



**DEWITT PUBLIC SCHOOLS**

# Code of Conduct

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## STATEMENT OF NONDISCRIMINATION

Applicants for admission and employment, students, parent/guardian, employees, sources of referral of applicant for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the school district are notified that the DeWitt Public Schools and the DeWitt Board of Education provide an equal opportunity for all, regardless of gender, religion, race, color, national origin or ancestry, age, disability, marital status, sexual orientation, place of residence within the boundaries of the District, or social or economic status, and/or any other legally protected characteristic, to learn through the curriculum offered in this district. Any person having inquiries concerning the DeWitt Public Schools' compliance with the regulations implementing Title VI, Title IX or Section 504 is directed to contact:

Superintendent  
DeWitt Public Schools  
P.O. Box 800  
DeWitt, MI 48820

## PHILOSOPHY

DeWitt Public Schools is dedicated to the education of the whole child: academically, physically, socially, and emotionally. Our school programs teach universal values and conduct fundamental to the development of responsible citizens. A Code of Conduct has been developed to establish the best possible learning environment for students, as well as to provide for the safety and well-being of all students and employees of DeWitt Public Schools. All those enjoying the rights of citizenship in the school community must accept the responsibilities of citizenship and respect the rights of other members of the school community.

This Code of Conduct is provided to each student in our district as a source of general information, guide to school policy and an expectation of student responsibility. All students and their parents are expected to read this Code of Conduct and information themselves accordingly.

The examples of misconduct listed are not the only acts or conditions for which disciplinary actions may be warranted, nor do they in any way limit these regulations and rules. The offenses and penalties listed in the code are only guidelines. Actual circumstances and the severity of those circumstances may dictate actions not specifically outlined.

The purpose of discipline is to encourage and teach appropriate school behavior. It is recognized that daily positive and caring interactions promote responsible decision-making. When it becomes necessary to establish consequences for a student's misconduct, consideration will be given to the student's age, experience, and abilities. The administration has the option to act on each case on an individual basis and to administer discipline over and above what is stated. Past behavior may be a factor in determining appropriate consequences.

This Code of Conduct applies to all students while on school property or in school-sponsored transportation as well as to all student participants in any school-sponsored activity or function regardless of location, date or time.

## When a Concern Arises

It is our intent to respond with respect and thoughtfulness when we address issues and concerns.

If you have an issue and are seeking resolution or clarity, please contact the classroom teachers or building administrator at the building in which the issue occurs. The administrator will explore the issue, gather information, and interview others, if needed, to provide resolution to the situation. If you feel you need further clarification or information, please contact the superintendent.

Our staff is committed to student well-being. By working together, we can provide the best learning environments for our students.

## RESPONSIBILITIES OF THE SCHOOL COMMUNITY

Creating a positive environment for learning is a cooperative effort, which involves the students, parents, and school staff. Therefore, it is necessary that the total school community understand its responsibilities.

### **AS A STUDENT, YOU HAVE THE RESPONSIBILITY TO:**

Accept that learning is your responsibility and that it is a life-long process.

Attend school regularly, arrive on time, and be prepared to learn.

Conduct yourself properly in class, on school grounds, on buses, or at any school related activity.

Respect the rights and feelings of fellow students, parents, school personnel, visitors, and guests.

Help maintain school property and exercise the utmost care while using school facilities.

Know and follow school and district rules and policies.

### **AS A PARENT/GUARDIAN, YOU HAVE THE RESPONSIBILITY TO:**

Support the school's efforts to provide a safe and orderly learning environment.

See that your child(ren) attends school regularly and on time.

Provide for the general health and welfare of your child(ren).

Provide a home atmosphere and study area suited for learning and the development of good study habits.

Cooperate with school personnel and community agencies in solving potential school problems.

Know and support school and district rules and policies.

### **AS SCHOOL DISTRICT STAFF MEMBERS, WE ACKNOWLEDGE OUR RESPONSIBILITY TO:**

Provide an atmosphere conducive to learning and teaching.

Provide for the safety and well-being of all students.

Respect every student as an important and worthwhile individual.

Help each student learn to self-evaluate behavior and take responsibility for choices made.

Enforce the rules and policies of the school and district consistently and fairly.

Cooperate and schedule conferences with students, parents/guardians, and school personnel in an effort to communicate progress and resolve academic and behavioral issues.

## GENERAL INFORMATION

**Application and Scope of the Code.** The code of conduct covers all students enrolled in the DeWitt Public Schools system. The code applies to a student who is on school premises, in a school-related vehicle, or at a school-sponsored activity or trip. While the district is not responsible for supervising or regulating off-campus activities, the district may impose disciplinary or remedial measures in the event that off-campus activities of students, including travel to and from school, directly interfere with the operations, discipline, or general educational environment of DeWitt Public Schools. The DeWitt Board of Education policy requires each student to adhere to the Code of Conduct.

**The Discipline Process.** When a student misbehaves in the school environment, the student is asked to report to the principal. An investigation is conducted to determine the facts of the situation and if the student committed the infraction. The investigation includes conversations with staff and in some cases other students, who were present. Following the investigation and if it has been determined that the student has violated the Code of Conduct, a referral is written. The referral includes the student's name, date of incident, details of the incident, description of the infraction, and the consequence given to the student within 24 hours. As is appropriate, parents will be involved in this process.

**Implementation of the Code of Conduct.** Implementing the code is primarily the responsibility of the principal. When used in the code, the term "principal" is the assigned principal, an acting principal, an assistant principal, or any other individual so designated by the principal or central administration. Principals shall keep records of disciplinary action and notify central administration of disciplinary action that involves exclusion of a student from school. When the nature of an offense permits, disciplinary consequences will occur progressively, with the intent to provide alternative guidance and counseling options whenever possible. In cases of severe offense, however, it may be necessary to proceed directly to an advanced level of disciplinary action. DeWitt Public Schools acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflected in the behavior of students. The staff believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions.

