



Student Rights & Responsibilities Handbook and Code of Conduct

2014-2015

WELCOME FROM OUR CHANCELLOR

Dear Parents/Guardians:

We are happy to present you with the Education of Achievement Authority's (the "EAA") Student Rights & Responsibilities Handbook and Code of Conduct. This document outlines the rights, rules and responsibilities for all students who attend EAA schools. The purpose of this Handbook is to clearly communicate the expectations of the EAA, as it pertains to student conduct. Our goal is to ensure that all staff and students are in a safe, orderly and positive learning environment while attending class and/or participating in school-related activities.

By following the guidelines set forth in this Handbook, students will be well on their way to establishing a safe and supportive school environment that contributes toward their educational success. We also ask that parents/guardians work with teachers, principals and school staff to effectively resolve any conflicts that may arise in an amicable manner; thereby creating positive school culture.

Once you have an opportunity to review this Handbook in its entirety, please sign the "Acknowledgment" form located in the back of this document.

We truly wish you, and your children, a successful and productive school year, and we thank you for choosing the EAA as a partner in your child's education.

Very truly yours,

Veronica Conforme

Veronica Conforme
Interim Chancellor

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Section 1: Student Rights & Responsibilities Handbook

A. Complaints/Concerns of Parents or Students

Typically, student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher, counselor or other building administrator. If a conference is preferred, the parent should make an appointment with the appropriate teacher or other building administrator to discuss the concern. Each parent conference or meeting will begin with establishing ground rules. If the concern remains unresolved following the discussion with the teacher or administrator, the parent or student may discuss the situation with the building principal by scheduling an appointment to do so.

B. Student Dress Code

Any attire that detracts from the learning environment is unacceptable, and should not be worn during school hours or while participating in school-related activities. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health and welfare of self and others. Some school campuses may require students to wear uniforms. Parents should check with individual schools to determine whether or not school uniforms are required. General dress codes guidelines may include, but are not limited to, the following:

1. Shirt and tops may neither expose bare midriffs, bare shoulders, nor be deeply or narrowly cut in the front, back or under the arms. Halter tops, spaghetti straps and strapless tops are not permitted.
2. Clothing that exposes undergarments is unacceptable, and is expressly prohibited for males and females. Clothing must cover the entire buttocks.
3. See-through, torn, or ripped clothing is not permitted.
4. Pajamas and slippers may not be worn at any time.
5. Bare feet are never acceptable in the interest of safety. In addition, closed toe shoes must be worn while participating in any type of physical activity such as physical education, cheer practice, weight lifting, etc.
6. Jewelry or ornamentation shall not be worn if it presents a safety hazard to self and/or others.
7. Hats or other head apparel may not be worn inside school buildings unless for religious, medical or safety purposes.
8. Defamatory writing, obscene language/symbols, symbols of sex, alcohol, drugs, or gang-related activity or paraphernalia on clothing or jewelry is expressly prohibited.
9. Tattoos displaying defamatory writing, obscene language/symbols, symbols of sex, alcohol, drugs, or gang-related activity or paraphernalia must be covered.

C. Students' Rights and Equal Educational Opportunity

All EAA schools must provide students the opportunity to receive a quality education. Each student has the right of access to a professional staff and the facilities necessary for instructional and extra-curricular programs.

The EAA does not discriminate on the basis of race, color, national origin, sex, disability, religion or age in its programs or activities. For information regarding discrimination grievance or complaint procedures, contact the Office of the General Counsel.

D. Right to Access Educational Resources

A student has the right to be informed of all EAA policies and procedures. In addition, students are entitled to be informed of the academic requirements of courses, to be advised of their progress in subject areas, and to have opportunities to receive assistance with their academics, to the extent necessary. Grades must always reflect a teacher's objective evaluation of a student's academic achievement.

Students have the right to use buildings, grounds, equipment and instructional materials necessary to meet the requirements and needs of their academic and extra-curricular programs in accordance with procedures established by the EAA. Any student exercising the right to use the resources available on school property accepts the responsibility of preserving and caring for said property in a manner consistent with all applicable policies and procedures. Any unauthorized use or deliberate destruction or defacing of EAA property shall be deemed a violation of the student code of conduct.

E. Privacy and Property Rights

Students are entitled to privacy with respect to their personal possessions, within certain limits, and are at all times responsible for those personal possessions. Notwithstanding this fact, students are never allowed to bring controlled substances, or any object or material prohibited by law on school property. School officials may inspect the personal possessions of students, which include a student's person, backpacks, purses, and cars parked on campus, if school officials have a reasonable suspicion that the search will reveal the presence of prohibited or unlawful materials. Further, lockers for student use in EAA facilities are the exclusive property of the EAA. The principal or his/her designee shall have custody of all combinations to all lockers or locks. Students are expressly prohibited from placing locks on any locker without the advance approval of the principal or his/her designee.

Random searches of school lockers and their contents have a positive impact on deterring violations of school rules and regulations, ensure proper maintenance of school property, and provide greater safety and security for students and building personnel. Thus, a principal or his/her designee may search lockers and locker contents at any time, without notice, and without parent/guardian or student consent. The school principal or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a locker search. The school principal or his/her designee shall supervise the search. During the course of a locker search, the school

principal or his/her designee shall respect the privacy rights of the student regarding any items discovered that are not illegal or against school policy and rules.

F. Freedom of Expression

Every student has the right to form, hold and express his or her own ideas and beliefs. The encouragement of this right requires that each student be permitted to disclose or express an idea in the proper educational setting without penalty, embarrassment or any reflection in academic evaluation. The administration and faculty of each school have the obligation to maintain an environment conducive to the free exchange of ideas. This is not to be construed to mean that students will not be graded for their acquisition of information, its organization into useful systems, and generalizations or conclusions drawn from it.

Students are permitted to express themselves, as long as the expression does not materially and substantially disrupt the operation of the school, is not vulgar, obscene or profane, and otherwise complies with the law, and any applicable EAA policies and procedures. Obscene, vulgar and profane expressions of any kind, or any expression that advertises or promotes directly or indirectly the use of drugs, alcohol or tobacco are prohibited.

G. Right to Due Process

All students have the right to due process in all matters of student discipline. Due process procedures specific to suspensions and expulsions are set forth under the Code of Conduct section of this Handbook.

H. Right to Assemble

School sponsored activities and meetings (student government, pep rallies, etc.) may be scheduled during the school day. Students shall also be given the opportunity to organize and hold student meetings at reasonable times, other than during regularly scheduled class times. Such gatherings must not materially or substantially disrupt the operation of the school, endanger the safety of any person, or violate any law, EAA policy or school rule.

I. Student Exercise of Rights and Privileges

Any student who believes his/her rights have been violated should immediately notify appropriate school personnel (teacher, counselor or building administration). Each student is responsible for moderating his/her own exercise of rights and privileges so as not to disrupt the educational programs, school activities or infringe on the rights of others.

J. Student Concerns, Complaints and Grievances

Students may present a complaint or grievance regarding one (1) or more of the following:

1. Violation of the student's constitutional rights.
2. Denial of an equal opportunity to participate in any program or activity for which the student qualifies.

3. Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
4. Harassment of the student by another person.
5. Concern for the student's personal safety.

And provided that:

6. The topic is not the subject of disciplinary or other proceedings pursuant to specific procedures and/or regulations of the EAA; and
7. The procedure does not apply to any matter for which the method of review is prescribed by law, or the Board is without authority to act.

The guidelines to be followed are:

8. The accusation must be made within 20 calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance;
9. The complaint/grievance shall be made only to a school administrator;
10. The person receiving the complaint will gather information and shall document all specifics on complaint forms, which are available in each school's office; and
11. The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator, next highest administrative supervisor, or to any other party that is required to be notified by law.

Any question concerning whether the complaint/grievance falls within this policy shall be determined by the Office of the General Counsel.

Complaints by middle or high school students may be made only by the students on their own behalf. A parent or guardian may initiate the complaint process on behalf of an elementary school student.

A complaint/grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than 20 calendar days from the date of the occurrence of the alleged incident.

Retaliatory or intimidating acts against any student who has made a complaint under this policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

K. Student Responsibilities

A responsibility is an obligation one has to ensure that the rights of all are protected.

All students have the responsibility to:

1. Attend school to receive an education. Schools cannot educate students who do not attend. Students must attend school daily unless ill or legally excused.

