

STUDENT CONDUCT AND DISCIPLINE CODE

1. PHILOSOPHY

The primary objective of student discipline and control is to produce a school environment in which complete attention may be directed to learning activities. Discipline may be defined as the control of conduct by the individual himself or by external authority. It includes the entire program of adapting the individual student to life in his/her society and involves two major emphases:

A. To guide the pupil so that he/she enhances the immediate efforts of teachers and other pupils in the learning situation and, therefore, does not threaten either the classroom or the instruction that is taking place.

B. To assist the pupil in becoming a responsible, productive and self-disciplined citizen within the school in preparation for assuming adult responsibilities. By the time a student reaches high school age, it is expected that the individual will assume personal responsibility for their own behavior.

The school system has a responsibility to assist each individual pupil to assume more responsibility for their own actions. The purpose of the school is to help students develop self-control and self-discipline.

For this reason:

A. Discipline and control must be treated as an individual matter for each pupil. Each student must be dealt with as an individual according to his/her age, maturity, experience, abilities, interests, and values.

B. The best discipline is preventive in nature rather than regulatory and restrictive. A student's behavior in school is directly related to many internal and external factors including: the student's image of themselves, active participation in both the curricular and extra-curricular activities of the school, motivation to learn and the understanding and support received from their parents, teachers, and other adults.

Since students are basically motivated to learn and to meet standards of acceptable behavior, the role of teachers and other school employees should be one of guiding pupils in understanding, establishing, and maintaining these acceptable behavioral standards.

2. DETENTION/SUSPENSION

When appropriate, an in-school or on-campus detention/suspension may be assigned for disciplinary matters rather than suspension or other forms of detention. Special rules may apply to this program as well as other Harrison Community High School policies.

3. EXCLUSION FROM SCHOOL

Every effort should be made by the school staff to solve disciplinary problems within the school setting and without excluding a student from school.

If this cannot be done, exclusion may be necessary. These exclusions may fall into the following categories:

A. **Temporary separation** is defined as exclusion of a student from school for up to three (3) school days, either from one class period or for the full day.

B. **Suspension** is defined as exclusion of a student from school for a specific period of time terminating at the end of the specified period or upon the fulfillment of the specific set conditions. Suspension for periods of time beyond ten (10) school days is discouraged. At the student's request, teachers will provide the opportunity for the student to make up assignments missed as a result of separation or suspension. Superintendent can suspend up to thirty (30) days.

C. **Expulsion** is defined as exclusion of a student from school by the Board of Education or Superintendent.

Parents shall be informed and involved in any case of a student exhibiting a history of unacceptable conduct. Records of such involvement shall be maintained in the building administrator's office.

4. AUTHORITY: FOR EXPULSION AND FOR DISCIPLINE IN GENERAL

The authority of the Harrison Board of Education to authorize suspension or expulsion and to make reasonable rules and regulations regarding discipline is granted in Sections 380.1300 and 380.1311 of the School Code. Section 130.1390 authorizes suspension for the following reasons: gross misdemeanor, persistent disobedience, or habits or bodily conditions detrimental to the school. The Harrison Board of Education will have the right to rely on such further statutes as would be appropriately - considered to be part of the Michigan School Code.

Assuming the responsibility granted to it by law, the Harrison Board of Education establishes the following categories of misconduct: (1) While a student is attending school, (2) while a student is in a school vehicle, (3) while the student is at a school related event, or (4) while a student under the jurisdiction of the school, as those which may result in temporary separation, suspension, or expulsion from the Harrison Community Schools, these categories and the following categories "a thru f" are general in nature and are not deemed to be inclusive.