**Discipline Options.** Our students may benefit from interactive discipline in which alternative consequences may be considered. The administrator and parent may develop a discipline plan with specific student requirements and parent support to complete the consequence. In some cases, a parent and student may choose between a partial suspension and community service that the parent or agency supervises and signs off on. Students learn most effectively from a punishment or consequence (loss of a privilege or freedom) and an action that they can positively take to set right their poor choice. When a student participates in community service, the parent and student are responsible for finding the community service and monitoring its completion. They also can benefit from the direct support and involve-

ment of their parent. Examples of options that may be to be considered can include writing an apology, research and writing an essay, reading and discussing a book, volunteer work, in-building volunteering, attending a class, giving a speech, etc. The principal has the authority to determine if alternative discipline is appropriate on a case-by-case basis.

**The Code of Conduct and Student Assistance.** When a principal deems it appropriate under certain circumstances, the code supports the use of an assistance program for a student whose conduct suggests a need for additional assistance. Student assistance programs are designed to intervene as early as possible when a student's conduct indicates specific need. District staff may provide, with parental approval, student assistance by working with counselors, social workers, psychologists, and other area resources, such as Teen Al-Anon, smoking cessation programs, private counseling, Student Assistance Program process, and other outside agency referrals.

**Removal of a Student from School Pending Investigation.** When a principal deems it necessary, the code permits temporary removal from school of a student charged with, suspected of committing, or suspected of being involved in, an infraction or incident, for a reasonable period of time:

- to complete the investigation of an alleged infraction or incident,
- to defuse a situation that could become worse without such removal, or
- for other reason(s) in the best interests of a particular student, a school, its students, or its staff.

Such a removal shall not constitute disciplinary action, although the infraction or incident that prompts it may conclude in disciplinary action. At the close of the investigation and any discipline consequences, the student may receive a pass/fail in classes they were unable to attend.

**The Code of Conduct and Confidentiality of Disciplinary Records.** A student's record of disciplinary action is confidential. Parents may request and receive a copy of a school record of disciplinary action about their own child. Except as required by law or state mandate, or in keeping with a parent's written request, or a student's written request if age 18 or older, a student's record of disciplinary action is not released.

## DEFINITION OF CONSEQUENCES

Our building administrators and staff act in “loco parentis”, which means the law allows them to direct a student, as would a parent in their absence. This applies to all staff, not just teachers assigned to a student. If given a direction by a staff member, the student is expected to comply.

The following definitions are used in the Code of Conduct to provide consistency throughout the district.

**Warning.** A verbal or written warning delivered by a school staff member to the student.

**Student Conference.** A meeting between the student and teacher, counselor and/or building administrator. A parent/guardian may be invited to attend.

**Parent Notification.** A staff member will notify parents of student behavior.

**Parent conference.** A scheduled meeting of principal, student and other staff members.

**Time Out.** Student is removed from an activity.

**Behavior Plan.** A written document outlining behavior expectations and related timeline.

**Loss of Extra-Curricular Privileges.** Extra-curricular activities are for the enjoyment of all students. These privileges enable students to attend after school events and participate in dances, intramural activities, field trips, clubs, etc. It is important that every student understand that participation and attendance in such activities is a privilege, not a right. Students may lose these privileges for extended periods of time as part of their consequence for a violation of the student code of conduct. Loss of privileges related to participation in interscholastic athletics is addressed in the Athletic Code.

**Detention.** A period of time other than regular school hours. This period of time may be used to help students understand the consequences of specific behaviors in school that created violations conduct expectations.

**Saturday School.** Arranged by building administration for disciplinary infractions of a more serious nature (less than suspension). Students will be scheduled for a two or four hour Saturday School where individuals will work with a paraprofessional on homework assignments, silent reading and the like.

**In-School Restriction/Suspension.** Removal of the student from the regular school routine, however, still remaining in the building. This involves a specified period of time away from peers, classroom activities, lunchroom privileges, and hall passing and may range from a time out to a formal suspension. During the In-School Restriction/Suspension it is expected students will be engaged in doing school-work.

**Out of School Suspension (Short Term up to 10 days).** A formal discipline determined by the school administrator for committing a violation of the Code of Conduct. During a short-term suspension, the student's rights and privileges of attending school, including extracurricular activities or practices, are suspended, by building administrator.

**Out of School Suspension (Long Term over 10 days).** A formal discipline for a violation of the Code of Conduct of a severe and/or persistent nature. During a long-term suspension, the student's rights and privileges of attending school, including extracurricular activities or practices, are suspended, by the superintendent.

**Expulsion.** An expulsion occurs when the school board or its designee terminates the student's rights and privileges to attend school, including extracurricular activities or practices. The parent/guardian of the student may petition the school board to request the student's reinstatement to school, as permitted by state law.

### **Athletic and other Extracurricular Disclaimer**

Participation in DeWitt Public Schools athletic and other extracurricular activities are a privilege and as such participants are held to a higher standard than other students. Therefore additional consequences involving the loss of these privileges will be imposed as defined or determined by the building administrator.

## REPORTING CERTAIN OFFENSES TO LOCAL POLICE

In compliance with MCL 380.1308 and the Michigan School Safety Response Guide, DeWitt Public Schools reports certain incidents of student misconduct to local police agencies within the limits of the Family Educational Rights and Privacy Act. Listed are examples of offenses that must be reported to police and other offenses that may be reported depending on individual circumstances.

In judging whether to report an offense to local police, administrators consider multiple criteria including current law, severity of the incident, pattern of the student’s behavior over time, school safety and specific context of each incident. Whenever police are contacted, central administration is notified, and a record of the contact is kept.