2. Be on time and prepared for all classes.
3. Come to class with necessary materials. A teacher should not have to delay instruction because a student comes to class unprepared. This interferes with the rights of others to learn and study.
4. Complete all in-class and homework assignments and meet all deadlines. The full responsibility for student learning does not rest solely with the teacher. Education cannot be effective unless students participate in class and complete all assignments.
5. Obey school procedures and school personnel. Behavior expectations are designed to allow a school to meet its obligation to educate students. Students are required to obey and be courteous to everyone who works in our schools.
6. Cooperate with school staff. Every community depends upon its citizens to uphold the rules by which everyone has agreed to live. Students have the responsibility to provide truthful information when asked by school authorities.
7. Respect the person and property of others. Treat people and their property with respect.
8. Respect public property. Schools are a community investment and resource for young people. People who damage school property will be held responsible.
9. See that school correspondence to parents reaches home.

L. Staff Responsibilities

When an EAA employee observes a student engaged in behavior that violates EAA policy, the employee is instructed to intervene either by requesting the unacceptable behavior cease or by immediately reporting the incident to building administration. Whenever the school administrator becomes aware of a report from a staff member, prompt and effective action to resolve the issue will be taken.

When disciplinary action is appropriate, it shall be according to an established discipline plan. The assistance of the home, other educational supportive services and other professional community agencies may be utilized. Each teacher will have a discipline plan for his/her classroom. When a student's actions go beyond that which the teacher can effectively control using his/her plan, the student will be referred to building administration.

M. School Reinvention Teams (“SRT”) and Parental Involvement/Volunteers/Mentors

Research notes that a child’s education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. Parents/guardians may become involved in their child’s education in a number of ways that may include:

1. Encouraging the child to put a high priority on education and working with him/her on a daily basis to make the most of the educational opportunities the school provides.
2. Ensuring that the child completes all homework assignments and special projects, comes to school each day prepared, rested and ready to learn.

3. Becoming familiar with the child’s school activities and with the academic programs, including special programs, offered in the District.
4. Monitoring your child’s academic progress and contact teachers as needed.
5. Attending scheduled conferences and requesting additional conferences as needed.

Each school shall put in place a School Reinvention and Transformation (“SRT”) Team. The purpose of each School Reinvention and Transformation Team shall be to establish goals for the school and to oversee the programs and activities leading toward the attainment of those goals. The goals established by the SRT Team shall be compatible with the EAA mission statement and goals.

Each local SRT Team shall meet at least monthly, transcribe minutes of each meeting and keep a record of the minutes, roll of attendance and meeting agendas. These items shall be posted on the local member school’s webpage in the Parent/Community involvement section within 48 hours of the meeting.

N. Volunteering at Your Child’s School

School volunteers must complete a Criminal History Background Check and sign a Release and Informational Form prior to performing any duties as a volunteer at any EAA school. The aforementioned form is available via your child’s respective school administrative office.

O. Family Educational Rights and Privacy Act (FERPA) Notice of Rights

In compliance with the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. Section 1232g, and its implementing regulations, 34 C.F.R. Part 99, (“FERPS”) the EAA requires its staff and administrators to protect the confidentiality of student records as provided in this policy. All student records shall be up-to-date and maintained with appropriate measures of security and confidentiality.

1. Definitions of Parent and Eligible Student

- a. A parent includes a natural parent, a guardian, a guardian *ad litem* or an individual who is acting as a parent in the absence of a parent or guardian. When a student’s parents are divorced, both parents have full rights under this policy unless a court order or legally binding document specifying otherwise is provided to school officials. A copy of any court order restricting a parent’s access to a student’s files shall be included with the student’s cumulative record and shall be adhered to by all school personnel.
- b. An eligible student is a student who is 18 years of age or older or a student who is attending a postsecondary educational institution.

2. Definitions of Records; Types of Records; Location of Records

- a. Student records protected by this policy include those records, files, videos, photos, documents and other materials in physical or electronic formats that contain information directly related to a student. Student records do not include the records of school personnel that are in the sole possession of the maker and which are not accessible or revealed to any other person except a temporary substitute for the person who made the record.

The principal is the custodian of student records maintained at the school, including a student's cumulative file and, if applicable, a confidential file. Each student's records are maintained and released in accordance with this policy by the principal of the school the student currently is attending or most recently attended. These records are located in the administrative office at each school.

The student's cumulative file may include but is not limited to: a photograph of the student; a personal data sheet; achievement, scholastic, aptitude and other standardized test scores; literacy assessments; a transcript; a certified birth certificate; immunization records; emergency medical and other health data; and family background information.

- 3. Rights of Parents and/or Eligible Students:** Parents or Eligible Students have the following rights under FERPA:
- a. The right to inspect and copy the student's education records within 45 school days of the day the EAA receives a request for access.
 - b. The right to request the amendment of a student's education records that the parent of an eligible student believes are inaccurate, misleading or an invasion of privacy.
 - c. The right to permit disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA or Michigan law authorizes disclosure without consent.
 - d. The right to be informed that, pursuant to federal law and state mandate, records of suspension or expulsion action against the student are considered to be a part of the "student record" and the EAA is required to transfer those records pertaining to suspension or expulsion to any public or private school in which the student has enrolled within 30 days of the date of the request from the other school.
 - e. The right to be informed that disclosure is permitted without consent to school officials with legitimate educational or administrative interests.
 - f. The right to know that, upon request, the EAA discloses education records, including records of suspension or expulsion action against the student, without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to person(s) specifically required or allowed by state or federal law.
 - g. The right to know that disclosure is also permitted without consent to: any person for research, statistical reporting, or planning, if no student or parent can be identified; any person named in a court order; and appropriate other persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.
 - h. The right to generally prohibit the release of directory information concerning a student. However, it should be noted that without notification of a parent's desire to withhold the release of directory information, the EAA may, throughout the school year, release directory information regarding students, limited to: name; picture; grade level; academic awards, degrees or honors; information related to school-sponsored activities, organizations and athletics; major field of study; and school name.
 - i. The right to prohibit release of directory information concerning the parents' child to Armed Forces recruiting personnel.

- j. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the EAA to comply with the requirements of FERPA.

The name and address of the office that receives such complaints is:

Family Policy Compliance Office
U.S. Department of Education
Washington, DC 20202-4605

4. Law Enforcement

The EAA may notify law enforcement agencies of violations of the law.

Reasonable use of physical force in self-defense and defense of others will be considered as a mitigating factor in determining penalties for misconduct. The use of corporal punishment, or more specifically, the threat or use of physical force by a student is not deemed reasonable when:

- a. Made in response to verbal provocation alone;
- b. Assistance from a school staff member is a reasonable alternative;
- c. The student has a reasonable opportunity to remove himself or herself from the situation or otherwise flee; and
- d. The degree of physical force used is disproportionate to the circumstances or exceeds that necessary to avoid injury to oneself or to others.

5. Use of Physical Intervention by Supervisory Personnel/Prohibition Against Corporal Punishment

Any administrator, teacher or other school employee entrusted with the care and supervision of a minor may use reasonable and appropriate physical intervention upon the minor to the extent reasonably necessary and appropriate to maintain order. Use of physical intervention shall not be construed to constitute corporal punishment. Similar physical intervention will be appropriate in self-defense, in the defense of other students and school personnel.

6. Electronic Devices

Electronic devices may be a valuable part of the instructional program. As such, the EAA encourages teachers and students to consider the benefits that electronic devices bring to the classroom. However, if a student and his/her parent decide it is important for the student to bring cell phones or other electronic devices to school, the student must comply with the EAA Internet Safety and Acceptable Use Policy. Please also remember:

- If they are on and make a noise, vibrate or otherwise call attention to themselves, the device is creating a disruption.
- These items must be in the off position and not be displayed for use (which includes video recording) during the entire school day unless being used for educational purposes at the request of the classroom teacher.
- Misuse of electronic devices may result in consequences in addition to confiscation of the device.

- The EAA is NOT responsible for the loss and/or theft of any of these types of devices.
- Disciplinary consequences will be assigned to any student who is in violation in any way related to electronic devices.

7. Visitors

To maintain the safety and security of students and staff, the District requires that all visitors, including parents, first report to the main office where they will be asked to sign in, declare their purpose for the visit, and obtain authorization for the visit. School officials shall prohibit and, if appropriate, remove any unauthorized person from the campus.

Visits to classrooms during instructional time are permitted only with approval of the principal/designee and teacher, so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Visits to other areas, such as the cafeteria during lunch, are also subject to approval by the principal/designee, and visitors are required to report to the main office to sign in and receive authorization prior to entering these areas. At the conclusion of the visit, the visitors must return to the main office and sign out.

