

HARRISON MIDDLE SCHOOL

(989) 539-7194

HARRISON MIDDLE SCHOOL MISSION STATEMENT

“Believing that all students can learn the district grade level curricular standards, the Harrison Middle School Staff will teach and assess the district core curriculum standards to all students, using collaborative effort between staff, parents and the community.”

WELCOME TO THE 2018-2019 SCHOOL YEAR

Dear Student,

The faculty and staff of Harrison Middle School welcome you and look forward to working with you this year. We have every reason to expect this year to be outstanding. You can count on receiving a superior and quality education at the middle school.

The purpose of this handbook is to increase your organizational skills, and make information available pertaining to Harrison Middle School’s rules, policies, and procedures.

Finally, we look forward to having your parents become involved with your progress this year. Our Building School Improvement Team extends an open invitation to join, volunteer, or just visit. May this be one of the most rewarding years in your school career!

THIS HANDBOOK BELONGS TO:

NAME: \_\_\_\_\_

HOMEROOM TEACHER: \_\_\_\_\_

**STATEMENT OF NONDISCRIMINATION**

It is the policy of the Harrison Community School District that no person, on the basis of race, color, religion, national origin, sex, age, marital status, handicap, or limited English proficiency, shall be excluded from participation in, denied the benefits of, or subjected to discrimination in employment or in any program or activity.

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## **ACADEMIC DISHONESTY**

- 1<sup>st</sup> Offense: Zero (failing) grades on assignment, parent contact by teacher.
- 2<sup>nd</sup> Offense: Zero (failing) grades on assignment, parent meeting required before returning to class, one-day suspension from school.
- 3<sup>rd</sup> Offense: Parent contact, failing grade in class and loss of credit in class.

## **ATTENDANCE**

Attendance is taken each class period and 7 period absences result in 1 full day of absence. Throughout the school year a 5, 10, and 15 day attendance letter will be sent home. Once a student has received a 10 day absence letter, a parent meeting will be set up to address attendance needs and prevent further absences. At the Prosecuting Attorneys request; 15 day truancy letters will be given to the Liaison Officer and Prosecuting Attorney for prosecution. Clare County Truancy Policy is available upon request.

**Excused absences include:** doctor note, court, suspensions, field trips and athletics. All other absences are considered unexcused. Parent contact to the school does not constitute an excused absence.

Students must request make-up work from their teachers and return it within one week. A student taking part in extra-curricular activities must be in school all of the regular school day in order to participate, unless it is prearranged by the principal.

## **ATTENDANCE-SIGN IN/OUT**

Students are not allowed to leave the building without permission. Students who must leave school during the school day (before their usual dismissal time) must have a parent or emergency contact sign them out in the office.

Parents picking up students early must come immediately to the office and sign out the student. Students will be called from their classes. Early pick-ups should be limited. Students miss lessons and valuable educational time and interrupt the learning of the entire class when we have to call a student from a class.

## **ATTENDANCE-DANCES**

All regular enrolled Harrison Middle School students may attend school dances and activities. If you are absent from school on the day of a dance or activity or fail to attend the full school day (without appropriate documentation), you are not allowed to attend. No guests will be allowed to attend. No student may leave the building during the dance or activity. Each student in attendance shall observe the general rules of courtesy and conduct at all times. This will include respect and obedience to all faculty and chaperones in charge. Attendance is a privilege and may be revoked by the administration in conjunction with student council. Reasons for revoking this privilege include, but are not limited to: misbehavior, unpaid financial obligations, and missing books or forms. Any student with 3 or more discipline referrals (including referrals for tardiness or lack of academic progress) since the last dance will not be allowed to attend the next dance. If a student is sent to the office, the day of the dance, for any kind of discipline they will not be allowed to go to the dance.

## **ATTENDANCE- EXAMS**

Final exams are given at the end of each semester. When students are absent for exams it is difficult to make them up while class grades are being finalized. Students who know they will be absent are required to set up an alternative testing time prior to the scheduled exam. Students who are sick on the day of the exam will only be given the opportunity to make up exams IF a parent calls the office to report the absence or contacts the teacher directly to reschedule the test. Those students who do not meet these expectations will receive a zero on the exam.

