district may admit the student to that program or a “strict discipline academy.” The Michigan State Board of Education encourages school districts to provide alternative education opportunities for excluded students. It encourages schools to explore the Michigan Department of Education’s list of alternative education providers on its Michigan Safe Schools website at <http://www.michigan.gov/safeschools/0,4665,7-181-49444-232580--,00.html> with the goal of keeping suspended and/or expelled students engaged in learning.

In the event a student is expelled for possession of a dangerous weapon in a weapon-free school zone, arson in a school building or on school grounds, or criminal sexual conduct in a school building or on school grounds, the school board shall ensure that within three days after the expulsion an official of the school district refers the individual to the appropriate county Department of Human Services or county Department of 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)].

The school district may request an emotional, behavioral, and/or chemical dependency evaluation and treatment and/or counseling recommendation with special attention given to applicable special education rights afforded children with disabilities. The intervention strategy or discipline may require the student to follow any or all treatment recommendations of the evaluation. The evaluation must be a source approved by school district administration.

## **SECTION V: OTHER STUDENT RESPONSIBILITIES**

### **Food and Drink Policy**

The philosophy of the food and drink policy is to allow packaged food/snacks, at the teacher’s discretion, periodically. The intent is for a teacher to use this for a student incentive for good behavior and academic success, not to eat a full breakfast or lunch in the classroom. At no time is food to be eaten in the hallway unless administrative permission is granted.

### **Attendance Guidelines**

The school district emphasizes the value of regular attendance in enabling students to benefit from the school's education programs. Michigan law places responsibility on each student to attend school on a daily basis, and on each parent or guardian to send their child to school on a daily basis. More important, however, is the effect of regular and punctual attendance on the student's scholastic achievement. Not only is each day's lesson important to the individual student, the student's participation in class contributes to the education of others. Frequent absences and tardiness, for any reason, are certain to adversely affect the student's schoolwork.

Each student is expected to be in school every day except when illness, injury, or some providential condition beyond the student's control prevents attendance.

Recognizing that grades should reflect learning rather than behavior, when suspension is used, students have the right to complete, turn in, and receive any credit earned on assignments and tests scheduled during their disciplinary absences.

### **Attendance**

Michigan law requires all children to attend school until the age of 18 years, with few exceptions.

In accordance with the Wayne County Prosecutor's office Erase Truancy Program, 10 absences (without proper documentation) are considered excessive. A pattern of poor attendance will result in disciplinary action consistent with the District's Code of Conduct and Administrative Guidelines. These penalties may include: letters sent home to parents/guardians, and/or contacting the Wayne County Prosecutor's office under the Erase Truancy Program.

Exceptions to this policy may be made for extenuating circumstances of a documented legal nature, medical nature (such as a serious or extended illness or injury) or other problem well beyond the student's control. Upon receipt of documentation, the exception will be considered. Medical documentation from the doctor in charge must be turned in within one week of the date(s) of the student's absence. This documentation must contain the legal reason or a diagnosis of the illness and the specific dates that the student could not be in school. Medical documentation used for students who exceed 15 days, must be verified directly by the doctor via fax or U.S. Mail when requested.

Parents/guardians must contact an administrator when extenuating circumstances are present.

The Southgate Anderson High School staff believes that regular school attendance is an asset to the learning process; therefore the following attendance guidelines and procedures have been established.

- Students are expected to attend all of their scheduled classes.
- Students will be allowed a maximum absence number of 15 days or 90 class periods for the school year, which includes suspensions.
- Parents and guardians are required to call and report the absence of their child within 24 hours of the absence. Parents/guardians are also encouraged to review their child's attendance on MiSTAR.

Absences not calculated in the absence procedure include:

- Documented medical/legal nature. (Stated previously)
  - School related absences.
  - Funeral related absences. (Documentation required)
1. Any students with less than six (6) classes on their daily schedule must have their status reviewed by the principal.
  2. Whenever an assembly is scheduled, students must first report to class for attendance.
  3. Personal business, medical and dental appointments, or family vacations should be planned during vacation periods and weekends so that the school program can proceed without

unnecessary interruption. If parents/guardians choose to take their student out of scheduled school programs, they need to realize that these absences count and they are placing the student at an academic disadvantage.

4. If at any time during the day, a student finds it is necessary to leave the building, the student must obtain permission from office personnel and a parent or guardian and enter his or her name and destination on a sign-out sheet. Students are not to leave school property during or between classes without proper authorization from the main office.
5. It is the student's responsibility to monitor his or her own attendance. The teacher's record will always be used as the official record.
6. A student-parent-administrator conference may be requested in cases of excessive student absences and/or tardiness.

#### Activity Attendance Guidelines

A student absent from school (for over half of their scheduled classes) may not participate in a practice or scheduled activity on that calendar day/evening. However, a student may be excused for official school business, or by a doctor, and still participate in the school function on that day or evening. Any unexcused absence(s) will dictate forfeiture of participation for that day/evening.

#### School-Related Absences

School related absences are defined as field trips, college visitations (2), athletic events and other approved school functions. The advisors will be responsible for sending a list to the attendance office requesting that the absences be school-related. Students must bring in documentation from a college representative.