Section 2: Student Code of Conduct (Overview)

A. Introduction

Under Michigan law, every school district is required to adopt a student code of conduct. The EAA's Code of Conduct has been established to ensure that every student in every school will be provided with a safe and secure environment in which to pursue the excellent educational opportunities of the EAA.

Jurisdiction - The jurisdiction of the Student Code of Conduct covers offenses that occur on school grounds, on school buses or in other school vehicles, during school-sponsored field trips, when connected with school-related events and activities and when students are en route to or from school. Specific consideration will be given, for example, when the incident involves the student's proximity to the school, the length of time elapsed since the student was on school premises, whether there is a connection to an on premise altercation or confrontation, whether there is a disruption to the school environment or orderly operations of the school, whether the student stopped at a restaurant or store on the way home, and whether the student has returned to the custody of his/her parents.

A positive learning environment in our schools starts with students, parents and staff having knowledge and understanding of the basic standards of acceptable conduct. In order to assist everyone in the pursuit of a quality education, the EAA has established guidelines designed to ensure a safe learning environment for all students and staff in our schools. For these guidelines to be most effective, it is vital for the family, the school and the community to work together. Students are responsible for their own actions. Students whose actions are in violation of school/EAA guidelines will be expected to accept the appropriate consequences.

There are a variety of consequences (discipline) for misconduct. Depending on the seriousness of the situation, there may be more than one consequence for a single event. Nothing in this handbook should be understood or regarded to restrict the EAA from imposing more or less severe consequences if, in the discretion of the EAA, factors such as the age of the student, the severity of harm, danger, damage or the potential for harm, danger or damage warrants it, or if one incident involves more than one infraction.

The purpose of this section of the handbook is to ensure consistency in discipline consequences. However, the EAA has the discretion to impose a consequence they consider most appropriate for

the particular infraction and surrounding facts. Just as we set high academic expectations for all students, the EAA has high expectations for the conduct of our students. Conduct expectations and consequences help to ensure that schools, buses and bus stops are safe and orderly. In cases in which a student commits the same infraction repeatedly over the duration of the student's tenure in the EAA, the consequences will automatically progress to the next infraction level and not begin at the first offense from year to year.

All staff employed by the EAA are required to function in accordance with this Code. Thus, whenever an employee discovers a student engaging in unacceptable conduct, the employee is required to take prompt action in accordance with District policies and this Code. Prompt action may include directly addressing and correcting the student, intervening to stop the behavior, seeking the assistance of other staff persons and/or reporting the incident to an administrator.

B. Gangs

Gangs that initiate, advocate or promote activities that threaten the safety or well-being of persons or property on school grounds or disrupt the school environment are harmful to the educational process. A gang is an activity or affiliation of an ongoing loosely organized association of two or more persons, whether formal or informal, that has a common name, signs, symbols or colors, and whose members engage, either individually or collectively, in gang activity.

The use of hand signals, graffiti, pictures, drawings, etc., or the presence of any apparel, jewelry, accessory, or manner of dress or grooming that, by virtue of its color, arrangement, trademark, symbol, or any other attribute that indicates or implies membership or affiliation with such a group is prohibited because of the disruption to educational activities that results from such activities or dress.

It is the EAA's position that such activities and dress also present a clear and present danger to other EAA students and to EAA staff members. Any student wearing, carrying or displaying gang paraphernalia and/or exhibiting behavior or gestures that symbolize gang membership, or causing and/or participating in activities that intimidate or adversely affect the educational activities of another student, or the orderly operation of the schools, shall be subject to disciplinary consequences up to and including expulsion.

C. Bullying/Harassment

Bullying and/or harassment of students are prohibited. Harassment and bullying mean physical or psychological abuse of another student by means of verbal or physical threats, intimidation, insults or other aggressive behavior and include abuse based upon race, ethnicity, gender, religion or disability. Hazing means forcing a student to risk or suffer physical or mental harm or degradation to join, participate or remain in a school-affiliated organization. If a student believes that he or she, or a fellow student, has been harassed, bullied or hazed, the student should report the behavior to a teacher, counselor, school nurse or school administrator. Students who engage in harassment, bullying or hazing will be subject to disciplinary and criminal sanctions.

D. Cyber Bullying

Abusive behavior including, but not limited to, tormenting, threatening, taunting, stalking, intimidating, harassing, humiliating, and/or coercing by one or more individuals against other

students or employees using Internet websites (i.e. Facebook, Twitter, Instagram, personal websites, etc.) and/or any other communication technologies (i.e. email, mobile phones, text messaging, instant messaging, etc.), which materially and substantially disrupts the educational process and/or endangers the general health, safety and welfare of district's students and/or employees regardless of where the communication originates.

E. Right to Freedom from Harassment/Bullying

Students may expect to be provided with an atmosphere free from harassment. Any student who is subjected to harassment from other students, visitors or school staff, should immediately inform a teacher, principal, assistant principal or assistant superintendent, who shall investigate such a complaint and issue a report to the school principal within the same school day of being notified. Parents are also welcome to submit written reports on incidents to administrators. All school staff are required to report suspected harassment, intimidation or bullying, however, ultimate responsibility for ensuring the policy is followed shall reside with the school principal. The EAA will neither allow nor tolerate retaliation in any form by any employee, student or others against any complaining employee, student or corroborating witness. Likewise, students who knowingly submit false reports of bullying, harassment or intimidation will face consequences.

F. Hazing

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to EAA schools within twelve (12) calendar months. As it relates to this term or incident, a person as specified above shall be considered a "student" until graduation, transfer, promotion or withdrawal from the school.

Hazing means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student and in which both of the following apply:

1. The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution.
2. The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

G. Teacher/Staff Actions (Level I Violations)

All teachers will work collaboratively with fellow teachers to develop a classroom management plan that is approved by the school administration and communicated to students and parents. The plan will include procedures for addressing common classroom behavioral concerns. It will also include consequences, some of which are listed below.

1. **Informal Talk:** A teacher, school administrator or designee will talk with the student, describing the inappropriate behavior and informing the student of acceptable behavior. The parent may be notified.

2. **Discipline Conference with Student:** A conference is held with the student and the teacher or school staff member to discuss the inappropriate behavior and discuss/develop a plan for changing the student's behavior. Parent may be notified.
3. **Time Out or Removal from Classroom:** Classroom teachers may use a technique similar to the alternative learning classroom imposed by the school administrator. In time out, the student is assigned by the teacher to a location isolated from his/her classmates. Time out generally will not exceed 30 minutes.
4. **Restorative Circle:** A Restorative Circle is a community process for supporting those in conflict. It brings together the three parties to a conflict – those who have acted, those directly impacted and the wider community – within an intentional systemic context, to dialogue as equals. Participants invite each other and attend voluntarily. The dialogue process used is shared openly with all participants, and guided by a community member. The process ends when actions have been found that bring mutual benefit.
5. **Conference with Parent:** The parent is asked to attend a conference with the student, school administrator and other educators to develop a plan for changing the student's inappropriate behavior.
6. **Restriction of Privileges:** Inappropriate behavior may result in a restriction of a student's privilege to participate in playground, cafeteria, common areas or specific special activities. The parent will be notified.

H. School-Based Administrator and/or Designee Actions (Repeated Level I and/or Level II Violations)

When positive behavioral change is not occurring pursuant to the classroom plan or when the offense is Immediately serious, a disciplinary referral to school administration will be generated by the teacher or staff member.

1. **Denial of Bus-Riding Privileges:** A school administrator may deny bus-riding privileges for inappropriate/disruptive behavior. The parent will be notified prior to the denial taking place.
2. **Restitution (Liability):** Under Michigan law, parents may be responsible for damage to, or theft of, school property done by their children (including textbooks and/or library books or other school issued equipment, damage or loss). Failure to comply with restitution consequences could result in the incident being submitted to a collection agency for recoupment.
3. **Detention:** Students may be assigned before school and/or after school detention for up to 90 minutes prior to or after school that will be supervised by a school-based staff member.
4. **Behavior Contract:** A conference will be held with the teacher, parent, student and administrator. A behavior contract will be written and implemented.
5. **Short-Term Principal In-School Suspension:** Temporary (1-5 Days) assignment to an on-campus alternative placement or removal of student from the school setting during the designated time period. A Principal suspension may be imposed for part of a day or for one or more days. The

student is removed from the regular classroom setting and is assigned to a location isolated from classmates. Class assignments will be given to a student placed in on a Principal suspension. The parent will be notified.