## **CHAIN OF COMMAND**

Many parent and community questions are easily and completely answered by communicating directly with the educator in charge of the class or program. Each situation should first be addressed at whatever level the initial action was taken with appeals moving on to the next level on the chain of command. The easiest way to communicate is via e-mail, and a phone call is the next preferable way. Contact information such as e-mail addresses and phone numbers can be found on the district website or the classroom teacher's syllabus. Parents who direct concerns to the inappropriate party will be redirected except in emergency situations.

1. Matters Involving Instruction/Curriculum
  - a. Classroom Teacher
  - b. Principal
  - c. Superintendent
2. Matters Involving Athletics
  - a. Coach
  - b. Athletic Director
  - c. Superintendent
3. Matters Involving Student Discipline
  - a. Classroom Teacher
  - b. Principal
  - c. Superintendent

In the event a face-to-face conversation is preferred it is necessary to set up an appointment with either the teacher or principal through a phone call or email. During school hours it is our priority to focus on quality instruction and student safety.

## **CELL PHONES/PAGER/COMMUNICATION DEVICE POLICY**

Use of PCDS, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off and stored out of sight. For purposes of this policy, "personal communications device" includes computers, tablets (e.g. iPads and similar devices), electronic readers, cell phones and/or other web-enabled devices of any type.

Students may use personal communication devices (PCDs) before and after school and during their lunch break in the cafeteria or lobby. However, in between classes students have limited time to arrive to class prepared and on time. There is to be no headphones

in, gaming, or walking and texting or any other use that creates a distraction, disruption or otherwise interfere with the educational environment. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight. Teachers will post their cell phone policy in their classroom syllabus.

Students may not use PCDs on school property or at a school-sponsored activity to access and/or view internet web sites that are otherwise blocked to students at school.

Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person shall have their PCD confiscated. If the violation involves potentially illegal activity the confiscated PCD may be turned over to law enforcement.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Students who violate any of the above policies are subject to the following steps.

*1<sup>st</sup> offense-* Warning- teacher may choose to hold PCD until end of the hour.

*2<sup>nd</sup> offense-* Write up. PCD is given to the office. Student can pick up cell phone at the end of the school day.

*3<sup>rd</sup> offense-* Write up. PCD is turned over to the office. A parent or guardian must pick up the PCD.

*4<sup>th</sup> offense-* Write up. PCD is turned over the office. Student has lost privilege to bring a PCD to school.

*5<sup>th</sup> offense-* PCD is turned over to the school liaison officer to hold onto until the end of the school year.

At any time a student refuses to hand over their PCD after violating the above policies they will immediately move to step 3 in addition receive a form of detention or suspension.

## **COMPUTER TECHNOLOGY AND NETWORKS**

Before any student may take advantage of the School's computer network and the internet, s/he and his/her parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. Copies of the School District's Student Agreement for Acceptable Use of Technology Resources will be distributed with the registration packet and can be referenced on the district website.

## **DETENTION**

After school and Saturday detentions are used as a means of discipline. After school detention is one day a week and runs for one hour. Saturday detentions are twice per month and run for a 3 hours. Parents must provide a ride for their child after they have served the detention. A discipline slip is given to the student stating they are to serve a detention and one is mailed home. If either detention is missed they will be rescheduled for the following scheduled detention. If after school detention is not served then the student will be suspended or given in-school suspension. If a student continues to miss Saturday detentions it is the principal's discretion to refer them to the Superintendent.

## **DISRUPTIVE ITEMS**

Classroom teachers reserve the right to set individual classroom policies regarding the possessing and use of disruptive items. These include, but are not limited to: gum, food or drinks, candy, toys (fidget spinners), make-up or other electronic devices.