A	B	C
<p>Under MCL 380.1308, the School System <b>Must Report</b> to the Local Police</p>	<p>Under MCL 380.1308, the School System <b>May Report</b> to the Local Police <i>Administrative discretion is used on a case-by-case basis</i></p>	<p>Other offenses that DeWitt Public Schools <b>May Report</b> to Local Police pursuant to district policies <i>Administrative discretion is used on a case-by-case basis</i></p>
<ul style="list-style-type: none"> <li>• minor in possession (MIP) alcohol, tobacco products; include under influence</li> <li>• possession, use, dealing drugs or other controlled substances</li> <li>• Reportable Weapons: “firearms, bombs, silencers, double-edged, non-folding stabbing instruments, a switchblade, a black-jack, a slingshot, a billy club, a bludgeon, metallic knuckles, a sand club, a sand bag, a taser or stun gun, a gas ejecting device that is not a self-defense spray devise or any other article carried or possessed for use as a weapon e.g., a tire iron or baseball bat carried for purposes of assault or defense.”</li> <li>• arson</li> <li>• explosion</li> <li>• vandalism – over \$100 (intentional destruction of property)</li> <li>• theft – over \$100 robbery/ extortion</li> <li>• bomb threat</li> <li>• criminal sexual conduct</li> <li>• suicide threat or attempt</li> <li>• suspected/armed student/hostage</li> <li>• intruder if he/she refuses to leave</li> <li>• death or homicide</li> </ul>	<ul style="list-style-type: none"> <li>• physical assault</li> <li>• verbal assault</li> <li>• theft – under \$100</li> <li>• vandalism – under \$100 (intentional destruction of property)</li> <li>• bus with students involved in accident or incident</li> </ul>	<ul style="list-style-type: none"> <li>• gang or other hate-related activity</li> <li>• hazing</li> <li>• demonstrations/strikes</li> <li>• other weapons (not shown in column A) not required to be reported under MCL 380.1308 or MI School Safety Response Guide</li> <li>• fighting, inciting or prompting others to fight, gang fighting</li> <li>• illegal gambling</li> <li>• making a false alarm (such as pulling a fire alarm)</li> <li>• a student on campus during an out-of school suspension</li> <li>• appropriate use of vehicle on school premises</li> <li>• suspicious intruders</li> <li>• unauthorized removal of student</li> <li>• suspected child abuse – must call Clinton County Family Independence Agency</li> <li>• other activities or behaviors that school administrators deem advisable</li> </ul>

## LEVEL I INFRACTIONS

The following infractions are considered Level 1. If a student commits a violation, discipline will be imposed based on the discipline guidelines and is at the discretion of the principal within the parameters of district policies. Alternative consequences may be decided by the principal and parents or guardians. Students may be asked to make restitution. Athletic consequences will be in addition to these. More than three (3) offenses will result in ever increasing consequences.

### Discipline Guidelines

Grade Level	1st Offense	2nd Offense	3rd Offense
K-2	<ul style="list-style-type: none"> <li>• Warning</li> <li>• Student conference</li> </ul>	<ul style="list-style-type: none"> <li>• Student conference</li> <li>• Parent conference</li> <li>• Time out in school</li> </ul>	<ul style="list-style-type: none"> <li>• Parent conference</li> <li>• Behavior plan</li> <li>• Time out in or out of school</li> </ul>
3-6	<ul style="list-style-type: none"> <li>• Warning</li> <li>• Student conference</li> <li>• Time out in school (recess)</li> </ul>	<ul style="list-style-type: none"> <li>• Student conference</li> <li>• Parent notification</li> <li>• Time out in or out of school</li> </ul>	<ul style="list-style-type: none"> <li>• Parent conference</li> <li>• Behavior plan</li> <li>• Time out in or out of school</li> </ul>
7-8	<ul style="list-style-type: none"> <li>• Warning</li> <li>• Student conference</li> </ul>	<ul style="list-style-type: none"> <li>• Student conference</li> <li>• Warning and up to 2 hours detention</li> </ul>	<ul style="list-style-type: none"> <li>• Student conference</li> <li>• Warning and up to 2 hours detention</li> </ul>
9-12	<ul style="list-style-type: none"> <li>• Parent notification</li> <li>• Detention</li> </ul>	<ul style="list-style-type: none"> <li>• Parent conference</li> <li>• Detention</li> </ul>	<ul style="list-style-type: none"> <li>• Parent conference</li> <li>• Detention or suspension</li> </ul>

### DRESS CODE

The type of clothing worn is primarily the responsibility of the parent and the student as long as the attire does not interfere with the normal education process. In general, students should dress in such manner that they do not violate any health or safety standards or disrupt the educational environment. Due to the various activities of our program, such as sitting on floors, physical education, labs, and other activities, students are encouraged to wear appropriate clothing. Appropriate footwear is to be worn for safety and hygiene. When a student is standing, pants and shirts must at least touch without being tugged or pulled into place. Low cut shirts/dresses, bare back/halter style tops, visible underwear, high cut skirts, dresses and short shorts, and see-through tops will not be allowed. Clothing which displays drugs, alcohol, tobacco products or which is obscene or offensive in nature is prohibited. No outerwear coats, hats, hoods, earmuffs, or headgear are to be worn during school hours.

Students asked to return clothing and other personal items to their lockers may be given an unexcused tardy if they are late for class. Students may be asked to go home to change inappropriate clothing at any time. This decision is at the discretion of the adult in charge (teachers, administrator, aides, secretaries, etc.). Parents

will be notified in each case. These rules apply unless a specific waiver is granted by the administration.

### **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.

### **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.

### **GUM, CANDY AND OTHER FOOD**

Due to the potential damage to school property, gum chewing, candy and consumption of other food items is not allowed in the hallways or classrooms unless specific permission is granted by the teacher.

### **LOITERING**

Loitering is when students are in the building, or on school property without a valid pass and/or not in their regularly scheduled classes.

### **NEGLIGENT OR IMPROPER OPERATION OF A MOTOR VEHICLE**

A student will not negligently operate or park a motor vehicle on school property, so as to endanger the property, safety, health, or welfare of others. In doing so, the driving privilege may be revoked.

### **ROWDINESS/HORSEPLAY**

A student will refrain from any activity that is harmful or destructive to others or their property including games or horseplay that are likely to lead to injury.

### **TARDINESS/LATE ARRIVAL TO SCHOOL**

Students will check in at the office and receive a pass marked excused or unexcused. Tardiness because of circumstances such as oversleeping, missing the school bus and car trouble is generally unexcused.