A. Matters relating to public or private property.

Examples:

1. Theft
2. Misuse of books, materials, and equipment (including computers)
3. Defacing property
4. Trespassing (unauthorized presence in building)

B. Matters pertaining to citizenship.

Examples:

1. Violations of state laws, local ordinances, approved safety and fire codes, laws pertaining to civil disobedience
2. Use of profane or obscene language
3. Possession of weapons or explosives
4. Academic dishonesty

C. Matters pertaining to attendance.

Examples:

1. Students under 16 years of age who violate compulsory attendance laws by not attending school regularly will be referred to Probate Court
2. Persistent tardiness
3. Failure to attend school regularly if above compulsory school age
4. Skipping school

D. Matters pertaining to safety of others.

Examples:

1. Physical attacks or verbal threats to students or school employees with or without a weapon
2. Fighting
3. Extortion

E. Persistent disobedience and/or breaking rules and regulations.

F. Gross misbehavior detrimental to the normal functioning of the school or school activities.

5. CONDITIONS OF TEMPORARY SEPARATION AND SUSPENSION

The Superintendent of Harrison Community Schools may suspend a student up to thirty (30) days. On the basis of the present status of school law, the Principals of the Harrison Community Schools (grades 7-12) are delegated the authority to temporarily separate or suspend a student from school for up to ten (10) days, the conditions of temporary separation and suspension are as follows:

A. The student is to remain under the direct supervision of the parent or legal guardian if possible.

B. The building principal or his assistant will notify the parents or legal guardian by phone and/or mail of the length and conditions of a temporary separation or suspension. A copy of the letter shall be placed in the student's discipline file.

C. The administrator's decision in cases of temporary separation [three (3) school days or less] shall be final.

D. When a student is suspended for ten (10) days or less, an informal hearing will be held with the principal or his assistant, and the student will receive an oral and/or written notice of charges against him. The student will be given the opportunity to present his version to the Principal or his Assistant.

E. The Superintendent or his designee shall be notified by phone and/or letter of the suspension.

F. When the student has maintained the age of majority (18 years), all above notification, conferences, and hearings may be held with the student and his representative exclusive of his parents if the student so desires.

6. CONDITIONS OF EXPULSION

Recommendation for the expulsion of a student from school shall be made to the Board of Education by the Superintendent. Such action is generally taken upon recommendation of the Principal. The Principal's recommendation shall be communicated to the Superintendent in writing, signed by the Principal and accompanied by the student's accumulative file. Except in cases stemming from overt behavior, it is expected that the parent conferences would have been held at the building level prior to the expulsion recommendation. The following procedures shall be followed:

A. The student shall be under suspension pending the recommendation of the Superintendent to the Board of Education and pending the Board's decision.

B. The Superintendent's recommendation to the Board shall be in writing. It shall include the essential elements which form the basis of the charge. A copy of the recommendation shall be transmitted to the parent or guardian of the student being considered for expulsion.

C. When a hearing is held, it shall be conducted under the following rules and procedures:

1. The student or parent may be represented by an attorney or other advisor.

2. The student shall be given an opportunity to give their version of the facts and the implications. They shall be allowed to offer the testimony of other witnesses and other evidence.

3. The student, or his representative, shall be allowed to observe all evidence against him. In addition, they shall be allowed to question any witnesses.

4. There may be present at the hearing the Principal or his designee, the Board of Education's attorney, and such resource persons as the President of the Board of Education deems essential to the proper adjudication of the case.

5. The hearing is not a court proceeding, and court rules of evidence shall not be enforced at such hearings.

6. The Board of Education shall render a written opinion of its determination within five (5) school days from the date of the hearing. Such written opinion shall be forwarded to all parties concerned.

7. Appeals made beyond this point may be made outside the Jurisdiction of the Harrison Community School District.

8. Suspension will be imposed before - during an appeal.

D. Efforts will be made by the school, but not guaranteed, to provide alternate means by which a student under an extended suspension or expulsion may continue their education. Such opportunities may include evening classes, correspondence courses, special programs, or transfer to another school or school system.