Violations:

- 1<sup>st</sup> Recorded by teacher
- 2<sup>nd</sup> Recorded by teacher and office
- 3<sup>rd</sup> Detention
- 4<sup>th</sup> In School-Suspension – one day
- 5<sup>th</sup> Out of School Suspension

## **END OF YEAR FIELD TRIP**

Students must have less than 5 discipline write-ups during second semester (including tardiness), be passing more than half of their classes, and attend at least 90% of the school year to attend the end of the year field trip. **ALL** absences (excused and unexcused) count toward the 90%. Special circumstances do arise and exceptions to this policy are at the discretion of the building principal.

Students who are not eligible to attend the field trip are still expected to attend school on the day of the trip. Students will participate in a regular school day with a certified teacher and school work to complete. Those students who miss the day of the field trip will receive an unexcused absence unless documentation is provided.

## **GRIEVOUS MISBEHAVIOR**

Violations:

- 1<sup>st</sup> Some form of detention, suspension or expulsion, depending on specific incident.
- 2<sup>nd</sup> Recommendation of expulsion to the superintendent.

## **HONOR ROLL/A-TEAM**

A grade of B- or better in each class during each semester earns the student a place on the honor roll. Students who earn all A's will be recognized as members of the A-Team.

## **INAPPROPRIATE LANGUAGE**

A student's language must not be profane or otherwise demeaning to himself, to the teacher, to other staff members, or to other students.

## **INTERROGATION OF STUDENTS BY LAW ENFORCEMENT**

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

It is suggested that law enforcement officers obtain permission of the building principal to interview a student on school property during school hours. A student may be interviewed by a law enforcement official on school property during school hours. It is suggested that the building principal be present during the interview. When possible, parents of students who are to be interviewed during school hours will be notified.

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

## **LOCKERS**

No unauthorized sharing or switching of lockers is permitted. Valuables are not to be placed in lockers as the school assumes no responsibility for the loss of items from lockers. Lockers are to be kept neat and free of graffiti. Stickers, drawings, or signs are not to be placed on the outside of lockers unless issued by the school.

No food or drink is allowed in the classroom hallways or held in lockers unless sealed with the exception of water. Once the food or drink has been opened it is only allowed in the cafeteria.

School lockers remain the property of the school and school authorities have the right to examine the contents of those lockers for reasons of health, safety, and security, without notice. Students who violate any portion of this policy may lose their locker privileges.

## **MEDICAL**

Any student who becomes sick or injured during the school day will be sent to the office. A decision will then be made as to whether he/she will be sent home or need to use the school phone. This is especially important if there is a chance of a student having a communicable disease. Minor first aid is also given at the office. All medication, prescription and/or non-prescription medication will require a physician's order to be administered. All medication will be distributed from the office unless the child has an order to self –carry the medication. The school nurse is available for consultation. For a student to attend Harrison Middle School, immunizations must be up-to-date.

## **MIDDLE SCHOOL ACTIVITY FUND**

The middle school activity fund is the account that handles money raised by students and staff for additional activities, materials, and needs of the students.

### **PERSONAL ARTICLES**

Students will be allowed to use cell phones, iPods or MP3 players at the discretion of the teaching staff (see cell phone policy). Students will not be allowed to bring to school CD players, radios, pagers, sports cards, large amounts of money, etc. The school does not encourage any items of value to be brought to school. The school cannot be responsible for lost or stolen items. These items may be confiscated and returned only to a parent or guardian.

### **PHONE MESSAGE/USE OF PHONES**

The office is very busy. Please keep phone calls to a minimum. Make arrangements with your child before they come to school. Office phones are provided for student use in an emergency. These phones are not to be used during class time.

### **REPORT CARDS/GRADES**

Report cards are issued after the close of each semester. Progress reports will be issued, twice a year at the end of the marking period. Report cards are sent home with students on the Friday following the end of the semester. Report cards at the end of the school year will be mailed home. If a student is having difficulty with a subject, we encourage parents to contact the teacher so that we can help their child achieve success. In addition, homework help runs regularly before and after school. You can check student grades at any time on Skyward. If a student is having academic problems, parents will be contacted through progress reports. If you need access to Skyward, please contact the office for login and password information.