#### Tardy Policy

We believe that classroom instructional time is sacred; every student has a right to learn every minute while in the classroom. The classroom must be free from interruptions from latecomers. Tardy Sweeps are a way to give students a place to do work without disrupting class when one is tardy. It is not a punishment. Unless a student can provide written documentation from a doctor, court, funeral, or has a school related absence/tardy, students should check the classroom's clipboard to pick up current classwork, and then go to the tardy sweep area. The tardy sweep area during hours 1-3 and 5-6 is located in the cafeteria and hour 4 it is in the auditorium. Tardies start over each marking period.

While in the cafeteria, you must follow all standard classroom routines. It is a red zone, which means students cannot use electronics. You cannot sleep. You should be academically productive throughout the hour.

Once you have received four or more "Tardy" or "Late" marks in one quarter, the supervisor will notify you of disciplinary action. Each time you are swept, you will make a phone call to your parent or guardian. In this call the student will explain how many times they have been tardy in the current quarter, and that they are doing their class work in the cafeteria.

Usually when you are tardy you are near the classroom door; you must be inside the classroom when the bell rings. Ideally students should all be in their seats with books or work out and ready to learn by the time the bell rings; however, having made it through the doorway will be accepted for this policy.

- |                       |                                   |
|-----------------------|-----------------------------------|
| 1. Free pass no sweep | 6. 1 ASD (After-School Det.)      |
| 2. Warning            | 7. 2 ASD                          |
| 3. Warning            | 8. ISS Hrs. 1-6                   |
| 4. 1 Lunch Det.       | 9. OSS Hrs. 1-6                   |
| 5. 2 Lunch Det.       | 10. Indef. OSS until Parent Conf. |

#### Excuses from School

A student is not authorized to leave during the school day without parent/guardian permission.

If a student knows in advance he/she must leave before the end of the school day, the student must bring a note to the attendance office before school begins. The note needs to include date, time of release, reason for absence, and telephone number to verify the release. A permit to leave the building will be issued. The student must keep the permit to show his/her teachers the following day.

If a student becomes ill or is injured during the school day, he/she is to come to the attendance office. Parent/guardian permission to leave the building will be obtained by telephone and a permit to leave will be issued.

In the event of an emergency, the parent/guardian may telephone (734) 246-4611, and the student will be contacted and issued a permit to leave school. No student will be sent home without permission.

In the event the student comes home ill without receiving a permit to leave from the office the following steps should be taken:

The parent/guardian should contact the school as soon as possible at (734) 246-4611 and personally notify the attendance office of the reasons for the absence. If the office staff is not available, the parent/guardian should leave the telephone number where they can be contacted. The telephone contact will remove the student from the daily attendance report. This method is only to be used in case of an emergency and is not a substitute for the proper method of obtaining a Permit to leave the building.

#### Permission to Leave School

If a student must leave the building during the school day because of personal illness, a permission slip to leave the building must be obtained from the attendance office. If students leave the building for any reason without permission, they are considered TRUANT.

If a student must leave school during the day for a pre-arranged appointment, a written note or phone call must be presented to the office before 8:30 a.m. The permit to leave school will be available in the office and should be picked up during one of the breaks. If the student returns to school the same day, the student is to report to the office and present the slip signed by the parent.

#### Leaving School Property After School

Students are expected to leave the building and school property at the conclusion of the instructional day. Students will be asked to leave the building no later than 15 minutes after dismissal unless they are attending a school function, tutoring, a club meeting, etc.

#### Technology

The student will respect school district technology by adhering to the district's technology use policy.

An Acceptable Use Policy (AUP) is a written agreement in the form of guidelines, terms and conditions of technology use, rules of online behavior, and access privileges. It is often included in a school district's Code of Student Conduct.

The Regional Educational Media Center Association of Michigan offers useful information and resources for integrating technology into learning at <http://www.remc.org/resources>.

The high school will follow School Board Policy 4149 Technology Code of Ethics. This policy provides a listing of the rights and responsibilities of users of technology owned or administered by the Southgate Community School District. Any user found to be in violation of Policy 4149 may be denied access to said technology. Anyone wishing to review Policy 4149 may do so in the office.

#### Social Media Guidelines

Students are held in the highest regard and are seen as role models in the community. As leaders you have the

responsibility to portray our school, your team, or your club/ group and yourselves in a positive manner at all times. Facebook, Twitter, Instagram and other social media sites have increased in popularity globally, and are used by the majority of students in one form or another.

Be careful with how much and what kind of identifying information you post on social networking sites. Virtually anyone with an email address can access your personal page. It is unwise to make available information such as date of birth, social security number, address, phone number, cell phone numbers, class schedules, bank account information, or details about your daily routine. All of these can facilitate identity theft or stalking. Facebook and other sites provide numerous privacy setting information contained in its pages; use these settings to protect private information. However, once posted, the information becomes property of the website.

Students should be aware that third parties-including the media, faculty, future employers and college officials-could easily access your profiles and view all personal information. This includes all pictures, videos, comments and posts. Inappropriate material found by third parties affects the perception of the students and our school. This can also be detrimental to a student's future options (i.e. college, profession). You should think about any information you post on Facebook or similar directories potentially providing an image of you to a prospective employer. The information is considered public information. Protect yourself by maintaining a self-image that you can be proud of years from now.

Be careful in responding to unsolicited e-mails asking for passwords or PIN numbers. Reputable businesses do not ask for this information in e-mails.

Do not have a false sense of security about your rights to freedom of speech. Understand that freedom of speech is not unlimited. The on-line social network sites are NOT a place where you can say and do whatever you want without repercussions.