6. **Level I In-School Suspension/Partner School Placement:** Temporary (6-15 Days) assignment to a partnering school within the EAA for students in grades K-8, or an on-campus alternative placement for students in grades 9-12. A Level I suspension may be recommended by building level administration. The final determination as to whether a Level I suspension will be imposed must be determined by the Ombudsman, Hearings Officer, Chancellor or his/her designee, following a formal due process hearing.

I. EAA Administration Actions (Repeated Level II and Level III Violations)

1. **Level II In-School Suspension/Partner School Placement/Alternative Placement:** (16-30 Days)
For K-8 school students, building administration may recommend that students be assigned to an in-school suspension program, a partnering school within the EAA, or to an off-campus alternative facility. For students in grades 9-12, building administrators may recommend that students be assigned to an in-school suspension program, or to an off-campus alternative facility. The final determination as to whether a Level II suspension will be imposed must be determined by the Ombudsman, Hearings Officer, Chancellor or his/her designee, following a formal due process hearing. Students who are placed on a Level II suspension must have a reinstatement conference with his/her parent, the EAA Ombudsman, Hearings Officer, Chancellor or his/her designee.
2. **Expulsion:** Expulsion means the permanent withdrawal of the privilege of attending any school in the EAA. A recommendation for expulsion can be made by building level administration. The final determination as to whether a student will be expelled must be determined by a Hearings Officer, Chancellor or his/her designee, following a due process hearing. The student's parent will be notified in writing that expulsion has been recommended. Notification will include instructions regarding due process procedures. During any expulsion, a student is not permitted on EAA property or at any EAA functions/events.
 - a. **A student must be permanently expelled for the following offenses in accordance with Michigan law:**
 - Dangerous weapon
 - Criminal sexual conduct
 - Arson
 - Physical assault to employee, volunteer or contractor (6th grade or older)
 - b. **Michigan school safety policy requires that the following incidents be reported to a local law enforcement agency (MCL. 380.1308):**
 - Armed student or hostage
 - Suspected armed Student

- Weapons on school property
- Death or homicide
- Drive-by shooting
- Physical assault (fights)
- Bomb threat
- Vandalism or destruction of property (Over \$500)
- Drug possession
- Minor in possession of alcohol
- Bus incident or accident
- Robbery or extortion
- Unauthorized removal of a student
- Threat of suicide
- Larceny (theft over \$500)
- Intruders in the building
- Illegal drug use or overdose
- Explosion
- Arson
- Sexual assault

J. Discipline of Students With Disabilities

The standards of conduct contained within this Student Code of Conduct apply to all students, including those students identified as special education or Section 504 and those suspected of having a disability. However, due to the unique needs of students with disabilities, appropriate disciplinary action and implementation of the Student Code of Conduct will vary in accordance with applicable local, state and federal laws.

- a. **Student With a Disability:** “Student with a disability” means a person who is determined by an individualized education program (IEP) team, or a hearing officer to have one (1) or more of the impairments that necessitates special education or related services, or both, who is not more than 25 years of age as of September 1 of the school year of enrollment, who has not completed a normal course of study, and who has not graduated from high school. A student who reaches the age of 26 years after September 1 is a “student with a disability” and entitled to continue a special education program or service until the end of that school year. These students are commonly referred to by local, state, federal and education agencies as students who are included in the Individuals with Disabilities Education Act, or IDEA students.

- b. **Section 504 Students:** This designation refers to section 504 of the Rehabilitation Act of 1973, which is designed to eliminate discrimination on the basis of handicap in any program or activity receiving federal financial assistance. Under federal law, a “handicapped person” is defined as one who has a physical or mental impairment, which substantially limits one or more major life activities, has a record of such impairment or is regarded as having such impairment. These students have a 504 Evaluation and Educational Plan developed by a 504 team.
- c. **Disciplinary Actions for IDEA and Section 504 Students:** When an administrator is considering disciplinary action involving removal of an IDEA or 504 student, the student’s records shall be reviewed to determine the total number of days during the current school year that the student has missed due to disciplinary action. Once this determination has been made, the following procedures must be followed:
1. If the student has not accumulated more than 10 days of disciplinary removal for the school year, then utilize procedures as outlined for non-disabled students.
 2. If the pending suspension is in excess of 10 consecutive days (including proposed expulsions) OR if the suspension is less than 10 days but would result in 10 cumulative days for one school year, this constitutes a significant change in placement. Before implementing a suspension or expulsion that constitutes a significant change in placement, the student must have an IEP/504 meeting to determine whether the behavior at issue is a manifestation of the student’s disability (a “manifestation determination” review) or if the student’s current educational placement is appropriate. This meeting must take place within 10 school days of the decision to remove the student from school.

EXCEPTION: In cases where the offense involves the current use of drugs/alcohol, the Section 504 meeting is not necessary. The student may be disciplined in the same manner as non-disabled students. Note: If the offense is centered on possession alone, not use, a manifestation hearing is still required.

- a. If the IEP/504 team determines that the behavior is a manifestation of the student’s disability, the student is NOT subject to further disciplinary action. However, the evaluation continues to determine whether the student’s current educational placement is appropriate. The student MUST return to his/her original placement UNLESS the parent agrees otherwise through the IEP/504 process.

EXCEPTION: If the offense involves any of the following, school personnel may remove the student to an interim alternative educational setting for not more than 45 days:

- Carrying or possessing a weapon at school or at a school function.
- Knowingly possessing or using illegal drugs
- Selling or soliciting the sale of a controlled substance while at school or at a school function

- Inflicting serious bodily injury upon another person
- If the IEP/504 team determines that the behavior is NOT a manifestation of the student's disability, the student may be removed in the same manner as any non-disabled student.
- The school must continue to provide IDEA student's services so that the student progresses towards IEP goals, even if the child is no longer served in the same school environment. Section 504 students are not entitled to a continuation of specialized services.
- The IEP team decides what services the child needs and where those services will be provided.
- When a change in placement occurs, the student is entitled to the procedural protections of Section 504/IDEA, including an expedited due process hearing (appeal). When an appeal is pending, the student's placement will remain in the disciplinary removal setting until a decision is reached or the expiration of the removal issued by EAA, whichever comes first.

It is important to note that students with disabilities, even placed in an in-school suspension or expelled, must be provided with an appropriate education in an alternative educational setting.

K. Students Suspected of Having a Disability

Students suspected of having a disability have the right to assert any of the disciplinary protections available to students with disabilities, if prior to the behavior subject to disciplinary action one or more of the following exist:

1. The parent/guardian(s) have expressed specific concerns in writing to supervisory or administrative personnel of the EAA, or a teacher of the student, that the student is in need of special education and related services.
2. The parent/guardian(s) have formally requested/consented to a special education evaluation.
3. The student's teacher, or other school personnel, expressed specific concerns about a pattern of behavior demonstrated by the student, directly to the appropriate supervisor or director of special education for EAA.
4. The EAA shall not be deemed to have knowledge that the student is a student with a disability if the parent of the student has previously refused to consent to an evaluation of the student, or has refused special education and related services, or the student was found ineligible for special education.

If a request is made for an evaluation of a student during the time period in which the student is subjected to disciplinary measures, the student remains in the disciplinary removal setting and the evaluation shall be conducted in an expedited manner. If the student is found to be a student with a disability, the EAA shall provide special education and related services as appropriate.

Where a student presents an immediate threat to the safety of others, school officials may promptly adjust the placement or suspend the child for up to 10 school days, in accordance with procedures applied to non-disabled students.

Section 3: Student Code of Conduct (Disciplinary Procedures)

A. Introduction

State law mandates certain disciplinary consequences for specific infractions. Also note that, other than those legally required sanctions, EAA administrators have authority to deviate from the disciplinary consequences outlined below based on a variety of factors. Students removed from school as a result of a suspension or expulsion review are entitled to make-up work pending the disciplinary action.