The accepted marking system at Harrison Middle School is as follows:

A	Excellent
B	Good
C	Average
D	Poor
E	Failure
I	Incomplete
CR	Credit

### **STUDENT COUNCIL**

Student council is a student government organized to assist in maintaining the high standards of the school, to promote better citizenship, and to enable the student body to gain practical experience in self-government. Elections are held in the fall to select members.

### **STUDENT DRESS CODE**

The middle school recognizes that parents are basically responsible for their children's dress and general appearance and have established the following guidelines to aid parents and students in selecting attire for the school year. Shoes must be worn at all times.

Clothing items not permitted:

1. Bare midriffs (if you can't tuck it in, don't wear it).
2. No visible cleavage.
3. Tank tops (no spaghetti straps).
4. Cutaway shirts (no shirts that have been cut down the sides).
5. Short-shorts or short skirts (the length of skirts and shorts must be mid-thigh while standing).
6. Shredded, torn, ripped or tattered clothes and sagging pants (no skin above mid-thigh showing).
7. Clothing or jewelry that shows tobacco or alcohol products, is drug related, has any kind of gang symbol, and has any suggestive or abusive language.
8. Any clothing with sexually inappropriate or offensive words, vulgar slogans, or pictures.
9. Pajamas of any type or pajama pants, no slippers, also no hospital clothing.
10. Hats of any kind including knitted caps, skull caps, "doo rags" and bandannas.
11. Jackets or coats indoors.
12. Non-prescriptive or sunglasses unless prescribed by a doctor for medical reasons.
13. Clothes for physical education classes are to be worn in P.E. class only.

In addition, the following rules apply to student dress:

- a. T-shirts or clothing with any type of picture, symbol or message that is determined by the administration to be in poor taste is not allowed in the middle school.
- b. Hats, bandannas, or sweatbands are not to be worn in the middle school. Specially approved days are the exception.
- c. All following shorts are permitted. Walking shorts, Bermuda, or shorts which are modest and appropriate for school.
- d. Heavy chains or jewelry that could hurt or injure someone is prohibited.
- e. Gang symbols, swastikas, profane words or drawings, drug symbols, signs or drawings, and other demeaning symbols or words may not appear in the school on a person's body, clothing, notebooks, school papers, lockers, etc.
- f. Perfumes/colognes/sprays are not allowed at school due to health issues to staff and students.

Students who dress inappropriately will be given an opportunity to change clothes rather than be sent home from school. We sometimes find that students leave home with one set of clothes and choose to change into something else once they arrive at school. The final decision whether a student's attire is acceptable will be made by the principal. Persistent or repeated violations will result in school discipline.

**VISITORS**

Parents are always welcome at the Middle School but need to check in at the office. Parents interested in volunteering in classrooms will require a background check. No other visitors are allowed. This includes siblings, cousins, younger children, friends, etc.

# STUDENT CODE OF CONDUCT

## **ALCOHOL, NARCOTICS, STIMULANTS, DEPRESSANTS, ETC. OR LOOK ALIKES**

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 a doctor. Therefore, the use, sale, possession, or being under the influence of alcohol, marijuana, or other drugs is prohibited. The possession or sale of look-alike drugs is also forbidden anywhere on school premises, school busses, or school functions.

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

## **USE/POSSESSION**

*First Violation:* Suspension of five (5) days. Parents and/or proper authorities will be notified to take the student home. Readmission will occur only after a parent conference with the principal with the agreement by the parents to assure their cooperation in preventing a repetition of this offense. During the conference it will be decided if the student should be referred to an agency or counselor for further help.

*Second Violation:* Suspension of ten (10) days. Parents and/or proper authorities will be notified to take the student home.

*Third Violation:* Suspension of ten (10) days with recommendation of expulsion to the Superintendent.

## **TOBACCO**

Smoking, chewing, or possession of tobacco products by students is prohibited anytime on school property. Any tobacco product will be confiscated. E-cigarettes are not allowed on school property.

*First Violation:* School Property- one (1) day suspension with notification of parents and police officials. School Building – two (2) day suspension with notification of parents and police officials.

*Second Violation:* School Property – three (3) days suspension with notification of parents and police officials. School Building – five (5) day suspension with notification of parents and police officials.