Examples of inappropriate and offensive behaviors concerning participation in online communities may include depictions or presentations of the following:

- Photos, videos, comments or posts showing the personal use of alcohol, drugs and tobacco.
- Photos, videos, and comments that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.
- Pictures, videos, comments or posts that condone drug-related activity. This includes but is not limited to images that portray the personal use of marijuana and drug paraphernalia.
- Content online that is unsportsmanlike, derogatory, demeaning or threatening toward any other individual or entity (examples: derogatory comments regarding another school; taunting comments aimed at a student-athlete, coach or team at another school and derogatory comments against race and/or gender). No posts should depict or encourage unacceptable, violent or illegal activities (examples: hazing, sexual harassment/assault, gambling, pictures of/with weapons, discrimination, fighting, vandalism, academic dishonesty, underage drinking, and illegal drug use).

The above acts will be subject to disciplinary action and/or prosecution in accordance with the provisions of the law.

If you are ever in doubt of the appropriateness of your online public material, consider whether it upholds and positively reflects your own values and ethics as well as those of Anderson High School. Remember, always present a positive image and do not do anything to embarrass yourself, the school, your team, your family or AHS.

#### Property

The student will respect the school-district-provided lockers by adhering to the district's policy. The Policy on Searches of Pupils' Lockers and Locker Contents is in this handbook.

### **Policy on School Events and Programs**

### **School Events and Activities**

1. Students are admitted during the first half-hour of the activity with I.D. card.
2. No guests may attend without prior approval from administration.
3. Anyone who is ejected from the activity may not be given a refund and may not be allowed admittance to the next activity. In extreme cases, the student may be excluded from all future activities.
4. If a student refuses to leave the activity upon request, the police may be summoned and a formal complaint may be signed. Suspension will also be in order. Admission to future activities will also be denied.
5. The following students will not be admitted to the activity: Any student who is absent on the day of the activity; any student who leaves school early due to illness or appointments on the day of the activity (must attend 3 classes, minimum); any student who is on suspension the day of the activity; any student who is specifically told they will not be admitted to the activity because of No. 3 or 4 above, or for other reasons deemed appropriate by the Principal or Assistant Principal.
6. The admission price to each activity will be determined by the sponsoring group and subject to change based on incurred expenses.

### **Homecoming/Prom Guest Age Limit**

All guests to AHS dances will be 20 years old or younger. ID will be checked upon entrance. Guest passes must be filled out within the deadline for ticket sales and any student who is not a current AHS student must be pre-approved by AHS Administration.

### **Homecoming/Prom Dress Code**

In order to maintain a healthy, safe, and orderly environment, the following guidelines shall be used as standards at school dances.

- Formal or semi-formal attire must be worn (dresses, dress pants, dress shirt, suit, tuxedo). Jeans will not be permitted.
- Large coats will not be permitted.
- Safe/appropriate footwear must be worn at all times. Sneakers may be worn, but formal footwear is preferable.
- Proper and formal grooming is expected.
- Undergarments must not be showing.
- Appropriate length skirts and dresses may be worn. These garments must be mid-thigh length or longer.
- No midriff can show (even when arms are raised). Two-piece dresses must overlap. Mesh/see-through inserts in the midriff are not allowed.
- No skin can be shown in the chest area. Cleavage Rule: place thumbs on collar bones and touch index fingers together toward bust line. Where your fingers meet is how low your dress can go.
- Back of dress must not be too low-cut or revealing. Back of dress should not go below natural waist. Corsets must be laced closed or adhere to open back rule.
- No canes, hats or headwear are permitted.
- Boys' shirts must be buttoned up (and remain buttoned up) to at least the second button from the collar.
- Shirts must stay on throughout the entire dance.
- Pants should fit properly on the hip and not sag below the waistline.

Students who are inappropriately dressed shall be denied entry. Students that are denied entry may have the opportunity to leave and remedy the violation and return to the dance once appropriately dressed. If the student dresses inappropriately and/or chooses not to return, refunds will not be given. The school reserves the right, at any time, to amend the above dress code.

### **Lunch Programs and Cafeteria Rules**

Seniors and juniors in good standing will be permitted to leave campus for open lunch. Students may bring their lunches or buy them in the cafeteria.

Check [www.southgateschools.com](http://www.southgateschools.com) for menu, prices, and school news.

1. Running, pushing, hitting, line cutting, or throwing of food will not be tolerated.
2. Moving tables is not permitted.
3. When leaving the table, remove all trays, papers, and milk cartons.
4. Students can sit at any table they choose.
5. Theft in the cafeteria will result in disciplinary action.

### **Open Campus Privilege**

Juniors and Seniors (and Sophomores after Marking Period 4) can earn Open Campus Lunch Privileges. These students will have their privilege evaluated each marking period. Students who have not earned the privilege to leave for lunch may NOT have a parent call them off for lunch only. Parents are permitted to come in and sign out a student for lunch and take them out if they desire regardless of a card punch or not. Cards will be punched (students with punched cards will NOT be permitted to leave for lunch) each marking period if a student has met the following criteria:

- Excessive excused absences, 18 hours or more (not including documented: school related, court-ordered, funeral, or medical absences)
- Any unexcused absences (Parents must excuse unexcused absences within 24 hours of the absence)
- More than 4 tardies
- Any Out of School Suspensions
- School-related debt

Per the Southgate Community School District's Extra Curricular and Co-Curricular Policy: Any unexcused absence(s) will dictate forfeiture of participation in any extra-curricular activity for that day or evening (this includes practices).