7. SPECIFIC RESPONSIBILITIES

A. Teacher's Responsibilities

1. Teachers are responsible for the discipline of students under their supervision. Good discipline is necessary as an essential part of the learning environment. If the teacher fails to assume this responsibility, he weakens his effectiveness as an instructor.

2. Reasonable detention after school is permissible as a means of discipline. It is important to notify the parents, if possible, of the detention. Twenty-four (24) hour notice is to be given to the student by the teacher. Students requiring transportation shall not be required to miss their regular method of transportation without prior notification to the parent by the teacher. If a Harrison school bus is the only method of transportation available to the student, another method of discipline should be given.

3. Teachers are responsible for informing the Principal or his Assistant of all cases of student misbehavior in which there is danger or bodily injury to other students or when there is continued disruption of the learning situation. A written discipline referral shall be sent to the Assistant Principal whenever a discipline matter is referred to him.

4. Dismissal of a pupil from class is permissible for one class period after all other methods by the teacher have failed. Written notice of such action shall be sent to the Assistant Principal.

5. A teacher may use physical force against a pupil when immediate action is essential for self-defense, or for the protection of other persons or property of the Harrison Community Schools. In every case, the teacher shall report the incident to the Principal or his Assistant in writing as soon as possible, stating the circumstances and nature of the action.

6. Teachers do not have the authority to send a student home.

B. Responsibilities of the Principal and Assistant Principal

1. It is the responsibility of the building Principal or his Assistant to support rather than replace the teacher as the authority figure.

2. Teachers may look to the Principal for counsel and advice concerning matters of classroom management and control. The principal may also be expected to exercise direct disciplinary control when there is mutual agreement between the teacher and the Principal that such control is necessary or desirable.

3. Power of suspension from school rests with the building Principal or his Assistant. Such suspension shall be used only for serious and persistent misbehavior which requires the immediate cooperation of the parents. The Principal will notify the parents and/or guardian and the office of the Superintendent at once concerning the suspension and reasons behind it, first by telephone and then in writing.

4. The Principal is responsible for the general control of the school and will act in discipline cases which are referred by teachers and in all instances requiring direct involvement of the Principal or his Assistant.

5. If all other measures fail, the Principal or his Assistant has the responsibility of referring unresolved discipline problems to the office of the Superintendent.

C. Responsibility of the Superintendent

The Superintendent shall act in all discipline cases referred by the Principal, following consultation with the Principal on such cases.

D. Responsibilities of the Board of Education

1. The Board of Education shall act in all discipline cases referred by the Superintendent or appealed to it by the parent or student.

2. The Board of Education has the sole authority to expel a student from school.

8. PENALTIES FOR SPECIFIC OFFENSE (GRADES 9-12)

Discipline infractions are cumulative over the four year (9-12) period.

A. Fighting

No student shall engage in an aggressive action upon another individual or individuals through either verbal or physical abuse or threat on school property or on buses to and from school or at school sponsored events.

- 1) **FIRST VIOLATION:** up to ten (10) days suspension from school with Readmission following satisfactory conference by parents and/or guardian With principal or assistant principal.
- 2) **SECOND VIOLATION:** up to ten (10) days suspension from school, with a recommendation to the superintendent for long term suspension above the ten (10) based on severity. Meeting with superintendent to determine length of suspension, readmission date, and further consequences for continued violations of school policy.
- 3) **THIRD VIOLATION:** Suspension with readmission by the superintendent only. Recommendation will be made to the superintendent that the student be expelled from Harrison High School.

Note: Due to the nature of fighting, and the possibility of injury, the school may call the police to have the students involved removed from the school to insure the safety of those involved as well as the students present in school.

(*New legislation may supersede school rules and penalties.)