## **SALE**

*First Violation:* Suspension of ten (10) days. The parents and/or proper authorities will be notified to take the student home. Readmission will be permitted only after a parent conference with the principal with agreement by the parents to assure their cooperation in preventing a reoccurrence of this offense.

*Second Violation:* Recommendation for expulsion to the Superintendent.

## **ARSON/THREATS**

No student shall use fire in any form to cause damage or disruption to school property or activities. This includes, but is not limited to: fire crackers, smoke bombs, bomb threats, false alarms, fireworks, and explosives.

*First Violation:* Suspension and notification of parents and/or law enforcement officials. Readmission only upon agreement by parents to assure cooperation in preventing a repetition of the offense. **Restitution for damages is expected.**

*Second Violation:* Recommendation for expulsion for a specific period of time to the Superintendent. Restitution for damages is expected.

## **BULLYING**

Harrison Middle School defines bullying as incidents that include harm to an individual, an unfair match, and repetition.

## **HARRISON MIDDLE SCHOOL BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS**

It is the policy of the district to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board Members, parents, guests, contractors, vendors, and volunteers are strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive example for student behavior. This policy applies to all at school: activities in the district including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school approved or school related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

## **NOTIFICATION**

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the district and discussed with students, as well as incorporated into the teacher, students, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s) as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the result of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file. To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

### **IMPLEMENTATION**

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy. This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

### **PROCEDURE**

Any student who believes he/she has been, or is the victim of bullying, hazing or other aggressive behavior should immediately report the situation to the principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President. Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report. The principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit and should be completed within three school days after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, 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. The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

## **NON-RETALIATION/FALSE REPORTS**

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior, (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior. Make intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary actions as indicated above.

The following chart outlines the Harrison Middle School policies to aggressive behavior. The behaviors are explained and at what level, students will be held accountable for their behavior the consequences will be administered according to the number of offenses.

### **Harrison Middle School Aggressive Behavior Consequences Level 1-2 & 3-4**

Behavior	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
<b>Level 1</b>				
<b>Horse Play &amp; Just Kidding:</b> No imbalance of power, goofing around Or playing, Which may include pushing, shoving, grabbing, jumping on.	*Teacher logs entry *Written report to office	*Teacher logs entry *Written report to office *Student calls parent	*Teacher logs entry *Written report to office *Student calls parent	*Referred to office for behavioral interventions (i.e. counseling, short term suspension, after school detention, etc.)
<b>Level 2</b>				
<b>Moderate Physical Contact:</b> Pushing, shoving, tripping, poking, pinching, grabbing, hair pulling. <b>Moderate Intimidation:</b> Teasing, taunting, ridiculing, insulting remarks, spreading rumors, note writing, directed profanity, shunning, planned exclusion, silent treatment, social alienation, emotional blackmail, stealing, damaging property, graffiti and vandalism, verbal or physical threats.	*Teacher logs entry *Written report to the office *Student calls parent *Restitution when needed	*Teacher logs entry *Written report to the office *Student calls parent *Restitution when needed	*Teacher logs entry *Written report to the office *Student calls parent *1 day suspension *Restitution when needed	*Referred to office of Superintendent for further discipline action (i.e. long term suspension, expulsion, etc.)

Behavior	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	
<b>Level 3</b>				
<b>Refusal or Defiant Behavior Directed Toward an Adult:</b> Arguing, backtalk, refusing to follow directions, name calling, walking away while staff is talking to student, classroom disruption	*Teacher logs entry *Written report to office *Student calls parents *Possible parent conference	*Teacher logs entry *Written report to office *Student calls parent *1 day suspension *Parent conference	*Referred to office of Superintendent for further discipline action (i.e. long term suspension, expulsion, etc.)	
<b>Level 4</b>				
<b>Severe Physical Contact, Intimidation, Harassment:</b> punching, slapping, kicking, fighting, spitting, threats of emotional or physical violence, racial/ethnic sexual/religious or other forms of severe harassment or intimidation (includes gossip of a more serious nature), blatant insubordination toward an adult, gang activity, arson, assault, assault on an employee, weapons.	*Immediate referral to office *Written report to office *Student calls parent *Minimum 3 day suspension *Possible police report filed *Mandatory parent conference with administrator *Legal action taken	*Referred to office of superintendent for further discipline action (i.e. long term suspension, expulsion, etc.)		