Make-up work will be provided to parents, and/or assigned location by the principal or designee. However, parents must request the work through the person identified in the letter sent to parents with notification of the hearing. Make-up work will be provided within two (2) school days of the student’s removal from school. Parents are responsible for picking up the assignments and returning the completed work for grading. Assignments must be completed and returned before new assignments are issued. Parents must receive graded assignments as an indication that the assignment is completed. A student will be given the opportunity to make up missed academic course work assignments during a short-term suspension. A student who remains out of school past the 1-5 days of short-term suspension WILL NOT be allowed to make up work beyond the actual suspension dates. All make-up work must be completed within five (5) school days of the student’s readmission to school. A student charged with an offense that may result in a proposed long-term suspension is entitled to make-up work until the Ombudsman and/or Chancellor designee approves the long-term suspension. A student charged with an expulsion offense is entitled to make up work until a final decision is made by the expulsion Hearing Officer. Students are entitled to take required examinations at a specified and approved location by the principal when an incident that requires disciplinary action occurs. Students who are suspended will not be counted as absent for the purposes of determining truancy.

B. LEVEL I VIOLATIONS

Type of Violation	Possible Response/Discipline	
A01 INSUBORDINATION <i>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 perform any other class or school- related activity not listed herein, refusing to leave a hallway or any other school area, or running away from school staff when told to stop all constitute insubordination</i>	<ul style="list-style-type: none"> • Parent notification/warning letter and conference • Community service • Detention • Informal talk • Discipline conference with student • Time out or removal from classroom • Restorative circle • Conference with parent • Restriction of privileges 	First Offense
	<ul style="list-style-type: none"> • Detention • Principal Suspension 	Second Offense
	<ul style="list-style-type: none"> • Principal Suspension 	Third Offense
A02 REFUSAL TO IDENTIFY SELF <i>Refusing to show or wear an identification card</i>	<ul style="list-style-type: none"> • Parent notification/warning letter and conference • Community service 	First Offense

<p><i>and/or give your correct name when requested by school personnel, or using another person's name or identity.</i></p>	<ul style="list-style-type: none"> • Detention • Informal talk • Discipline conference with student • Time out or removal from classroom • Restorative circle • Conference with parent • Restriction of privileges 	
	<ul style="list-style-type: none"> • Detention • Principal Suspension 	Second Offense
	<ul style="list-style-type: none"> • Principal Suspension 	Third Offense
<p>A03 STUDENT DEMONSTRATIONS</p> <p><i>Any form of protest or demonstration that disrupts the normal educational process or that is conducted in a manner that violates legal restraints.</i></p>	<ul style="list-style-type: none"> • Parent notification/warning letter and conference • Community service • Detention • Informal talk • Discipline conference with student • Time out or removal from classroom • Restorative circle • Conference with parent • Restriction of privileges 	First Offense
	<ul style="list-style-type: none"> • Detention • Principal suspension 	Second Offense
	<ul style="list-style-type: none"> • Principal suspension 	Third Offense

<p>A04 USE OF ELECTRONIC COMMUNICATION DEVICES (“ECD”) SMART PHONES, CELLULAR PHONES OR OTHER DEVICES THAT CAUSE DISRUPTION WHILE ON SCHOOL PROPERTY</p> <p><i>Use of these devices is prohibited on school property, including parking lots, gymnasiums, halls, cafeterias, classrooms, and buses until after dismissal for the day unless permission is granted by a school administrator or designee. Permission may be granted for use of ECDs for instructional purposes in class or for school emergencies. Devices will be confiscated if carried in a visible manner or turned on, without permission, during the school day. Devices may be searched if there is reasonable suspicion that the search will uncover evidence of further violations of District policies or law or injury to a student.1 Confiscated smart phones, cell phones, personal communication devices or other ECDs will be returned to the parent/guardian. It is the responsibility of the parent/guardian to make arrangements with the principal/designee to immediately retrieve the item within five (5) school days. The District is not responsible for the loss, theft, damage, or vandalism to student cell phones or ECDs or any other student property.</i></p>	<ul style="list-style-type: none"> • Parent notification/warning letter and conference • Community service • Detention • Informal talk • Discipline conference with student • Time out or removal from classroom • Restorative circle • Conference with parent • Restriction of privileges 	First Offense
	<ul style="list-style-type: none"> • Detention • Principal suspension 	Second Offense
	<ul style="list-style-type: none"> • Principal suspension 	Third Offense
<p>A05 IMPROPER OR UNAUTHORIZED USE OF SCHOOL MATERIALS/EQUIPMENT</p> <p><i>Using any school equipment technology of materials without obtaining prior approval of an administrator or teacher or improper use of any school equipment, technology or materials.</i></p>	<ul style="list-style-type: none"> • Parent notification/warning letter and conference • Community service • Detention • Informal talk • Discipline conference with student • Time out or removal from classroom • Restorative circle • Conference with parent • Restriction of privileges 	First Offense
	<ul style="list-style-type: none"> • Detention • Principal suspension 	Second Offense
	<ul style="list-style-type: none"> • Principal suspension 	Third Offense

<p>A06 CHEATING/ACADEMIC MISCONDUCT</p> <p><i>A student will not plagiarize, cheat, gain unauthorized access to, or tamper with educational materials.</i></p>	<ul style="list-style-type: none"> • Parent notification/warning letter and conference • Community service • Detention • Informal talk • Discipline conference with student • Time out or removal from classroom • Restorative circle • Conference with parent • Restriction of privileges 	First Offense
	<ul style="list-style-type: none"> • Detention • Principal suspension 	Second Offense
	<ul style="list-style-type: none"> • Principal suspension 	Third Offense
<p>A07 DISORDERLY CONDUCT</p> <p><i>A student will not harass others or misbehave in a manner that causes disruption or obstruction to the educational process. Disruption caused by talking, making noises, throwing objects or otherwise distracting another constitutes disorderly conduct. Behavior is considered disorderly if a teacher is prevented from starting an activity or lesson, or has to stop instruction to address the disruption.</i></p>	<ul style="list-style-type: none"> • Parent notification/warning letter and conference • Community service • Detention • Informal talk • Discipline conference with student • Time out or removal from classroom • Restorative circle • Conference with parent • Restriction of privileges 	First Offense
	<ul style="list-style-type: none"> • Detention • Principal suspension 	Second Offense
	<ul style="list-style-type: none"> • Principal suspension 	Third Offense
<p>A08 INAPPROPRIATE DISPLAYS OF AFFECTION</p> <p><i>Students will not engage in inappropriate displays of affection, such as kissing or long embraces of a personal nature.</i></p>	<ul style="list-style-type: none"> • Parent notification/warning letter and conference • Community service • Detention • Informal talk • Discipline conference with student • Time out or removal from classroom • Restorative circle • Conference with parent • Restriction of privileges 	First Offense
	<ul style="list-style-type: none"> • Detention 	Second Offense

	<ul style="list-style-type: none"> Principal suspension 	
	<ul style="list-style-type: none"> Principal suspension 	Third Offense
<p>A09 LOITERING/TRESPASSING</p> <p><i>A student will not enter upon the premises of the school district, other than the location to which the student is assigned, without authorization from proper school authorities. If removed, suspended, or expelled from school, a student will not return to the school premises without permission of the proper school authorities.</i></p>	<ul style="list-style-type: none"> Parent notification/warning letter and conference Community service Detention Informal talk Discipline conference with student Time out or removal from classroom Restorative circle Conference with parent Restriction of privileges 	First Offense
	<ul style="list-style-type: none"> Detention Principal suspension 	Second Offense
	<ul style="list-style-type: none"> Principal suspension 	Third Offense
<p>A10 OBJECTIONABLE CONDUCT</p> <p><i>A student will not orally, in writing, electronically, or with photographs or drawings direct profanity, insulting, obscene or other objectionable gestures toward any other person. Conduct under this offense is not of a sufficient nature to rise to the level of harassment.</i></p>	<ul style="list-style-type: none"> Parent notification/warning letter and conference Community service Detention Informal talk Discipline conference with student Time out or removal from classroom Restorative circle Conference with parent Restriction of privileges 	First Offense
	<ul style="list-style-type: none"> Detention Principal suspension 	Second Offense
	<ul style="list-style-type: none"> Principal suspension 	Third Offense
<p>A11 VIOLATIONS OF ATTENDANCE POLICY</p> <p><i>Acts, not specifically listed, which constitute a violation of the District’s attendance policy.</i></p>	<ul style="list-style-type: none"> Parent notification/warning letter and conference Community service Detention Informal talk Discipline conference with 	First Offense

	student <ul style="list-style-type: none"> • Time out or removal from classroom • Restorative circle • Conference with parent • Restriction of privileges 	
	<ul style="list-style-type: none"> • Detention • Principal suspension 	Second Offense
	<ul style="list-style-type: none"> • Principal suspension 	Third Offense