B. Student Cooperation with Total Staff

- 1) A student must identify himself when asked to do so by any teacher or administrator.
- 2) A student must accompany a staff member to a school administrator when requested to do so by a staff member.
- 3) A student must follow all instructions given by an instructor or school employee, and not become argumentative or raise his/her voice in a disrespectful manner.
- 4) A student's language must not be profane or otherwise demeaning to him/herself, to the instructor, to other school employees, or to other students.
- 5) Any behavior that is deemed gross and negligent could result in the student facing discipline under the gross misbehavior section of the student handbook.
 - a) **First Violation:** Recorded by teacher or staff member, referred to the office, and a detention will be assigned. Length of detention will be determined based on severity of infraction.
 - b) **Second Violation:** Suspension for up to three (3) days from school and a satisfactory parent conference prior to student returning to school.

- c) **Third Violation:** Suspension for up to five (5) days from school and a parent conference.
- d) **Fourth Violation:** Recommendation of expulsion from school for a specified period of time determined by the Superintendent of the Harrison Community Schools.

C. Tobacco Use Policy

Use or possession of tobacco of any form or look-alike is not allowed at anytime on the high school property (parking lots, bus area, sidewalk, building entrances, athletic field, etc.) or at school-sponsored events.

Use or possession of tobacco in any location of the school property will be considered a violation of the school rules and will be dealt with as follows:

- 1. **First Violation:** five (5) days suspension.
- 2. **Second Violation:** ten (10) days suspension.
- 3. **Third Violation:** expulsion from school for the remainder of the school year.

D. Alcohol, Narcotics, Stimulants, Depressants, etc.

School personnel caring for student's health and welfare cannot in any way condone the use or possession of narcotics or mind-altering drugs, except those specifically prescribed by your doctor. Therefore, use, possession, or being under the influence of alcohol, marijuana, or other mind-altering or narcotic drugs is forbidden anywhere on the school premises or school buses.

If a student is found in violation of this rule, any necessary immediate health measures will be taken. (Parents asked to take student home; referral to nurse, doctor, hospital, etc.)

Student's parents will be informed that their son or daughter has been found in violation of this rule and that the following will take place where applicable:

1. Use-Possession

a. **First Violation:** suspension of ten (10) days. Parents and/or proper authorities will be notified and asked to take the student home. (Other health measures will be used if the situation warrants it as stated above.)

Readmission will occur only after a parent conference with the Principal or his Assistant, with agreement by the parents to assure their cooperation in preventing a repetition of this offense.

b. **Second Violation:** suspension for ten (10) days with recommendation of expulsion to the Superintendent.

2. Sale

Recommendation for expulsion to the Superintendent.

3. Look-A-Like Drug-Sale and/or Possession

a. **First Violation:** ten (10) days suspension from school

b. **Second Violation:** recommendation for expulsion to the Superintendent

E. Weapons/Firearms

Students who, on district grounds, in district buildings, buses, or at district or school sponsored events, possess a dangerous weapon/firearm or commit arson or rape shall be permanently expelled from school and referred to the criminal justice or juvenile delinquency system and the appropriate county department of social services or community mental health agency. The parent, legal guardian and/or student shall also be notified of the referral.

Threat or injury of others with a weapon/firearm will result in the same discipline procedure.

The board reserves to itself the authority to expel students.

Each student subject to expulsion shall have their situation reviewed by the superintendent on a case-by-case basis.

F. Extortion or Stealing

No student shall attempt or achieve an extortion or theft of anything through intimidation or violence, either on school premises or school buses.

1. **First Violation:** suspension and notification of parents and/or police officials. Readmission only upon agreement by parents to assure cooperation in preventing a repetition of the offense and restitution of any loss.

2. **Second Violation:** suspension and notification of parents and/or police officials and possible recommendation for expulsion.

G. Vandalism

No student shall engage in purposeful acts of damage to school property,

the property of school personnel, or the property of other students.

1. **First Violation:** suspension and notification of parents and/or police officials. RESTITUTION FOR DAMAGES IS EXPECTED.

2. **Second Violation:** suspension and notification of parents and/or police officials. RESTITUTION FOR DAMAGES IS EXPECTED. Readmission by Superintendent only.