Teachers are not to admit a tardy student unless they have a pass from the office.

Students are considered tardy if they are not inside the classroom when the bell rings or at a time predetermined by an adult in charge.

Tardies are recorded in the teacher's record book and are cumulative throughout the school year.

### **TRUANCY**

A student will not fail to report to the school's assigned class or activity without prior permission, knowledge or excuse by the school and parent/guardian.

## LEVEL II INFRACTIONS

The following infractions are considered Level II. If a student commits a violation, discipline will be imposed based on the discipline guidelines and is at the discretion of the principal within the parameters of district policies. Alternative consequences may be decided by the principal and parents or guardians. Students may be asked to make restitution. Athletic consequences will be in addition to these. Students may additionally lose extra curricular privileges. More than three (3) offenses will result in ever increasing consequences.

### Discipline Guidelines

Grade Level	1st Offense	2nd Offense	3rd Offense
K-2	<ul style="list-style-type: none"> <li>• Student conference</li> <li>• Parent Notification</li> <li>• Time out in school</li> </ul>	<ul style="list-style-type: none"> <li>• Student conference</li> <li>• Parent conference</li> <li>• Time out in or out of school</li> </ul>	<ul style="list-style-type: none"> <li>• Parent conference</li> <li>• Behavior plan</li> <li>• Suspension of up to 1 day</li> </ul>
3-6	<ul style="list-style-type: none"> <li>• Student conference</li> <li>• Parent notification</li> <li>• Time out in or out of school</li> </ul>	<ul style="list-style-type: none"> <li>• Student conference</li> <li>• Parent notification</li> <li>• Time out in or out of school</li> <li>• Suspension of up to 2 days</li> </ul>	<ul style="list-style-type: none"> <li>• Parent conference</li> <li>• Behavior plan</li> <li>• Formal suspension of up to 3 days</li> </ul>
7-8	<ul style="list-style-type: none"> <li>• Parent Notification</li> <li>• Up to 2 hours detention</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Notification</li> <li>• Up to 3 days in-school suspension</li> <li>• Loss of extra-curricular privileges - 2 weeks</li> </ul>	<ul style="list-style-type: none"> <li>• Parent conference</li> <li>• Up to 3 days out-of-school suspension</li> <li>• Behavior contract</li> <li>• Loss of extra-curricular privileges - 4 weeks</li> </ul>
9-12	<ul style="list-style-type: none"> <li>• Parent notification</li> <li>• Saturday school</li> <li>• Up to 3 days out-of-school restriction</li> </ul>	<ul style="list-style-type: none"> <li>• Parent conference</li> <li>• Up to 5 days out-of-school suspension</li> <li>• May lose extra curricular privileges</li> </ul>	<ul style="list-style-type: none"> <li>• Parent conference</li> <li>• Up to 10 days out-of-school suspension</li> <li>• May lose extra curricular privileges</li> </ul>

Code of Conduct

Level II

### ADING AND ABETTING OR INCITING OF SCHOOL RULES

If a student assists or incites another student in violating any school rule, they will be disciplined. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

### CHEATING/PLAGIARISM

Cheating – includes, but is not limited to the use of any unauthorized assistance in taking of quizzes, tests or examinations or altering teacher records; dependence upon the aid of sources beyond those authorized by the teacher in writing, papers, preparing reports, solving problems, or carrying out other assignments; or the acquisition, without permission, of tests or other academic materials belonging to the teacher.

**Plagiarism.** Includes, but is not limited to, the use, whether by paraphrase or direct quotation, of published or unpublished work of another person without full and clear acknowledgment. It also includes copying homework done by another student, the unacknowledged use of materials prepared by another person or agency engaged in selling of term papers or other academic materials.

**Computerized Plagiarism.** Defined as turning in an assignment (including but not limited to an essay or paper) that was all or in part downloaded off a website and portrayed as a student's own work. While the student will receive a "0" on the effected assignment he/she may still be directed to enter into a contract for completion of the given assignment by the teacher and the assistant principal.

A student who knowingly assists another student in cheating (as defined here) will be subject to the same disciplinary action.

### **DISORDERLY CONDUCT**

A student will not harass others or misbehave in a manner that causes disruption or obstruction to the educational process. Disruption caused by talking, making noises, throwing objects, or otherwise distracting another with such items as water balloons, squirt guns, shaving cream, etc., 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. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.

### **DISRESPECT**

Any form of disrespectful language or behavior that disrupts the learning process will not be tolerated. All students will be expected to treat all staff members and fellow students, visitors and guests in a kind, courteous and respectful manner. The use of profane and/or obscene language, actions or gestures is not allowed.

### **FORGERY/FALSE REPRESENTATION**

To falsely make, alter, forge or counterfeit any writing, including electro-magnetic data as well as falsely representing another person on the telephone constitutes forgery or false representation. A student will not sign the name of another person for the purpose of defrauding school personnel or the Board of Education.

### **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. Students who bet on an activity in which they are involved may also be banned from that activity.

### **GANG ACTIVITY**

A student will not, by use of violence, force, coercion, threat of violence, or gang activity, cause disruption or obstruction to the education 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 at this level of infractions includes:

- 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.

### **INAPPROPRIATE DISPLAYS OF AFFECTION**

Demonstration of one's affection toward another person has an appropriate time and place. Inappropriate display of affection and/or physical contact is not considered acceptable behavior at DeWitt Public Schools.

### **INSUBORDINATION**

Failing to respond to or carry out a reasonable request directive by school personnel or profanity/verbal inappropriateness directed at any staff member or visiting adult are acts of insubordination. A student will not ignore or refuse to comply with directions or instructions given by school authorities. Refusing to open a book, write an assignment, work with another student, work in a group, take a test or do any other class or school-related activity not listed herein is not appropriate. Likewise, refusing to leave a hallway or any other location by a school staff member, or running away from school staff when told to stop constitutes insubordination.

### **INTERFERING WITH INVESTIGATION**

A student will not interfere, lie or misrepresent facts with administrators, teachers or other school personnel by threat of force or violence.