C. Level II Violations

VIOLATIONS	POSSIBLE INTERVENTION(S) AND/OR DISCIPLINARY RESPONSE(S)	
B01 THREATS OF VIOLENCE/INTIMIDATION <i>Written, verbal or physical conduct, or electronic communication, less than bullying, that is intended to place one or more persons in fear of harm. Refer to C16 - Bullying to describe conduct of a serious, severe or substantial, nature.</i>	<ul style="list-style-type: none"> • Restitution (Liability) • Detention • Behavior Contract • Short-term in-school suspension • Level I suspension • Principal suspension 	First Offense
	<ul style="list-style-type: none"> • Principal suspension • Level I suspension • Level II suspension 	Second Offense
	<ul style="list-style-type: none"> • Level II suspension • Proposed expulsion 	Third Offense
B02 POSSESSION OF DANGEROUS OBJECTS <i>Dangerous objects are objects other than firearms, guns or knives that include but are not limited to explosives, firecrackers, clubs, mace, pepper spray and other irritant sprays.</i> <i>Possession is defined to include:</i> <ul style="list-style-type: none"> • Carrying the item; or • Storing the item in a space used by or 	<ul style="list-style-type: none"> • Restitution (Liability) • Detention • Behavior Contract • Short-term in-school suspension • Level I suspension • Principal suspension 	First Offense

<ul style="list-style-type: none"> • assigned to a student such as a locker or a desk; or • Having the item under one’s control such as hiding a weapon in the building or on school grounds; or • Voluntarily permitting another person to store the item in an assigned school space without reporting it to staff 	<ul style="list-style-type: none"> • Principal suspension • Level I suspension • Level II suspension 	Second Offense
	<ul style="list-style-type: none"> • Level II suspension • Proposed expulsion 	Third Offense
<p>B03 USE OR POSSESSION OF ILLEGAL OR CONTROLLED SUBSTANCES OR MATERIALS <i>Illegal or controlled substances include tobacco, alcohol, narcotics, drugs prohibited by law, over the counter medicines and prescription medications not prescribed for use by the student in possession of them. Students found guilty of the second offense of B03 within the same school and in the same school year, will be charged with a C18 – Other Illegal Conduct (an expellable offense). In the event intervention is provided to a student, the DPS will not be prevented from suspending or expelling the student.</i></p>	<ul style="list-style-type: none"> • Restitution (Liability) • Detention • Behavior Contract • Short-term in-school suspension • Level I suspension • Principal suspension 	First Offense
	<ul style="list-style-type: none"> • Principal suspension • Level I suspension • Level II suspension 	Second Offense
	<ul style="list-style-type: none"> • Level II suspension • Proposed expulsion 	Third Offense
<p>B04 THEFT OR RECEIPT OF STOLEN PROPERTY <i>Taking or conspiring to take without permission of the owner or custodian or receiving or possessing property known to be stolen valued at less than \$500.00.</i></p>	<ul style="list-style-type: none"> • Restitution (Liability) • Detention • Behavior Contract • Short-term in-school suspension • Level I suspension • Principal suspension 	First Offense
	<ul style="list-style-type: none"> • Principal suspension • Level I suspension • Level II suspension 	Second Offense

	<ul style="list-style-type: none"> • Level II suspension • Proposed expulsion 	Third Offense
<p>B05 EXTORTION, COERCION OR BLACKMAIL</p> <p><i>Obtaining money or property (something of value) from an unwilling person or forcing an individual to act by either physical force or intimidation (threat).</i></p>	<ul style="list-style-type: none"> • Restitution (Liability) • Detention • Behavior Contract • Short-term in-school suspension • Level I suspension • Principal suspension 	First Offense
	<ul style="list-style-type: none"> • Principal suspension • Level I suspension • Level II suspension 	Second Offense
	<ul style="list-style-type: none"> • Level II suspension • Proposed expulsion 	Third Offense
<p>B06 DEFACEMENT OF PROPERTY</p> <p><i>A student will not willfully cause defacement of or damage to property belonging to the school or belonging to school personnel or persons in attendance at the school. Actions such as writing in school textbooks or library books, writing on desks or walls, carving into woodwork, desks, or tables and spray-painting surfaces are acts of defacement.</i></p>	<ul style="list-style-type: none"> • Restitution (Liability) • Detention • Behavior Contract • Short-term in-school suspension • Level I suspension • Principal suspension 	First Offense
	<ul style="list-style-type: none"> • Principal suspension • Level I suspension • Level II suspension 	Second Offense
	<ul style="list-style-type: none"> • Level II suspension • Proposed expulsion 	Third Offense
<p>B07 INTERFERENCE WITH OR INTIMIDATION OF SCHOOL PERSONNEL</p> <p><i>Preventing or attempting to prevent school personnel from engaging in their</i></p>	<ul style="list-style-type: none"> • Restitution (Liability) • Detention • Behavior Contract • Short-term in-school suspension • Level I suspension • Principal suspension 	First Offense

	<ul style="list-style-type: none"> Principal suspension Level I suspension Level II suspension 	Second Offense
	<ul style="list-style-type: none"> Level II suspension Proposed expulsion 	Third Offense
<p>B08 INTERFERENCE WITH THE MOVEMENT OF PUPILS IN AND OUT OF SCHOOLS, BETWEEN SCHOOLS, OR BETWEEN HOME AND AN ASSIGNED SCHOOL</p> <p>Any action that prevents or delays scheduled transportation of pupils to and from an assigned school that prevents pupils from entering or leaving schools at scheduled hours, or that causes fear or jeopardy to students while walking to and from an assigned school.</p>	<ul style="list-style-type: none"> Restitution (Liability) Detention Behavior Contract Short-term in-school suspension Level I suspension Principal suspension 	First Offense
	<ul style="list-style-type: none"> Principal suspension Level I suspension Level II suspension 	Second Offense
	<ul style="list-style-type: none"> Level II suspension Proposed expulsion 	Third Offense
<p>B09 HARASSMENT</p> <p><i>Written, verbal, or physical conduct that is persistent or pervasive that causes emotional distress or does the following to one or more students directly or indirectly:</i></p> <ul style="list-style-type: none"> <i>Substantially interferes with educational opportunities</i> <i>Adversely affects the ability of students to participate in or benefit from school programs; or</i> <i>Causes a substantial disruption to the orderly operation of schools.</i> 	<ul style="list-style-type: none"> Restitution (Liability) Detention Behavior Contract Short-term in-school suspension Level I suspension Principal suspension 	First Offense
	<ul style="list-style-type: none"> Principal suspension Level I suspension Level II suspension 	Second Offense
	<ul style="list-style-type: none"> Level II suspension Proposed expulsion 	Third Offense
<p>B10 GAMBLING</p> <p><i>Participating in games of chance or skill for money or profit.</i></p>	<ul style="list-style-type: none"> Restitution (Liability) Detention Behavior Contract Short-term in-school 	First Offense

	<ul style="list-style-type: none"> suspension • Level I suspension • Principal suspension 	
	<ul style="list-style-type: none"> • Principal suspension • Level I suspension • Level II suspension 	Second Offense
	<ul style="list-style-type: none"> • Level II suspension • Proposed expulsion 	Third Offense
<p>B11 ADMITTANCE OF UNAUTHORIZED INDIVIDUALS INTO SCHOOL BUILDINGS</p> <p><i>The act of knowingly and intentionally admitting or allowing an unauthorized person(s) into any school building, without expressed permission from any authorized person, through any unopened door or unmonitored point of entry in a manner that breaches any method of established security.</i></p>	<ul style="list-style-type: none"> • Restitution (Liability) • Detention • Behavior Contract • Short-term in-school suspension • Level I suspension • Principal suspension 	First Offense
	<ul style="list-style-type: none"> • Principal suspension • Level I suspension • Level II suspension 	Second Offense
	<ul style="list-style-type: none"> • Level II suspension • Proposed expulsion 	Third Offense
<p>B12 VERBAL ABUSE</p> <p><i>Name-calling, racial or ethnic slurs or derogatory statements directed at, and offensive to, another person.</i></p>	<ul style="list-style-type: none"> • Restitution (Liability) • Detention • Behavior Contract • Short-term in-school suspension • Level I suspension • Principal suspension 	First Offense
	<ul style="list-style-type: none"> • Principal suspension • Level I suspension • Level II suspension 	Second Offense
	<ul style="list-style-type: none"> • Level II suspension • Proposed expulsion 	Third Offense