### **Athletic Eligibility**

Participation in competitive athletics at Southgate Anderson High School is a privilege and an honor. Our school follows the rules of the Michigan High School Athletic Association (MHSAA). Students should be familiar with the rules (applicable on and off campus and in season or out of season):

- Be under 19 years of age on August 31.
- Have been enrolled in grades 9-12 no more than four school years in a row.
- Have signed the extra/co-curricular code of conduct acknowledgement form, located at [www.southgateschools.com](http://www.southgateschools.com), and turned it into the athletic office.
- Play only with the team representing the school during the season.

- Have paid the current activity fee.
- Have passed in four full-credit courses during the previous semester enrolled.
- Be carrying or doing passing work in at least four classes during the present semester up to within seven days of the contest and be attending and participating in all scheduled classes.
- Have not participated in any outside competition in a sport during the season after the athlete has represented his/her school in that sport.
- Must have a current year physical examination prior to tryouts and/or team workouts dated after April 15<sup>th</sup> of the previous school year.
- Be enrolled in high school not later than the state count day during the fourth week of the school year.
- All transfer students must meet with the athletic director to determine eligibility.

### **Interscholastic Sports**

Eligibility for participation in athletics is maintained on both a semester and a weekly basis and is based upon grades as well as behavior as determined by the teachers, staff, and coaches combined. Physical forms must be on file with the office before the season begins. All MHSAA rules apply. Students must adhere to the school district extra/co-curricular code of conduct and have turned in a signed copy of the acknowledgement form.

### **Library/Media Center**

#### **What We Do:**

- Provide instruction and assistance in the use of library information, materials and equipment.
- Provide a quiet, attractive and friendly environment to study.
- Provide help and resources for assignments and information needs upon request.
- Provide books for recreational reading.
- Provide books, materials and equipment to support SAHS curriculum and educational goals.
- Assist teachers by collaborating with instruction and by providing resources that support curriculum.

#### **What We Have:**

- Print Resources: Large collection of books and magazines.
- Electronic Resources: School and District Library Catalog, extensive high quality online reference collection and informational databases (including home access privileges).
- Equipment for Student Use: Computers, Calculators, Video Camera, and Ebook Readers.

#### **Procedures and Protocols:**

- Library is open before school at 7:30 a.m. and after school until 3:50 p.m., and during lunch periods (most days) for reading, study and research.
- Sign in at the front desk so we know who is present in case of emergency.
- Present a library pass when using the library during class time.
- Check out ALL items taken from the library.
- Regular book checkout period is three weeks. Books may be renewed twice.
- Magazines and reference books may be checked out for one week and renewed once.
- Return library books and magazines on time.
- Students with overdue books are not allowed to check out additional library materials.



- Students are charged \$0.10 per day for overdue books. Students are responsible to pay fines for lost or damaged books.
- Overdue notices are regularly sent until materials are returned.
- Students may lose certain school privileges like open lunch and purchase of event tickets if overdue books are not returned.
- Show respect for all students, staff, books, equipment and facilities.
- No food or drinks near bookshelves, soft chairs, or computers.
- Ask for help if you need it!

### **School-Issued Books**

Each student is responsible for the care of books issued to him or her and is expected to return books to the teacher upon demand. Students are expected to make restitution for lost or stolen books and for books that have been abused. If a book has been lost or stolen, a new one is to be purchased after 3 days. Classroom teachers are to be notified that a replacement is needed. Students are urged to check the “LOST AND FOUND” often to find their book.

Books are to be returned to the teacher who issued the book. Books are to be returned if a student transfers from one teacher, transfers schools, discontinues attendance, etc., or at the end of the school year. It is extremely important that the same book issued be the same book returned. UNDER NO CIRCUMSTANCES WILL CREDIT BE GIVEN FOR A BOOK OTHER THAN THE ONE ISSUED. Any student not turning in a book will be charged for the book. Any student whose book has been abused will be assessed a fine according to the amount of damage. Any damage not noted on the textbook card at the time the book was issued will be charged to the student.

### **Electronic Surveillance – Camera System**

For the safety and well-being of Anderson students and staff members, electronic surveillance is provided on a 24 hour basis. Students that have safety or security concerns may contact the administration or the school security coordinator.

### **Valuables**

Expensive jewelry, large sums of money, and other valuables should NOT be brought to school. If these items are brought, the school is not responsible for what happens to them. If any such items are brought to school, they may be confiscated. If necessary, students may request to keep money or other valuables in the school safe FOR ONE DAY ONLY. These items should be brought to the office immediately upon entering the building.

### **Soliciting Contributions**

Nothing is to be sold in the school without obtaining permission from the administration. If and when such permission is given, the school assumes no responsibility for the safeguarding of the funds or merchandise. Collecting of funds for charitable reasons must also be “cleared” through the office.

## **Services Provided by the School**

### **Counseling Services**

Every student of the high school has available to them counseling services provided by a certified guidance counselor. Services are provided to students to help solve or adjust personal, social, or academic problems. Career information is also available. A general assembly during the first days of school provides the students with an opportunity to meet the counselor and to hear an explanation of the services. Appointments to see the counselor may be made in the counseling office by filling out a request.