### **LEAVING WITHOUT PERMISSION**

A student will not leave the school building, classroom, cafeteria, assigned area, or campus without permission from authorized school personnel.

### **OBSCENE LANGUAGE, ACTIONS, OR GESTURES**

A student will not orally, in writing, electronically, or with photographs or drawing, direct profanity or insulting, obscene gestures toward any other student, school district staff members, adult volunteers or school guests.

### **POSSESSION OF INAPPROPRIATE PERSONAL PROPERTY**

A student will not possess personal property that is prohibited by school rules or that is disruptive to teaching and learning, including but not limited to pornographic or obscene material, laser lights, personal entertainment devices, computer games, electronic pagers or beepers, radios, television sets, cassette players, compact disc

players, telephones, or other personal communication devices. Certain devices may be permitted for health or other reasons, if approved in advance by the principal.

### **REFUSAL TO ACCEPT DISCIPLINE**

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a more severe action such as suspension or expulsion.

### **SNOWBALLS/PROJECTILES**

Students shall refrain from throwing any object or projectile. These may include rocks, stones, snowballs, sticks, etc.

### **THEFT OR POSSESSION OF STOLEN PROPERTY**

Theft is the act of taking or having in one's possession without permission any items belonging to another student, the school district or an employee, agent, contractor or volunteer of the school district. 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. All violations could result in restitution and possible referral to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the principal. The school is not responsible for personal property.

### **TRESPASSING**

Trespassing is being present at a location other than where a student is authorized to be or when a student refuses to leave school property when ordered to do so by school authorities. A student will not enter 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.

### **UNAUTHORIZED COMPUTER USE**

Students will be provided and must sign the DeWitt Public Schools Technology Code of Ethics & Acceptable Use Policy. A signed agreement by the student and parent/guardian must be on file with the school district before the student is given access to the district's computer system.

### **UNAUTHORIZED USE OF SCHOOL PROPERTY**

Students are expected to obtain permission to use any school property or any private property located on school premises.

### **VANDALISM**

Vandalism is the act of willful destruction, damage or defacing of school property or property of others. 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 wall, carving into woodwork, desk, or tables, and spray-painting surfaces are acts of defacement.

If a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. When a student is caught damaging school or someone's property, s/he will be disciplined and may be reported to law enforcement officials.

### **VIOLATION OF SCHOOL/CLASS RULES**

Each learning environment has different rules for students. Individual classroom rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Each student is expected to put forth their best in every learning situation. This includes being helpful and positive with other students in group learning situations.

## LEVEL III INFRACTIONS

The following infractions are considered Level III. If a student commits a violation, discipline will be imposed based on the discipline guidelines and is at the discretion of the principal within the parameters of district policies. Alternative consequences may be decided by the principal and parents or guardians. Students may be asked to make restitution. Athletic consequences will be in addition to these. Students may additionally lose extra curricular privileges. More than three (3) offenses will result in ever increasing consequences.

<b>Discipline Guidelines</b>			
Grade Level	1st Offense	2nd Offense	3rd Offense
K-2	<ul style="list-style-type: none"> <li>• Student conference</li> <li>• Parent conference</li> <li>• Time out</li> <li>• Suspension of up to 2 days</li> </ul>	<ul style="list-style-type: none"> <li>• Student conference</li> <li>• Parent conference</li> <li>• Time out in school</li> <li>• Suspension of up to 5 days</li> </ul>	<ul style="list-style-type: none"> <li>• Parent conference</li> <li>• Behavior plan</li> <li>• Time out in or out of school</li> <li>• Suspension of up to 8 days</li> </ul>
3-6	<ul style="list-style-type: none"> <li>• Student conference</li> <li>• Parent conference</li> <li>• Detention</li> <li>• Suspension of up to 5 days</li> <li>• *Grade 6 and above-any <b>mandated</b> expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• Student conference</li> <li>• Parent notification</li> <li>• Time out in or out of school</li> <li>• Suspension of up to 8 days</li> <li>• *Grade 6 and above-any <b>mandated</b> expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• Parent conference</li> <li>• Behavior plan</li> <li>• Time out in or out of school</li> <li>• Suspension of up to 10 days</li> <li>• *Grade 6 and above-any <b>mandated</b> expulsion</li> </ul>
7-8	<ul style="list-style-type: none"> <li>• Up to 5 day out-of-school suspension and/or</li> <li>• Student assessment-Chemical assessment in lieu of 5 additional days</li> <li>• Loss of extra-curricular privileges – 4 weeks</li> </ul>	<ul style="list-style-type: none"> <li>• Up to 10 day out-of-school suspension and/or student assessment in lieu or 10 additional days</li> <li>• Chemical assessment</li> <li>• Loss of extra-curricular privileges – 4 weeks</li> </ul>	<ul style="list-style-type: none"> <li>• 10 day out-of-school suspension and referral to superintendent for long term suspension or expulsion</li> <li>• Loss of extra-curricular privileges – 4 weeks</li> </ul>
9-12	<ul style="list-style-type: none"> <li>• Student/Parent conference</li> <li>• Up to 10 days out-of-school suspension and/or recommendation for long term suspension up to 9 weeks</li> <li>• and/or chemical assessment</li> <li>• May lose extra curricular privileges</li> </ul>	<ul style="list-style-type: none"> <li>• Student/Parent conference</li> <li>• Up to 10 days out-of-school suspension and/or recommendation for long term suspension up to 9 weeks</li> <li>• and/or chemical assessment</li> <li>• Expulsion</li> <li>• May lose extra curricular privileges</li> </ul>	<ul style="list-style-type: none"> <li>• Student/Parent conference</li> <li>• Up to 10 days out-of-school suspension and/or recommendation for long term suspension up to 9 weeks</li> <li>• Expulsion</li> <li>• May lose extra curricular privileges</li> </ul>

## **ASSAULT**

Physical assault means intentionally causing or attempting to cause physical harm to another through force or violence. (MCL 380.1310[3], MCL 380.1311a[12][b]). Physical assault on a student, staff member, volunteer, or other person associated with the district, which may or may not cause injury. An incident of this nature may result in charges being filed with a law enforcement agency. Should the action be determined to be an assault and if a student enrolled in grade 6 or above commits a physical assault at school against another student, then the school board or its designee shall suspend or expel the student from the school district for up to 180 school days. (MCL 380.1310[1]).