No student shall engage in an aggressive action upon another individual through either verbal or physical abuse or threat, on school property, or on school busses to and from school,

### **FIGHTING**

**Assault:** Strictly speaking, assault means threatening to strike or harm. An assault is often defined as an attempted battery or an unlawful act which places a person in apprehension of receiving an immediate battery.

**Battery:** Battery is the unlawful touching, beating, wounding, or laying hold, however minor, of another person's or clothing without his/her consent.

**Bullying:** Bullying is the intentional, repeated hurtful acts, words or other behaviors such as name calling, teasing, threats or excluding committed by one or more individuals against others.

### **Violations:**

1<sup>st</sup> Offense: up to three (3) days suspension from school with readmission following a satisfactory conference with parents and/or guardian with the principal.

2<sup>nd</sup> Offense up to five (5) days suspension from school with readmission following a satisfactory conference with parents and/or guardian with principal.

3<sup>rd</sup> Offense Suspension with readmission by the Superintendent only. Consideration may be given to recommend to the Superintendent that the student be expelled for a specific period of time.

**Verbal Assault:** PA 104, now Section 1311a (2), also mandates expulsion for up to 180 school days of any student in grade 6 or above who commits a “verbal assault” against a school employee, volunteer, or contractor.

**Physical Assault – Part 1:** PA 104 of 1999 (SB106) creates Section 1311a of the Revised School code, any student in grade 6 or above who physically assaults a school employee, volunteer, or contractor shall be permanently expelled, subject to reinstatement after 180 school days.

**Physical Assault – Part 2:** PA 102 of 1999 (HB4240) adds to the Revised School Code, any student in grade 6 or above who commits a physical assault against another student shall be expelled up to 180 school days.

### **PERSISTANT DISOBEDIENCE**

#### **Violations:**

1<sup>st</sup> Written warning and parent conference.

2<sup>nd</sup> Suspension with readmission following a parent conference.

3<sup>rd</sup> Recommendation of expulsion to the Superintendent.

### **PUBLIC DISPLAY OF AFFECTION**

It is expected that all students have sufficient personal pride to observe acceptable standards of behavior in school. Undue familiarity in a school situation is considered to be inappropriate and in poor taste. The administration and staff frown on such actions. Conference with parents, teachers, or administrators may occur when warranted. If improper behavior continues, students may be suspended.

### **SEXUAL HARASSMENT**

It is the policy of Harrison Community Schools to maintain learning and working environment that is free from sexual harassment. No board member, staff member, or student of this district shall be subjected to any form of sexual harassment or intimidation.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Any student who alleges sexual harassment by a board member, staff member or another student may complain directly to his/her building principal. If the complaint is substantiated, appropriate disciplinary action will be taken, which may include or result in criminal and/or civil charges being brought against the alleged harasser.

## **STEALING/EXTORTION.**

No student shall steal (nor attempt to) extort anything from another student, staff member, or the school through intimidation or violence while on school property, school busses, or at any school sponsored activity.

### **Violations:**

*1<sup>st</sup> Offense* Three (3) day suspension and notification to parents to assure cooperation in preventing a repetition of the offense and restitution of any loss.

*2<sup>nd</sup> Offense* Five (5) day suspension and notification to parents and/or police officials and restitution of any loss. And referred to the Superintendent.

## **STUDENT COOPERATION**

A student must identify him/herself when asked to do so by a teacher or staff member. A student must accompany a staff member to a counselor or administrator when asked to do so by a staff member.

## **SUSPENSION**

Any student who has been suspended from school shall not frequent the premises nor participate in any type of school program until the suspension has been served. This applies to all school facilities and activities.

## **TARDY POLICY**

Teachers will record tardiness each class period and will be recorded on report cards by the office. If a student receives excessive tardiness, he/she will be subject to disciplinary action.