<p>B13 FORGERY/GIVING FALSE INFORMATION OR IDENTIFICATION <i>Intentionally misrepresenting information to school district personnel, such as giving false information, false identification or signing another person’s name to a document.</i></p>	<ul style="list-style-type: none"> • Restitution (Liability) • Detention • Behavior Contract • Short-term in-school suspension • Level I suspension • Principal suspension 	First Offense
	<ul style="list-style-type: none"> • Principal suspension • Level I suspension • Level II suspension 	Second Offense
	<ul style="list-style-type: none"> • Level II suspension • Proposed expulsion 	Third Offense
<p>B14 ABUSE OF TECHNOLOGY <i>The act of tampering with or unauthorized use of computer hardware or software, including loading unauthorized software, making unauthorized copies of software, tampering with the hard drive, infection of computers with viruses, unauthorized internet access, unauthorized access to another’s files, computers, or computer systems, and computer network “hacking.” The use of the internet or Detroit Public Schools technology, equipment or materials, including networks and servers to commit any offense is a violation under the Student</i></p>	<ul style="list-style-type: none"> • Restitution (Liability) • Detention • Behavior Contract • Short-term in-school suspension • Level I suspension • Principal suspension 	First Offense
	<ul style="list-style-type: none"> • Principal suspension • Level I suspension • Level II suspension 	Second Offense
	<ul style="list-style-type: none"> • Level II suspension • Proposed expulsion 	Third Offense
<p>B15 FIGHTING <i>A physical confrontation between one or more students that does not cause serious injury.</i></p>	<ul style="list-style-type: none"> • Restitution (Liability) • Detention • Behavior Contract • Short-term in-school suspension • Level I suspension • Principal suspension 	First Offense
	<ul style="list-style-type: none"> • Principal suspension • Level I suspension • Level II suspension 	Second Offense

	<ul style="list-style-type: none"> • Level II suspension • Proposed expulsion 	Third Offense
<p>B16 HAZING</p> <p><i>Any intentional, knowing, or reckless activity which endangers the physical safety, causes mental distress, embarrassment, humiliation or ridicule of a student done for the purpose of being initiated into, affiliated with, participating in or become a member of any organization, team, group, club, school activity, regardless of whether the activity is done with or without the consent of the person(s) being hazed.</i></p>	<ul style="list-style-type: none"> • Restitution (Liability) • Detention • Behavior Contract • Short-term in-school suspension • Level I suspension • Principal suspension 	First Offense
	<ul style="list-style-type: none"> • Principal suspension • Level I suspension • Level II suspension 	Second Offense
	<ul style="list-style-type: none"> • Level II suspension • Proposed expulsion 	Third Offense
<p>B17 OTHER PROHIBITED CONDUCT</p> <p><i>Any school related conduct that violates rules, policies or school decorum.</i></p>	<ul style="list-style-type: none"> • Restitution (Liability) • Detention • Behavior Contract • Short-term in-school suspension • Level I suspension • Principal suspension 	First Offense
	<ul style="list-style-type: none"> • Principal suspension • Level I suspension • Level II suspension 	Second Offense
	<ul style="list-style-type: none"> • Level II suspension • Proposed expulsion 	Third Offense
<p>B18 SEXUAL HARASSMENT</p> <p><i>Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature which:</i></p>	<ul style="list-style-type: none"> • Restitution (Liability) • Detention • Behavior Contract • Short-term in-school suspension • Level I suspension • Principal suspension 	First Offense

<ul style="list-style-type: none"> • <i>Substantially interferes with the student's educational opportunities; or</i> • <i>Creates an intimidating, hostile or offensive educational environment; or</i> • <i>Otherwise adversely affects a student's educational opportunities.</i> 	<ul style="list-style-type: none"> • Principal suspension • Level I suspension • Level II suspension 	Second Offense
	<ul style="list-style-type: none"> • Level II suspension • Proposed expulsion 	Third Offense

D. LEVEL III VIOLATIONS

VIOLATIONS	DISCIPLINARY RESPONSE(S)
<p>C01 POSSESSION OF A FIREARM</p> <p><i>Firearm means (A) any weapon (including a pistol, rifle, starter gun, gun, zip gun, pellet gun, and BB gun or any other type of gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;(B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device, such as any explosive, incendiary device, bomb, grenade, poison gas or rocket. Students found guilty of this offense are subject to mandatory expulsion.</i></p>	<ul style="list-style-type: none"> • Level II Suspension • Proposed expulsion
<p>C02 POSSESSION OF A KNIFE</p> <p><i>Knives are defined to include any knife regardless of blade length or total size, straight razor, box cutter with razor or any instrument which has been altered to be used as a weapon in a manner similar to a knife such as a letter opener or file. A student found with a 3 inch blade or greater is subject to mandatory expulsion.</i></p>	<ul style="list-style-type: none"> • Level II Suspension • Proposed expulsion
<p>C03 POSSESSION OF OTHER DANGEROUS WEAPONS</p> <p><i>Possession of weapons and objects, other than guns or knives, such as, brass knuckles, which have the capacity to cause serious injury or death.</i></p>	<ul style="list-style-type: none"> • Level II Suspension • Proposed expulsion
<p>C04 USE OF A WEAPON OR AN OBJECT AS A WEAPON</p> <p><i>Use of a weapon or dangerous object is defined to include:</i></p>	<ul style="list-style-type: none"> • Level II Suspension

<ul style="list-style-type: none"> • <i>Using a weapon or dangerous object in a physical altercation with staff or other students;</i> • <i>Having a weapon in one's possession during a physical altercation;</i> • <i>Threatening a person with a weapon or dangerous object;</i> • <i>Using a weapon or dangerous object while committing robbery;</i> • <i>Extorting or coercing through threat or actual use of a weapon or dangerous object;</i> • <i>Discharging of a firearm.</i> 	<ul style="list-style-type: none"> • Proposed expulsion
<p>C05 PHYSICAL ASSAULT OF AN EMPLOYEE, VOLUNTEER OR CONTRACTOR <i>Intentionally causing, or attempting to cause physical harm to an employee, volunteer or contractor through force or violence.</i></p>	<ul style="list-style-type: none"> • Level II Suspension • Proposed expulsion
<p>C06 DESTRUCTION OF PROPERTY <i>Acts that result in a substantial threat of or actual destruction of property of \$1000.00 or more which significantly necessitates altering a school's operation and activities. Specifically included are acts which result in:</i></p> <ul style="list-style-type: none"> • <i>Significant damage to the physical plant or property</i> • <i>Conditions that require the evacuation of students</i> • <i>The inability of a school to perform its functions</i> 	<ul style="list-style-type: none"> • Level II Suspension • Proposed expulsion
<p>C07 THEFT OR RECEIPT OF STOLEN PROPERTY <i>Taking or conspiring to take without permission of the owner or custodian or receiving or possessing property known to be stolen valued at \$1000.00 or more which does not belong to the student.</i></p>	<ul style="list-style-type: none"> • Level II Suspension • Proposed expulsion

<p>C08 ARSON</p> <p><i>The willful and malicious burning or attempt to burn any part of property that belongs to, or is under contract with the school district, or property of persons employed by the District or on school property or the setting of fires on school property. Students found guilty of this offense are subject to mandatory expulsion.</i></p>	<ul style="list-style-type: none"> ● Level II Suspension ● Proposed expulsion
<p>C09 SALE/DISTRIBUTION OF CONTROLLED SUBSTANCES OR ILLEGAL MATERIALS</p> <p><i>To attempt, conspire to sell, sell or distribute any illegal or controlled substance or a substance represented to another person as illegal or controlled. Students will be charged under this violation if they are in possession of a substantial quantity of an illegal or controlled substance that is packaged for sale.</i></p>	<ul style="list-style-type: none"> ● Level II Suspension ● Proposed expulsion
<p>C10 PHYSICAL ASSAULT OF ANOTHER STUDENT</p> <p><i>Intentionally causing or attempting to cause physical harm to a student through force or violence. Acts that result in serious bodily injury or participating in gang, gang-like activity or group violence are also punishable under this provision.</i></p>	<ul style="list-style-type: none"> ● Level II Suspension ● Proposed expulsion
<p>C11 Gang or gang-like activity includes an ongoing organization, association or group of three or more individuals who display one or more of the following</p> <ul style="list-style-type: none"> ● <i>Wear or display common clothing, jewelry, insignia, signs that intentionally identify the student as a member of the group; or</i> ● <i>Have a high rate of interaction among themselves to the exclusion of others; or</i> ● <i>Are frequently involved in anti-social, delinquent or criminal activity.</i> 	<ul style="list-style-type: none"> ● Level II Suspension ● Proposed expulsion