Verbal assault is a communicated intent to inflict physical or other harm to another person. (Policy # 5610.01). If a student enrolled in grade 6 or above commits a verbal assault, as defined by school board policy, at school against a person employed by or engaged as a volunteer or contractor by the school board, then the school board or its designee shall suspend or expel the student from the school district for a period of time as determined in the discretion of the school board or its designee. (MCL 380.1311a[2]).

## **BREAKING AND ENTERING**

The act of entering locked school property or facility is considered breaking and entering.

## **EXTORTION**

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law.

## **FALSE FIRE ALARMS**

The act of initiating or circulating a false report of warning of fire or other catastrophe will result in disciplinary action and or a report to law enforcement. A false emergency, report endangers the safety forces that are responding, the citizens or the community, and persons in the building. What may seem like a prank, is a dangerous stunt. A student will not destroy, damage, or otherwise tamper with a fire alarm system in a school building.

## **FIGHTING**

No student shall engage in an aggressive, abusive, assaultive, dangerous, or threatening action upon another individual through either verbal or physical action or conduct. Nor shall any student engage in any behavior deemed threatening or dangerous to another person's property.

## **BULLYING/HARASSMENT/INTIMIDATION**

The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. "Bullying, 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 insult-

ing 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. Bullying, harassment or intimidation includes, but is not limited to, a gesture or written, verbal, or physical act, that is reasonably perceived as being motivated by a student's religion, race, color, national origin, age, sex, sexual orientation, disability, height, weight, socioeconomic status, or by an other distinguishing characteristic.

Conduct constituting harassment may take different forms, including but not limited to the following:

**SEXUAL HARASSMENT:**

- Verbal: The making of written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the district.
- Nonverbal: Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the district.
- Physical: Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the district.

**GENDER/ETHNIC/RELIGIOUS/DISABILITY HARASSMENT:**

- Verbal: Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member or other person associated with the district.
- Conducting "a campaign of silence" toward a fellow student, staff member, or other person associated with the district by refusing to have any form of social interaction with the person.
- Nonverbal: Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the district.
- Physical: Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the District.

Any student who believes that s/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the district should contact one of the persons listed on the bulletin board (outside the office) who are available to students to report harassment.

The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of

the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report will be prepared promptly and a copy forwarded to the principal.

Each report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence.

Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges.

Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which will require that the student-abuser be reported to proper authorities.

Under no circumstances will the school district threaten or retaliate against anyone who raises or files a harassment complaint.

### **HAZING**

No student shall engage in hazing activities at any time in school facilities, on school property or off site. Hazing is the act of coercing another to perform any act of initiation into any club, class, group or organization that is degrading, and causes or creates a risk of causing mental, emotional or physical harm, even if they are willing. Hazing by any individual, school group, club, or team is not permitted. Students and their parents are asked to report any potential hazing.

A student will not haze or conspire to engage in hazing of another. As used in this section, "hazing" includes any method of initiation or pre-initiation into a student organization or any pastime, or amusement, engaged in with respect to such an organization which causes, or is likely to cause bodily danger, physical harm, personal harm, or personal degradation or disgrace.

### **INCITING A FIGHT (SEE FIGHTING)**

#### **MAJOR THEFT**

Theft is the act of taking or having in one's possession without permission any items valued at more than \$100.00 belonging to another student, the school district or an employee, agent, contractor or volunteer of the school district. All violations could result in restitution and possible referral to legal authorities.

## **MAJOR VANDALISM**

A student will not intentionally destroy, damage, or deface 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 vandalism.

## **POSSESSION DRUG PARAPHERNALIA**

Various instruments and materials are commonly known to be intended for the use of, or preparation of illicit substances. Such instruments include hash pipes, water pipes, cigarette papers, apparatus used for rolling marijuana cigarettes, spoons used for the inhalation of cocaine, hypodermic syringes, and other similar materials. Because of the intended use implied by these implements, their manufacture, distribution, sale, use or possession is prohibited.

## **POSSESSION/USE/ILLICIT DRUGS/ALCOHOL**

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. These standards of conduct apply to all students while on school property or in school sponsored transportation, as well as to all student participants in any school-sponsored activity or function regardless of location, date, or time.

The manufacture, distribution, sale, possession, use or being under the influence of the following substances is prohibited:

- Alcohol or any alcoholic beverage.
- Illicit drugs.
- Any abusable glue, aerosol or other chemical substance, including but not limited to lighter fluid and reproduction fluid for inhalation.
- Over-the-counter medications used to induce a “high” or other physical/mental state not aligned with product indications.
- Steroids, human growth hormones or other performance-enhancing drugs.
- Substances purported to be illegal, abusive, or performance enhancing drugs, i.e. “look-alike” drugs.
- Malt beverages labeled as “nonalcoholic” (including, but not limited to, Sharp’s, O’Douls, Kingsbury Malt Beverage and Zing Malt Beverage), regardless of alcoholic content.

It shall not be a violation of this guideline for a student to use or possess or be under the influence of prescription drugs, over the counter medication, or vitamins when taken according to a legal prescription issued by a licensed physician or parent if a non-prescription medication, for which permission to use in school has been granted according to district medication procedures. Sale or distribution of such prescriptions is prohibited.

When school officials have a reasonable suspicion that a student is using or under the influence of alcohol because of observable behavior, they may request the student to take a breath test for blood alcohol. School administrators or a law officer may administer this test. (In all cases of illegal substance abuse activity, law enforcement officials will be contacted and the offense acted upon.) A student's refusal to take a breath test for blood alcohol will be considered grounds for disciplinary action.

**POSSESSION/USE/SALE EXPLOSIVE DEVICES/SMOKE BOMBS, ETC.**

Possession of explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers is prohibited.