H. No student shall use fire in any form to cause damage or disruption of school property or activities. (Including fire crackers, smoke bombs, bomb threats, or false alarms.)

1. **First Violation:** suspension and notification of parents and/or police officials. Readmission only upon agreement by parents to assure cooperation in preventing a repetition of the offense. RESTITUTION FOR DAMAGES IS EXPECTED.

2. **Second Violation:** recommendation for expulsion for a specified period of time to the Superintendent. RESTITUTION FOR DAMAGES IS EXPECTED.

***(New legislation may supersede school rules and penalties).**

I. Driving Safely

Permission to drive vehicles to school carries with it the responsibility to drive safely and to abide by school driving and parking regulations.

1. **First Violation:** denial of driving privileges for two (2) weeks.

2. **Second Violation:** denial of driving privileges for one (1) semester.

J. Persistent Disobedience and Violation of School Rules and Regulations

1. **First Violation:** written warning and parent conference.

2. **Second Violation:** suspension with readmission following parent conference.

3. **Third Violation:** recommendation for expulsion to the Superintendent.

K. Gross Misbehavior

1. **First Violation:** suspension or expulsion, depending on specific

circumstances of incident.

2. **Second Violation:** recommendation for expulsion to the Superintendent.

L. Cafeteria behavior -- food throwing or food fights will result in discipline as follows:

First Offense: suspension of up to five (5) days.

Second Offense: Suspension of up to ten (10) days and referral to the Superintendent.

M. Bus Regulations

Laidlaw Education Services - Harrison Community School bus drivers are responsible for transporting your children to and from school safely. In order to accomplish their job, they are in charge of the bus at all times. **Students are expected to follow all the bus rules and respond promptly to all directions given by the driver.** Drivers are to be treated with due respect.

Safety is the number one priority. Please discuss the following essential rules with your child and stress their responsibilities in the overall **safety** of bus transportation.

1. **Do as the bus driver asks at all times.** The school bus driver is authorized to enforce these rules of behavior and report any infractions of these rules. Drivers will recommend discipline as appropriate, up to and including suspension.

2. No eating, drinking or chewing gum on the bus. There is to be no littering or defacing of property on the school bus. Passengers can be held financially responsible for intentional damages to property.

3. Passengers are to arrive 5 minutes before the designated bus stop time. Passengers will wait 10 feet from the edge of the roadway and shall cross 10 feet in front of the bus. Passengers will not cross the street or enter the bus until signaled to do so by the driver. **Busses cannot wait.**

4. Passengers shall remain seated until the bus is completely stopped. Passengers will walk 10 feet directly away from the bus as a group or cross 10 feet in front of the bus, as a group, when signaled to do so by the driver after exiting.

5. Stay seated while riding. Sit erect with your feet on the floor; keep head, arms and hands inside the bus. Keep feet and articles out of the aisle. **Aisles must be kept clear.** Passengers with large items that can not be kept on the lap will need to make arrangements to transport those items.

6. Laidlaw Education Services will not be held responsible for personal items brought on the bus.

7. Loud and boisterous behavior is forbidden. Inappropriate or abusive language will not be tolerated.

8. No throwing of objects inside or outside of the bus. Horseplay, teasing, hitting others or fighting will not be tolerated.

9. Passengers must receive permission to open windows. Passengers

will not place any part of their body out of the school bus window, nor will they spit or throw objects out the window.

10. Passengers shall wear seatbelts at all times if applicable or is required.

11. Passengers cannot possess or consume alcohol, drugs, or tobacco on the bus. Passengers will not possess illegal items or any item that could pose a safety hazard. The proper authorities will be contacted if a passenger is found to have these items.

N. School Grooming and Dress

Good grooming and neatness on the part of each student reflect an expression of pride in himself and in his school.