### **Violations during a marking period:**

*1<sup>st</sup> Offense:* 3 tardies will result in one lunch detention or discipline as assigned by administration

*2<sup>nd</sup> Offense:* 6 tardies will result in one after school detention or discipline as assigned by administration

- If after school detention is missed it will result in 2 lunch detentions, and counted as an additional write-up.

*3<sup>rd</sup> Offense:* 9 tardies will result in one day in-school suspension.

*4<sup>th</sup> Offense:* 12 tardies will result in a Saturday detention. Three tardies after 12 will begin at step 3.

- If a Saturday detention is missed it will be rescheduled and counted as an additional write-up. If 3 missed detentions occur, a parent meeting will be scheduled.

## **TRUANCY**

A student is considered truant for the following reasons:

- a. Student leaves the building or grounds without permission.
- b. Neither the school nor parent knows location of the student.
- c. Student is not attending an assigned class.

### **Violations:**

*1<sup>st</sup> Offense* Suspended until parent conference.

*2<sup>nd</sup> Offense* 3 day suspension with readmission following a parent conference.

Further truancy will be considered persistent and may result in suspension or recommended expulsion to the Superintendent.

## **VANDALISM**

No student shall engage in a purposeful act of damage to school property. Textbooks are provided to students by the school district free of charge. However, all library and textbooks remain the property of the school. Students will be charged for lost or damaged books. Any lost or damaged books must be paid for before another book is issued. It is the intention of the Board of Education to seek damages against the student/parents in all cases involving malicious or willful destruction of school property.

### **Violations:**

*1<sup>st</sup> Offense* suspension and notification of parents and/or police officials. Restitution for damages is expected.

*2<sup>nd</sup> Offense* Suspension and notification of parents and/or police officials. Restitution for damages is expected. Readmission by Superintendent only.

## **WEAPONS**

Any student who is on school district grounds, in a district building, or at a district sponsored event and possesses a dangerous weapon/firearm or commits 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.

1. Each student subject to expulsion shall have his/her situation reviewed by the Superintendent on a case-by-case basis.
2. The board reserves to itself the authority to expel students.
3. This policy is the board's assurance that the district is in compliance with both PL 103.832 and MCL 380.1311.

No student shall either threaten injury or injure another person with an object which may be considered a weapon either on school premises, on busses or at any school function.

### **Violations:**

*1<sup>st</sup> Offense* Suspension and notification of parents and/or police officials.

*2<sup>nd</sup> Offense* Suspension and recommendation for expulsion to the Superintendent.

## **GENERAL INFORMATION**

### **BOARD OF EDUCATION GENERAL STATEMENT ON DISCIPLINE AND CONDUCT OF STUDENTS**

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 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 his/her adult responsibilities. At least by the time he/she reaches high school age, it is expected that the pupil will assume personal responsibility for his/her own behavior.

The school system has a responsibility to assist each individual pupil to assume more responsibility for his/her actions. One of the purposes of the school is to help students develop self-control and self-discipline. For this reason: 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.

The best discipline is preventative 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 him/herself, his/her active participation in both the curricular and extracurricular activities of the school, his/her motivation to learn, and the understanding and support he/she receives from his/her parents, teachers, and other adults.

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

## **EXCLUSIONS 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 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 fulfillment of a specific set of conditions. Suspension for periods of time beyond ten school days is discouraged. At the student's request, teachers will provide the opportunity for the student to make up the assignments missed as a result of separation or suspension.

- c. Expulsion is defined as exclusion of a student from school by the Board of Education. 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.

### **AUTHORITY FOR EXCLUSION AND FOR DISCIPLINE IN GENERAL**

The authority of the Harrison Board of Education to authorize expulsion and to make reasonable rules and regulations regarding discipline is granted in Section 380.1300 and 380.1312 of School Code. Section 380.1311 authorizes suspensions 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 a 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 the student is in a school vehicle, (3) while a student is at a school-related event, and (4) while a student is under the jurisdiction of the school as those which may result in temporary separation, suspension, or expulsion from Harrison Community Schools. These categories and the following categories A through F are general in nature and are not deemed to be inclusive.