**POSSESSION/USE/SALE TOBACCO**

In compliance with State law and in the interest of health and safety, students shall not smoke or use tobacco in any form or have in their possession on any property, or in any bus, or building owned or operated by the district, or at any school function. The law will be followed.

The DeWitt Public Schools have been designated as a Drug Free Zone that extends 1,000 feet beyond the school property. Tobacco use is prohibited in the Drug Free Zone. The amended Public Health Code prohibits tobacco use in all buildings owned by public schools. In addition DeWitt School Policy prohibits use of tobacco by any person on school property 24 hours each day, seven days per week. Violators will be subject to a criminal misdemeanor penalty, which is punishable by a fine of not more than \$50. Parents will be notified of all violations, as well as referral of the student to legal authorities.

**THREATS**

A student will not threaten another with harm to their person or property. A student will not coerce another to act or refrain from acting. Any statement or action that a student, staff member, or other person associated with the District feels to be a threat should be reported to a school official and will result in discipline.

## LEVEL IV INFRACTIONS

The following infractions are considered Level IV. If a student commits a violation, discipline will be imposed based on the discipline guidelines and is at the discretion of the Principal within the parameters of district policies. Alternative consequences may be decided by the principal and parents or guardians. Students may be asked to make restitution. Athletic and extra curricular consequences will be in addition to these. More than three (3) offenses will result in ever increasing consequences.

Discipline Guidelines			
Grade Level	1st Offense	2nd Offense	3rd Offense
K-2	<ul style="list-style-type: none"> <li>• Student conference</li> <li>• Parent conference</li> <li>• Time out</li> <li>• Suspension of up to 2 days</li> </ul>	<ul style="list-style-type: none"> <li>• Student conference</li> <li>• Parent conference</li> <li>• Time out in school</li> <li>• Suspension of up to 5 days</li> </ul>	<ul style="list-style-type: none"> <li>• Parent conference</li> <li>• Behavior plan</li> <li>• Time out in or out of school</li> <li>• Suspension of up to 8 days</li> </ul>
3-6	<ul style="list-style-type: none"> <li>• Student conference</li> <li>• Parent conference</li> <li>• Detention</li> <li>• Suspension of up to 5 days</li> <li>• *Grade 6 and above-any <b>mandated</b> expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• Student conference</li> <li>• Parent notification</li> <li>• Time out in or out of school</li> <li>• Suspension of up to 8 days</li> <li>• *Grade 6 and above-any <b>mandated</b> expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• Parent conference</li> <li>• Behavior plan</li> <li>• Time out in or out of school</li> <li>• Suspension of up to 10 days</li> <li>• *Grade 6 and above-any <b>mandated</b> expulsion</li> </ul>
7-8	<ul style="list-style-type: none"> <li>• 1-10 days out-of-school suspension and/or expulsion and loss of extra curricular privileges</li> </ul>		
9-12	<ul style="list-style-type: none"> <li>• 1-10 days out-of-school suspension and/or expulsion and loss of extra curricular privileges</li> </ul>		

### ARSON

A student will not intentionally, by means of starting a fire, cause harm to any property or person, participate in the burning of any property or person or purposely setting a fire.

If a student commits arson in a school building, on school grounds or other school property, the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311(5). (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).

### BOMB THREAT

The act of initiating or circulating a false report or an impending bombing or other false emergency or catastrophe will result in disciplinary action. Such an act endangers the safety of agencies that are responding, the citizens of the community,

and persons in the building. Any such behavior will be taken seriously and result in serious discipline to the student(s) involved and reporting to law enforcement agencies.

If a student enrolled in grade 6 or above makes a bomb threat or similar threat directed at a school building, other school property, or a school-related event, then the school board or its designee shall suspend or expel the student from the school district for a period of time as determined in the discretion of the school board, or its designee. (MCL 380.1311a[2]).

### **CRIMINAL SEXUAL CONDUCT**

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]).

### **DANGEROUS INSTRUMENTS AND WEAPONS**

The act of possessing, using or threatening to use any weapon, look alike, or instrument capable of inflicting bodily injury. Do not bring weapons of any kind on school property or vehicles as these are weapon free zones. Because the DeWitt Board of Education believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to a staff member. Failure to report such knowledge may subject the student to discipline.

The Michigan School Code mandates that a student be permanently expelled from school, subject to a petition for possible reinstatement, if s/he brings into school or has in his/her possession on school property or at a school-related activity any of the following: firearm, dagger, dirk, sharp blade over three inches in length, pocketknife opened by a mechanical device, iron bar or brass knuckles, box cutters, mace, pepper gas, pellet guns, razors, etc.. This also includes air guns, blow-guns, toy guns, any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into a destructive device.

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or cause for civil action.

State law requires the school board or its designee to permanently expel from the school district a student who possesses a “dangerous weapon” in a “weapon-free school zone,” subject to possible reinstatement, pursuant to MCL 380.1311(5). (MCL 380.1311[2]).

If a dangerous weapon is found in the possession of a student while the student is in attendance at school or a school activity, or while the student is enroute to or from school on a school bus, the superintendent or the school district or intermediate school district, or his or her designee, shall immediately report that finding to the

student's parent or legal guardian and the local law enforcement agency. (MCL 380.1313[1]).

### **PHYSICAL ASSAULT TO STAFF**

“Physical assault” means intentionally causing or attempting to cause physical harm to another through force or violence and will not be tolerated. (MCL 380.1310[3], MCL 380.1311a[12][b]).

If a student enrolled in grade 6 or above commits a physical assault at school against a person employed by, or engaged as a volunteer or contractor by the school board, then the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement under MCL 380.1311a(5). (MCL 380.1311a[1]).

### **SALE/TRANSFER ILLICIT DRUGS**

The sale, transfer or possession with the intent to deliver alcohol, drugs, narcotics, intoxicants or any substance which produces abnormal behavior including, but not limited to, those substances defined as controlled substances in the Michigan Public Health Code on school property including school sponsored transportation or at any school function is prohibited.