### **Course Description Guide**

Grade Level Classification, Graduation Course Requirements, Testing Out and Career Pathway information can be found in the Southgate Anderson High School Course Description Guide (located on the web), as well as many other items.

### **Report Cards & Academic Progress**

Report card grades will be posted, in MiSTAR, at the end of each quarter. (Refer to the school schedule for exact dates). Progress reports will be available at the mid-point of each quarter.

Parents/guardians are encouraged to review their student's attendance and grades through MiSTAR. If a parent/guardian does not have access to MiSTAR, please call the main office to request a copy of a progress report or report card to be sent home with the student or mailed.

### **Parent-Teacher Conferences**

Teachers are available every day on their individual conference hour to discuss the achievements or problems of individual students with parents/guardians. In addition, there are parent-teacher conferences held twice each year, once during the first semester and again during the second semester. To accommodate all parents/guardians, these conferences offer opportunities for parents/guardians to attend in the afternoon and in the evening. Parents/guardians are encouraged to track their student's progress through MiSTAR throughout the school year.

### **Final Examinations**

Final examinations, or a department approved special project, will be required in each subject at the end of each semester. These exams or projects will measure, to the greatest degree possible, the established core objectives of the subject. All students shall take a final exam, or submit their approved project, which is valued at 20% of the student's semester grade. Missing a semester final examination, or not submitting an approved project, will jeopardize the student's semester grade, as it will be recorded as a failure (E) in MiSTAR.

An exam waiver is possible for all students 9<sup>th</sup> -12<sup>th</sup> grade based on specified criteria as outlined below.

Eligibility Requirements:

Grades 9-12

- Three or fewer excused absences during the semester (only school-related absences will not be counted in the total; therefore, medical, court, and funeral DO count toward the total.)
- Zero Unexcused absences during the semester
- No Out of School Suspensions during the semester
- Four or fewer tardies during the semester
- A grade of 75% or higher in each quarter
- Signed Parent Contract submitted for every course eligible for the waiver
- Administration has FINAL discretion for eligibility

*\*This policy is subject to change per administration and board of education decision.*

### **Summer School**

Students in the Southgate Community School District may participate in the summer school program. Our program meets the needs of high school students who are credit deficient or need reinforcement of skills required for success in the ninth through twelfth grades. Summer school classes meet for four days a week during a six-week period. There are tuition charges for this service.

### **Access to Student Records**

In compliance with the Family Education Rights and Privacy Act parents and guardians of students under 18 years of age, and students 18 years of age and older, have the right to examine the official records, files, and dates of the school district directly related to the student. Requests for access to records shall be granted within a reasonable time and in no case more than 45 days after the request has been made in writing.

The school district may disclose directory information without written consent of the parent, guardian, or eligible student for school related business. However, the parent, guardian, or eligible student has the right to refuse to permit the disclosure of any or all of the categories of information, provided such refusal is received in writing in the office of the principal where the student is in attendance no later than September 20th, or the following Monday if September 20th falls on a Saturday or Sunday.

Information which may be released may include the student's name, student number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent and previous educational agency or institutions attended by the student.

## **Flag Etiquette**

### **Standards of Respect**

The Flag Code formalizes and unifies the traditional ways in which we give respect to the flag.

### **The Salute**

To salute, all persons come to attention. Those in uniform give the appropriate formal salute. Citizens not in uniform salute by placing their right hand over the heart and men with head cover should remove it and hold it to left shoulder, hand over the heart. Members of organizations in formation salute upon command of the person in charge.

### **The Pledge of Allegiance and National Anthem**

The pledge of allegiance should be rendered by standing at attention, facing the flag, and saluting. When the national anthem is played or sung, citizens should stand at attention and salute at the first note and hold the salute through the last note. The salute is directed to the flag, if displayed, otherwise to the music.

## **Organizational Purpose Policy**

### **Co-Curricular and Extra-Curricular Activities**

Each individual is unique with valuable talents they can contribute as a responsible adult in a changing society. Southgate Community Schools is committed to teaching basic skills and development of each person to their maximum potential. Therefore, the Board of Education believes that co-curricular and extra-curricular activities are an essential part of our school system and a key ingredient to a complete educational

experience for our students.

### **Co-curricular and Extra-curricular Programs**

The Southgate Community Schools' co-curricular and extra-curricular programs reflect student interest and needs. These co-curricular and extra-curricular activities recognize multiple intelligences and provide alternative educational experiences that address students' differences, various learning styles, and talents.

Extra-curricular activities can be either interscholastic or intramural and fall under two categories: Academic/Athletic Teams and Organizations/Clubs. Co-curricular activities are clubs and organizations that support direct classroom instruction. Participation in co-curricular or extra-curricular activities is a privilege, not a right. The establishment, continuation and deletion of these co-curricular and extra-curricular activities shall reflect applicable legal requirements and support the mission of the Southgate Community Schools. The Superintendent shall develop the following administrative regulations:

- A. Requirements for the establishment, continuation, and deletion of (1) co-curricular and (2) extra-curricular activities.
- B. Requirements, where applicable, for student participation in an activity.