Whenever the dress or grooming of a student is so distracting that it is disruptive to the educational process, is damaging property, or violates reasonable standards of safety, health and hygiene, the school officials will request the parents to require appropriate modification of their son's or daughter's dress or grooming.

O. Radios, Tape Recorders, Cell Phones, Pagers, Communication Devices, and Disruptive Items

Skateboards - are not permitted on school property at any time.

Disruptive items such as radios, tape recorders, etc., that are confiscated from students will be returned on the last day of school upon request.

Communication devices (cell phone, pager, walkie talkies, etc.) will be allowed on school property under the following conditions:

a) All devices will be turned off upon entering the school and stored in locker from the start of the school day until school has been dismissed.

b) Devices are not allowed out of a student's locker for any reason.

c) Devices may not be taken to class, or used at any time unless the school day has concluded and students have been dismissed from the building (3:34 p.m. on a full day and 12:00 p.m. on a half day. If school is dismissed early, devices can be used the minute the administration dismisses the student body).

d) Students may not use devices during passing time, during lunch or anytime the student has been excused from class.

e) Upon completion of the school day, students may carry communication devices as long as they do not become a distraction during any after school activity.

a. Ringing during band concerts, noised during games would be considered distractions.

f) The administration has the final say on usage and permission of student to carry devices on school property. The administration may eliminate the use by one student or multiple students at any time if the devices become a problem or

distraction.

g) Students who violate the cell phone policy will be subject to discipline as follows:

First Offense: The phone will be taken from the student and returned at the end of the school day.

Second Offense: The phone will be taken from the student and returned to a parent or guardian.

Third Offense: The Student will lose cell phone privileges at the High School for the remainder of the semester or school year.

P. Academic dishonesty, plagiarism, computer hacking, and falsifying school work are offenses subject to school discipline. All occurrences will be treated seriously and may result in failing grades in the said course with no credit earned for the marking period or semester in which the offense occurs.

Disciplinary Actions by academic course:

1st Offense: Zero (failing) grade on assignment, parent contact, after-school detention

2nd Offense: Zero (failing) grade on assignment, parent meeting required before returning to class, one-day suspension from school.

3rd Offense: Parent contact, failing grade in class and loss of credit in class.

9. INTERVIEW OR INTERROGATION OF STUDENT BY LAW ENFORCEMENT OFFICIALS

The following is to be observed for the interrogation of students by law enforcement officials. Proper observance of the policy will serve as a basis for cooperation with law enforcement officials within the framework of the law. It will also encourage students to respect the lawfully constituted authority.

A. It is suggested that law enforcement officers obtain permission of the building Principal or his Assistant or designee to interview a student on school property during school hours for an accusatory situation.

B. A student may be interviewed by a law enforcement officer on school property during school hours. It is suggested that the building Principal or his Assistant be present during the interview.

C. When possible, parents of students who are to be interrogated by law enforcement officers on school property during school hours will be so notified.

D. A student may be removed from school by law enforcement officers with or without a lawful warrant. The parents of children so removed will, if possible, be notified concerning such removal.

RIGHT TO ACCESS AND PRIVACY OF RECORDS

All parents and guardians of students under 18 years of age and all students 18 years of age or over have the right, pursuant to the Family Educational Rights and Privacy Act of 1974, to examine the official records, files and data of the school district directly relating to the student. They also have the right to challenge any of the contents of said records to insure their accuracy and fairness. Procedures for such examination and challenge, including hearings on a challenge, have been established by the Board of Education.

No records, files, or data directly related to an individual student shall be made available to anyone without the consent and notification of the student or of the parents or guardian of a student under 18 years of age, except: (1) the teachers and officials of this school district who have a legitimate educational interest in such information, or unless (2) there has been a federal request for submission of student records in connection with the student's application for financial aid. The student or parent will be notified if officials of a school to which a student intends to enroll desire access to student records, or if a court has ordered access to such records. For other investigation of student records, parental or student consent is needed.