## APPEAL PROCESS AND DUE PROCESS RIGHTS

The Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures.

To better ensure appropriate due-process is provided a student, the Board establishes the following guidelines:

### Short-Term Suspension

When a student is suspended, he/she must be given written and/or oral notice of his/her suspension and the reasons for the suspension within 24 hours. The student is also given the opportunity to respond to the charges against him/her prior to the suspension.

#### APPEAL PROCESS FOR SHORT-TERM SUSPENSION (LESS THAN 10 SCHOOL DAYS)

To appeal a suspension of more than one (1) school day but not more than ten (10) school days, a written appeal must be submitted to the building administrator within two (2) school days of the parents' notification of suspension. The written appeal must contain the reason(s) that the suspension is being appealed. The student shall not be reinstated during the appeal process.

Upon review, the principal may uphold the suspension, establish an alternative suspension of lesser severity, or reverse the suspension in its entirety. The review may include, but not be limited to, a meeting with the parents if, in the principal's opinion, this is appropriate. The principal will reach the decision and inform the parents in writing within ten (10) school days after the receipt of the written appeal request.

The student and parents/guardians may appeal the decision of the building administrator in writing to the Superintendent within two (2) school days of the parents' receipt of the decision. The Superintendent will reach a decision and inform the parents in writing within ten (10) school days after the receipt of the written request. The Superintendent's decision shall be considered final.

The parents may appeal to the board of education only in cases of alleged violation of due process. In such cases, the appeal shall be made in writing to the Board President within two (2) school days after the parents' receipt of the superintendent's decision and shall include a statement of the alleged violation of the policy. The Board shall notify the parents of its decision within ten (10) school days of receipt of the written request.

### Long-term Suspension and Expulsion

When a student is suspended, he/she must be given written notice of his/her suspension and the reasons for the suspension within (2) days. The student is also given the opportunity to respond to the charges against him/her prior to the suspension.

**APPEAL PROCESS FOR LONG-TERM (FOR MORE THAN TEN (10) SCHOOL DAYS):**

To appeal a suspension of more than ten (10) school days, a written appeal must be submitted to the superintendent. The student and parents will be provided with a brief description of the student's rights and of the private hearing procedure, a list of the witnesses who will provide testimony to the superintendent, and a summary of the facts to which the witnesses will testify. The superintendent will take action at the private hearing, which is conducted in compliance with the Open Meetings Act. Following the hearing, the superintendent will make a decision regarding the appeal within three (3) days after receipt of the notice.

The parents may appeal the expulsion to the board of education, in writing, within three (3) days after receipt of the notice. The parents shall state in the appeal the reasons they think the superintendent's decision is not justified and provide any extenuating circumstances they wish the board of education to consider. The board may conduct a hearing or respond with its decision in writing within ten (10) days after it receives the appeal.

The Board shall act publicly within 10 days on any written appeal to an expulsion, to a written request for reinstatement or to a request for admission after being permanently expelled from another district.

**ACKNOWLEDGEMENT**

The DeWitt Code of Conduct is provided to all students at DeWitt Public Schools. Through the work of the Discipline Study Committee and its members: Randy Bowles, Principal; Brian Byars, Teacher; Mike Easlick, Guidance Counselor; Neil Hufnagel, Principal; Tina Laurent, Board Member; Teri Reyburn, Director of Athletics; Tina Templin, Assistant Superintendent; Sean Wade, Assistance Principal; JoEllen Wing, Director of Transportation; and Dave Minzey, Parent, the concept for a Code of Conduct was developed and recommended.

To write the Code of Conduct, a committee of staff members was formed. Members of the committee included Randy Bowles, Principal; Sean Wade, Assistant Principal; Neil Hufnagel, Principal; Donn Start, Principal; Carmela D'Alessandro, Principal; Greg Shubel, Principal; David Potter, Principal; Tina Templin, Assistant Superintendent; Teri Reyburn, Director of Athletics; Kathy Reed, Human Resources Specialist; and Pat Howard, Communications Specialist.

To prepare the DeWitt Code of Conduct, the committee reviewed information from Michigan Department of Education Michigan, Michigan Safe Schools, Model Code of Student Conduct; Grosse Point Public School System; Williamston Community Schools; and Dearborn Public Schools.

# TRANSPORTATION

Riding the bus is considered part of the school day and students will be disciplined for any disruptive behavior that distracts the driver.

## Discipline Guidelines

Grade Level	1st Offense	2nd Offense	3rd Offense
K-12	<ul style="list-style-type: none"> <li>• An incident report will be issued. The report must be signed by a parent/guardian and returned to the driver before the student may continue to ride the bus.</li> </ul>	<ul style="list-style-type: none"> <li>• The student will be moved to the front seat and/or meets with the principal or transportation director. An incident report must be signed and returned to driver before student may continue to ride the bus.</li> </ul>	<ul style="list-style-type: none"> <li>• The student may be issued an immediate 10-day suspension of riding privileges, including extra-curricular, following notice to parent/guardian . A suspension of more than 10 days may be issued with the approval of the superintendent.</li> </ul>

For the safety of all our students, students should act appropriately while riding the bus. Our district policy prohibiting tobacco, alcohol, weapons, illegal substances/ materials is also enforceable on our school buses. The DeWitt Public Schools Code of Conduct is applicable to student behavior while on district transportation and also includes these bus specific rules.

- Be at the assigned bus stop 5 minutes before bus arrival time and wait in a safe location
- Wait for driver signal to cross in front of bus
- Obey bus driver requests
- Sit correctly in assigned seat
- Use classroom behavior, including conversational voice
- Use appropriate language
- Be respectful of others
- Do not drink and eat on the bus
- Do not throw items on or out of bus
- Keep aisles clear at all times
- Hold all items, backpack, bags, and instruments, on lap
- Do not write on or otherwise damage the bus

Please help your child to know and understand bus rules. In addition to these rules, students who vandalize or otherwise cause damage to a bus may be responsible for the cost of the repair. Video cameras may be in use on the bus to assist in monitoring students and their actions.