### **Organization and Funds**

- 1. Classes and special interest clubs will be regulated by the Student Councils, where they exist in the building, and must have an advisor and be approved by the building administrator.
- 2. The class or club must file a copy of its constitution and/or bylaws with the Student Council, where they exist, with a copy going to the building administrator for file. Copies must be available to the Superintendent upon request.
- 3. Fund-raising activities shall be approved the advisor and the building administrator.
- 4. All funds shall be on deposit with the Board of Education Activity Funds. Failure to do so may result in disciplinary action being taken against the club and/or sponsor.
- 5. All clubs and classes must include in their bylaws, or in a statement signed by the officers of the club, provisions for the disposal of excess funds when the club or class becomes inactive. (Example: graduation club fails to reorganize at the start of the school year, etc.) Graduating class funds must be disposed of by December 1 following graduation. Club funds must be disposed of on or before June 30 of the year of inactivity.
- 6. If action is not taken under five (5) above, the Board of Education and/or the Office of the Superintendent shall proceed with the disposal of funds under procedures set forth in "Activity Fund Accounting for Michigan School Districts," 1957, published by M. Bartlett. The Superintendent may transfer funds of inactive student organizations as defined in Section five (5) to any student organization within the same school. Authority to transfer inactive accounts from the Activities Account to the General Fund rests with the Board of Education.

### **Extra-Curricular and Co-Curricular Activities Code of Conduct Introduction**

The Southgate Community School District's Extracurricular and Co-curricular Activities Code of Conduct has been developed and implemented to provide a common set of rules for all students participating in interscholastic athletics and co-curricular programs offered at Southgate Anderson High School and Davidson Middle Schools.

It is to be understood by all participants, parents, coaches, teachers, advisors, and community members that the eligibility requirements are designed to help students better prepare for the world after high school. Our objective is not to turn students away from activities, but to make academic achievement a priority along with the activities the student enjoys.

### **Statement of Philosophy**

Extracurricular and co-curricular programs offered by the Southgate Community Schools are a vital and integral part of the total education program. Their purpose is to make positive contributions to the development of the participants, spectators, school and community. It is our belief that every student should have equal opportunity to participate in the privilege of extracurricular and co-curricular activities.

Students participating in extracurricular and co-curricular activities have the responsibility to follow specific rules and regulations which are in addition to the rules outlined in the general Student Handbook and Code of Conduct (Regulations 5131/5139). The purpose of this Extracurricular and Co-curricular Activities Code of Conduct is to establish regulations and procedures to deal with violations which are verified. The school reserves the right to investigate and enforce violations which occur ON or OFF school grounds and during extracurricular and co-curricular OFF- SEASONS.

This Code combines rules and regulations of the Michigan High School Athletic Association and specific district rules governing co-curricular participation. Students must comply with all aspects of the Board policy if they desire to establish and continue their eligibility.

This Code is applicable to all schools in the Southgate Community School District, but is limited to students in grades 7-12.

## **Section I**

### **Requirements for Participation**

#### **A. Academic Eligibility**

To be academically eligible to participate in interscholastic athletics, drama, marching band, all clubs, student government, quiz bowl, or any other extracurricular activities, a student shall have successfully passed at least four (4) classes the previous semester or trimester. If the student is ineligible based on the previous semester or trimester grades, the student will be ineligible for extra-curricular/co-curricular participation FOR THE COMPLETE SUCCEEDING SEMESTER OR TRIMESTER.

It is the intention of the Southgate Community School District for students who participate in extra and co-curricular activities to maintain a 2.0 grade point average without failing any classes. It is not our intent to deem students who do not meet these two expectations ineligible. Coaches/ sponsors are expected to review eligibility sheets weekly. Parents or guardians of students with grades of D or E will be notified by the teacher and the student will be referred to counseling. Counselors will determine appropriate requirements for students to remain eligible. Tutoring tables and study tables are examples of remediation for an E or a D. If there is not improvement on each eligibility report, an Individual Development Plan will be developed to ensure student academic success.

Additionally, for a student to maintain academic eligibility during a semester or trimester, he/she must be successfully passing at least four (4) classes. A student must not fail two (2) classes to be eligible to participate during the next week's competitions, games, or contests.

If it is determined that a student does not meet the applicable eligibility requirements and will be prevented or suspended from participation in an activity, the parent or guardian will be notified by the coach/sponsor and the student may appeal that determination. Qualified disabled, handicapped, and special education students will be allowed to participate consistent with the provisions of applicable legislation.

If an applicant feels there are extenuating circumstances and wishes to request a waiver of eligibility requirements or a reversal of the decision for appeal procedure, see section VII.

Failure to Comply - Code I, III

#### **B. Interscholastic Athletic Eligibility Regulations**

The Michigan High School Athletic Association (MHSAA) is a voluntary organization of which the Southgate Community Schools is a member. As a member school district, our schools agree to abide by and enforce all rules and regulations promulgated by this Association. To be eligible for interscholastic athletics, a high school and/or middle school student must meet MHSAA regulations that ensure equity in competition for the student athletes and a balance with other educational programs. Failure to Comply - Code I

## Section II

### **Code of Conduct**

Participation in extra-curricular/co-curricular activities is a privilege. When a student chooses to participate in these activities, he/she voluntarily selects a course of self-control and self-discipline that is a part of an activity membership. The Southgate Community Schools provide facilities, sponsors or coaches, transportation, training resources, and necessary equipment and supplies. The school district can, accordingly, revoke or restrict the privilege of participation if a student fails to live up to expectations and standards. The following progressive discipline steps will be enforced. All violations carry over from year to year and are cumulative, beginning either in 7th grade or upon entering the school district at any point in grades 7-12.