- A. Matter relating to public or private property. Examples: theft, misuse of books, materials, and equipment, defacing property, trespassing.
- B. Matters pertaining to Citizenship. Examples: Violation of state laws, local ordinances, approved safety and fire codes, laws pertaining to civil disobedience, use of profane or obscene language, possession of weapons or explosives.
- C. Matters pertaining to Attendance: Examples: Students under the age of 16 years of age who violate compulsory attendance laws by not attending school regularly will be referred to the Probate Court, persistent tardiness, failure to attend school regularly if above the compulsory age, skipping school.
- D. Matters pertaining to safety to others.
- E. Persistent disobedience and/or breaking of school rules and regulations.
- F. Gross misbehavior detrimental to the normal functioning of the school or school activities.

### **CONDITIONS OF TEMPORARY SEPARATION AND SUSPENSION**

The Superintendent of Harrison Community Schools may suspend a student up to ninety school days. On the basis of the present status of school law, the principals of Harrison Community Schools (grades 6-12) are delegated the authority to temporarily separate or suspend a student from school for up to ten 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/her assistant will notify the parents or legal guardian by phone or by 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 separations three days or less shall be final.
- D. When a student is suspended for ten days or less, an informal hearing will be held with the principal or his/her assistant and the student will receive an oral or written notice of charges against him/her. The student will be given opportunity to present his/her version to the principal.
- E. The Superintendent or his/her designate shall be notified by phone and/or letter or any suspension that extends over three days.
- F. When the student has attained the age of majority (18) years, all above notification, conferences, and hearings may be held with the student and his/her representative exclusive of his/her parents if the student so desires.

### **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. The Board of Education shall set the date, time, and place of the hearing and shall transmit written notice of same to the parent or guardian at least five (5) school days before the date of the hearing.
- D. When a hearing is held, it shall be concluded 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 his/her version of the facts and their implications. He/she shall be allowed to offer the testimony of other witnesses and other evidence.
  - 3. The student or his/her representative shall be allowed to observe all evidence against him/her. In addition, he/she shall be allowed to question any witnesses.
  - 4. There may be present at the hearing the principal or his/her designee, the Board of Education's attorney, as such resource persons as the president of the Board 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.

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. 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 his/her education. Such opportunities may include evening classes, correspondence courses, special programs, or transfer to another system.

### **ALTERNATIVE METHODS OF DISCIPLINE**

1. Lunch detention, after school or Saturday detention, in-school suspension, referral to school liaison office, referral to Superintendent.

### **SPECIFIC RESPONSIBILITIES TEACHERS**

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

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

Dismissal of a pupil from class is permissible for one class period after all other methods by the teacher have failed. Students may be assigned to the behavior intervention room before being sent to the office.

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 Harrison Community Schools. In every case, the teacher shall report the incident to the principal in writing as soon as possible, stating the circumstances and nature of the action.

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

### **PRINCIPAL**

It is the responsibility of the building principal to support rather than replace the teacher as the authority figure.

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.

Power of suspension from school rests with the building principal. Such suspension shall be used only for serious and persistent misbehavior which requires the immediate cooperation of parents. The principal will notify the parents by telephone or writing.

The principal is responsible for the general control of the school and will act in discipline case which are referred by teachers and in all instances requiring direct involvement of the principal.

If all other measures fail, the principal has the responsibility of referring unresolved discipline cases to the Superintendent.

### **SUPERINTENDENT**

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

### **BOARD OF EDUCATION**

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

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

### **RIGHTS TO ACCESS AND PRIVACY OF RECORDS**

All parents and guardians of students under eighteen (18) years of age and all students nineteen (19) 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 ensure their accuracy and fairness. Procedures for such examination and challenge include hearings on a challenge, established by the Board of Education.

No records, files, or data directly relating to an individual student shall be made available to anyone without the consent and notification of the student of the parents or guardian of a student under 18, 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 official of a school to which a student intends to enroll desire access to student records or (3) if a court has ordered access to such records. For other investigation of student records, parental or student consent is needed.