- A. Use, Possession, or Sale of Alcohol, Tobacco, or any Tobacco Products  
Enforcement of this section will take place year round on or off school grounds and outside of regular school functions. Failure to Comply - Code V, VI, VIII
- B. Use, Possession, or Sale of Steroids, Illegal Drugs or any Controlled Substances  
Enforcement of this section will take place year round on or off school grounds and outside of regular school functions. Failure to Comply - Codes VII, VIII
- C. Stealing of School Equipment, Uniforms or Destruction to any School Property  
Enforcement of this section will take place year round on or off school grounds and outside of regular school functions. Failure to Comply - Codes V, VI, VII, VIII
- D. Conviction of any Felony  
Enforcement of this section will take place year round on or off school grounds and outside of regular school functions. Failure to Comply - Codes VII, VIII
- E. Sportsmanship/Conduct Unbecoming Students Participating in or at Extra-Curricular Activities  
This would include any behavior which is deemed unbecoming, illegal, or which brings discredit to their group or team and/or school.

Enforcement of this section will take place year round on or off school grounds and outside of regular school functions.

### **Failure to Comply - Codes II, III, IV, V, VI, VII, VIII**

Sanctions for violating the Extra-curricular/Co-curricular Activities Code of Conduct are set forth below. Any conduct that results in dishonor to the student, the team, organization, club, etc. or the Southgate Community Schools will not be tolerated. Acts of unacceptable conduct, such as, but not limited to theft, vandalism, disrespect, immorality or violations of law, tarnish the reputation of everyone associated with the school programs and will not be tolerated.

The sanctions set forth under each section are intended to illustrate typical disciplines for each particular offense. However, the school district reserves the right to impose any of the sanctions listed below for any violation of the Code of Conduct. Violations are cumulative in grades 7-12, and progressive application of the "Failure to Comply" codes will occur. If the penalty is not fully administered during that activities/sports season, the remainder of the penalty will be applied to the next activity/sport in which the student participates.

Code I A student violating these rules will fall under MHSAA Handbook sanctions outlined in the Senior High School/Junior High/Middle School Regulations. (Refer to MHSAA Handbook for reference.)

Code II Ineligible to participate in the next activity/contest which may occur on the day of the violation.

Code III Ineligible to participate in any of the next week's competitions, games, or contests.

Code IV Ineligible to participate in the next three (3) competitions, games, activities or contests

Code V After confirmation of the code violation, the student will be suspended immediately from a minimum of 20% of the scheduled contests/events in the activity/sport in which the student is a participant. Counseling by coach and school counselor/social worker required prior to return.

Code VI After confirmation of a code violation, the student will be suspended immediately from a minimum of 50% of the scheduled contests/events in the activity/sport in which the student is a participant. This shall be a minimum penalty applied if it is the student's SECOND major conduct rules violation. Professional counseling referral by school authorities required prior to return.

Code VII Exclusion from any program or activity for the remainder of the current program/sports season. Ineligible for any competition for a period ranging from the remainder of the season/program up to one (1) year from the date of the violation. Professional counseling referral by school authorities required prior to return.

Code VIII Expulsion from all programs. The student will be suspended from participation in all programs for the remainder of his/her high school career. This is a requirement if the violation is the student's THIRD incident for major conduct rules violations.

### **Section III**

#### **Supplemental Rules and Regulations**

Supplemental rules/regulations unique to a given program may be implemented upon the approval of the building Principal or Athletic Director. These rules must be in writing and submitted to participants prior to the start of the program. Such rules shall be consistent with Board of Education policies, MHSAA rules, and applicable to state and federal laws.

The coach/sponsor may suspend a student from a practice session or a single contest/activity for disciplinary reasons and report such action to the building Principal or Athletic Director. A suspension for more than one practice or contest, activity and/or removal from a squad or group must be reviewed with the building Principal or Athletic Director. Suspensions or exclusions are generally passed on the recommendation of the sponsor/coach.

### **Section IV**

#### **Traveling To and From Away Games, Contests, Activities, Etc.**

Any student traveling to an away athletic, activity or performance as a member of a team or group on school owned or chartered mode of transportation or other such approved vehicles shall return to school on the same vehicle after the contest is over. The only exception is if a parent/guardian submits a written request to the principal, Athletic Director, or sponsor/coach, and receives approval to take their student from the contest/activity. Students will only be released to their parents or guardians. Failure to Comply - Code II, IV, VII

### **Section V**

#### **Activity Attendance Guidelines**

A student absent from school (for over one half of their scheduled classes) may not participate in a practice or scheduled activity on that calendar day/evening. However, a student may be excused for official school business, or by a doctor, and still participate in the school function on that day or evening. Any unexcused absence(s) will dictate forfeiture of participation for that day/evening. Failure to Comply - Code II

### **Section VI**

#### **Self Referral by Student Athlete/Activity Participant**

Student athlete/participants may take advantage of a self-referral procedure to seek information, guidance, counseling and assessment in regard to his/her use of tobacco, alcohol, steroids or any illegal drugs. Voluntary referrals DO NOT carry punitive consequences.

- A. Referral must be only by the student or a member of the immediate family.
- B. Referral must be previous to any in-season or out-of-season code violation.
- C. Referral cannot be used by athletes as a method to avoid consequences once a Code of Conduct rule is violated and student has been identified as having violated one of the Codes of Conduct rules.
- D. Referral must be made to a coach, teacher, sponsor, Athletic Director, administrator, guidance counselor or social worker.

## **Section VII**

### **Appeal Procedures**

#### **Step 1 - Appeal to Athletic Director**

Informal discussion by student with his/her parent's awareness.

#### **Step 2 - Appeal to Principal**

Formal presentation (written) of appeal to the principal within three (3) school days. The principal must render a written decision within three (3) days of receipt of the appeal.

#### **Step 3 - Appeal to Superintendent or Designee**

Formal presentation (written) of appeal to the Superintendent of Schools within five (5) school days of receipt of the principal's decision. The superintendent must render a written decision within five (5) school days of receipt of the written appeal.

#### **Step 4 - Appeal to the Board of Education**

Formal (written) appeal to the Board of Education within fourteen (14) calendar days of receipt of the superintendent's decision. The Board of Education must render a written decision within fourteen (14) calendar days of receipt of the written appeal.

In the above procedure, a decision or agreement may be reached at any step in the plan. If either the student participant involved, or the school district desire an extension at any step in the appeal process, it must be a written request directed to the Superintendent of Schools. Any loss of privilege of participation will continue during the Appeal process.



## **POLICY ON SEARCHES OF PUPILS' LOCKERS AND LOCKER CONTENTS**

### Lockers Are School Property

All lockers assigned to pupils are the property of the school district. At no time does the school relinquish its exclusive control of its lockers. The public school principal or his/her designee shall have custody of all combinations to all lockers or locks. Pupils are prohibited from placing locks on any locker without the advance approval of the public school principal or his/her designee.

### Legitimate Use of School Lockers

The school assigns lockers to its pupils for the pupils' convenience and temporary use. Pupils are to use lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch. Pupils shall not use the lockers for any other purpose, unless specifically authorized by school board policy or the public school principal or his/her designee, in advance of pupils bringing the items to school. Pupils are solely responsible for the contents of their lockers and should not share their lockers with other pupils, nor divulge locker combinations to other pupils, unless authorized by the public school principal or his/her designee.

### Search of Locker Contents

Random searches of school lockers and their contents may have a positive impact on deterring violations of school rules and regulations, ensure proper maintenance of school property, and provide greater safety and security for pupils and personnel. Accordingly, the board authorizes the public school principal or his/her designee to search lockers and locker contents at any time, without notice, and without parent/guardian or pupil consent.

The public school principal or his/her designee shall not be obligated to but may request the assistance of a law enforcement officer in conducting a locker search. The public school principal or his/her designee shall supervise the search. In the course of a locker search, the public school principal or his/her designee shall respect the privacy rights of the pupil regarding any items discovered that are not illegal or against school policy and rules.

### Seizure

When conducting locker searches, the public school principal or his/her designee may seize any illegal or unauthorized items, items in violation of board policy or rules, or any other items reasonably determined by the public school principal or his/her designee to be a potential threat to the safety or security of others. Such items include, but are not limited to, the following: firearms, explosives, dangerous weapons, flammable material, illegal controlled substances or controlled substance analogues or other intoxicants, contraband, poisons, and stolen property. Law enforcement officials shall be notified immediately upon seizure of such dangerous items or seizure of items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items seized by the public school principal or his/her designee shall be removed from the locker and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor pupil, or a pupil eighteen (18) years of age or older, shall be notified by the public school principal or his/her designee of items removed from the locker.

### Notice of Policy

A copy of the local school board policy regarding locker searches shall be provided annually to each pupil and parent/guardian of the pupil assigned a school locker.

### References

The Revised School Code, 380.1306, 2000 PA 87 (Locker Searches)  
New Jersey v. T.L.O., 469 U.S. 325 (1985), U.S. Constitution, Amendment IV

\*If the board of a school district, local public school district, or intermediate school district or board of directors of a public school academy operates a school that has pupil lockers, the board or board of directors shall adopt a policy on searches of pupils' lockers and locker contents. The board or board of directors shall provide a copy of this policy to each pupil at a school that has lockers and to the parent or legal guardian of each of those pupils. The board . . . shall also provide a copy of the policy to the department upon request by the department [380.1306(2)].

## **NOTICE OF NONDISCRIMINATION**

Southgate Community Schools does not discriminate on the basis of race, color, religion, sexual orientation, gender and gender identity, disability, age, and national origin (Title VI of the Civil Rights Act of 1964), gender (Title IX of the Education Amendments of 1972), disability (Section 504 of the Rehabilitation Act of 1973), or age (Age Discrimination Act of 1975) in its programs or activities. The following person(s) have been designated to handle inquiries regarding the nondiscrimination policies:

Southgate Community School District Superintendent  
14600 Dix-Toledo Rd.  
Southgate, MI 48195  
734-246-4600

Note on use of the above sample notice: The United States Department of Education Office of Civil Rights has indicated that it is acceptable to identify the coordinator of its civil rights programs through the coordinator's position title alone.

An acceptable nondiscrimination notice should provide information on how to contact the responsible employee. If a school district designates two different people to coordinate compliance with Section 504 and Title IX, both names or titles should be included in the notice.

For further information on notice of nondiscrimination, see the following website:

<http://www2.ed.gov/about/offices/list/ocr/docs/nondisc.html>.