<p>C12 CRIMINAL SEXUAL CONDUCT</p> <p>Means a violation as set forth in the Michigan Penal Code. (MCL 750.520b to MCL 750.520g). It includes sexual penetration or sexual contact that occurs:</p> <ul style="list-style-type: none"> ● with another person under 13 years of age; or ● with another person at least 13 but less than 16 years of age under certain circumstances; ● when the actor knows the victim is mentally or physically incapable or is aided and abetted by 1 or more person; ● when a weapon is used or an item fashioned into a weapon; ● when concealment or the element of surprise is used to overcome the victim; ● When force is used to accomplish the sexual penetration or contact or the actor causes personal injury and force or coercion is used. <p><i>It is sexual contact with another person at least 13 but less than 16 years of age AND the other person is 5 or more years older.</i></p> <p><i>Sexual contact is the intentional touching of the intimate parts of the body of another person for a sexual purpose, for revenge, to inflict humiliation or out of anger.</i></p> <p><i>When disciplining students age seven (7) or younger, consider the student’s age, ability, intelligence and experience and whether the student conducted himself/herself as would be reasonably expected of a child of such age, ability, intelligence and experience and whether the student should be held criminally responsible.</i></p> <p><i>If a student commits criminal sexual conduct in a school building, on school grounds or any other school property, the student shall be expelled.</i></p>	<ul style="list-style-type: none"> ● Level II Suspension ● Proposed expulsion
<p>C13 OTHER ILLEGAL CONDUCT</p> <p><i>Other acts, not specifically listed, which constitute an offense under state or federal laws.</i></p>	<ul style="list-style-type: none"> ● Level II Suspension ● Proposed expulsion

<p>C14 BULLYING <i>Written, verbal, physical conduct or any electronic communication that is intended to place one or more students or other persons in fear of harm or cause substantial emotional distress by directly or indirectly doing the following:</i></p> <ul style="list-style-type: none"> • <i>Substantially interfering with educational opportunities;</i> • <i>Adversely affecting the ability of a student(s) to participate in or benefit from school programs;</i> • <i>Having an actual and substantial detrimental effect on a student’s physical or mental health;</i> • <i>Causing substantial disruption of the orderly operation of school</i> 	<ul style="list-style-type: none"> • Level II Suspension • Proposed expulsion
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Note: In some cases a police report may be filed.

E. Administrator Action Plan I

The following steps must be taken when a student is recommended for a Principal or Level I suspension. The individual student checklist (optional form) may be used to verify that each action has been taken.

ACTION	WHO	WHEN	CONTACT	FORM/Data Base
<p>1. Verify student’s status and cumulative days removed in PowerSchool . If student is a student with a disability and has already been removed for more than 10 days in current school year, or if as a result of the current suspension, the total number of days removed will exceed ten school days, refer student to the SpEd Program Coordinator/teacher. An IEP meeting must be conducted no later than 5 days.</p>	<p>Administrator</p>	<p>Immediately</p>	<p>SpEd Program Coordinator/teacher</p>	<p>PowerSchool</p>
<p>2. Conduct Conference with student.</p>	<p>Administrator</p>	<p>Upon receipt of referral</p>	<p>Student</p>	<p>Student Narrative Teacher Referral Form</p>

3. Conduct conferences with involved witnesses (when necessary) and staff	Administrator	Same day as referral	Staff/students	Narrative statements and/or incident reports
4. Make diligent efforts to notify parent by telephone of disciplinary action.	Administrator	Same day as referral	Parent	PowerSchool/Call Log

Action	Who	When	Contact	Form
5. Send letter home to parent informing him/her of the action/short-term suspension and scheduled conference date. Give copy of letter to student to take home.	Administrator	Same day as referral	Parent	Notice Short-Term Suspension Letter
6. Give student individually prepare work, if appropriate. Have student sign receipt. If unable to provide work on the day of removal, arrangements must be made for the student to obtain the work by the end of the next school day.	Administrator	Same day as referral	Student	Receipt of Student Work Packet
7. Document infraction and/or removal in Power School beginning on the first day as suspended.	Administrator	First day of removal	Ombudsman	Student Log of Disciplinary Actions
8. Notify appropriate school staff of disciplinary action as follows: <ul style="list-style-type: none"> • Notify SpEd Program Coordinator of disciplinary actions for students who have instructional status codes. Necessary steps must be taken if the student is a student with a disability or is suspected of having a disability. • Notify Student Support Team Coordinator of disciplinary actions for all students. (For students with 6 or more cumulative suspension days.) • Notify classroom teachers of disciplinary actions 	Administrator	First day of removal	SpEd Program Coordinator Dean of Culture Classroom Teachers	Student Log of Disciplinary Action

10. Enter the incident in the cumulative discipline log for school (PowerSchool)	Administrator	3 school days	Principal	Disciplinary Log (PowerSchool)
11. Conduct parent conference at school.	Administrator	As scheduled: prior to last day of suspension	Parent	Parent Conference Form
12. Return student to class	Administrator	End of suspension		Disciplinary Log (PowerSchool)

F. Administrator Action Plan II

The following steps must be taken when a student is recommended for a Level II suspension or for expulsion. The checklist should be used to verify that each action has been taken.

ACTION	WHO	WHEN	CONTACT	FORM
1. Verify student's status and cumulative days removed in PowerSchool. If student is a student with a disability and has already been removed for more than 10 days in current school year, or if as a result of the current suspension, the total number of days removed will exceed ten school days, refer student to the SpEd Program Coordinator/teacher. An IEP meeting must be conducted no later than 5 days.	Administrator	Immediately	SpEd Program Coordinator/teacher	PowerSchool
2. Conduct Conference with student.	Administrator	Upon receipt of referral	Student	Student Narrative Teacher Referral Form
3. Conduct conferences with involved witnesses (when necessary) and staff	Administrator	Same day as referral	Staff/students	Narrative statements and/or incident reports
4. Make diligent efforts to notify parent by telephone of disciplinary action.	Administrator	Same day as referral	Parent	PowerSchool/Call Log

5. Send letter home to parent informing him/her of the action/short-term suspension and proposed Long-Term In-School Suspension/Partnering school or Long-Term suspension and scheduled conference date. Give copy of letter to student to take home.	Administrator	Same day as referral	Director of Student Support Services/Parent	Notice of Short-Term Suspension/Proposed Long-Term Suspension Letter/Alternative Placement/Expulsion
6. Contact Director of Student Support Services with all necessary paperwork and documentation.	Administrator	Within 48 hours	Director of Student Support Services	Student Disciplinary Referral Form/Long-Term Suspension/Alternative Placement/Expulsion Recommendation
7. Give student individually prepare work, if appropriate. Have student sign receipt. If unable to provide work on the day of removal, arrangements must be made for the student to obtain the work by the end of the next school day.	Administrator	Same day as referral	Student	Receipt of Student Work Packet
8. Document infraction and/or removal in Power School beginning on the first day as suspended.	Administrator	First day of removal	Director of Student Support Services	Discipline Log and Attendance Portal
9. Notify appropriate school staff of disciplinary action as follows: <ul style="list-style-type: none"> • Notify SpEd Program Coordinator of disciplinary actions for students who have instructional status codes. Necessary steps must be taken if the student is a student with a disability or is suspected of having a disability. • Notify Student Support Team Coordinator of disciplinary actions for all students. (For students with 6 or more cumulative suspension days.) • Notify classroom teachers of disciplinary actions 	Administrator	First day of removal	SpEd Program Coordinator/teacher Dean of Culture Classroom Teachers	Student Log of Disciplinary Action
10. Enter the incident in the cumulative discipline log for school.(PowerSchool)	Administrator	3 school days		Student Log of Disciplinary Actions
11. Conduct parent conference at school.	Administrator	As scheduled: prior to last day of suspension	Parent	Parent Conference Form
12. Return student to class (if applicable)	Administrator	End of suspension		Student Log of Disciplinary Actions

G. Appeals

Appeals of suspensions may be filed by a student, a parent or by a representative acting on his/her/their behalf. All appeals must be in writing and must be set forth on the grounds for the appeal and the relief requested.

1. Appeals of Principal's Suspensions

The following process must be followed when filing an appeal:

- An appeal of a school's decision of long term suspension, alternative placement and/or expulsion must be filed in writing and set forth the grounds for appeal and the relief requested. An appeal of the district's suspension shall be taken in the following sequence:
 - (a) to the Ombudsman or Chancellor's designee, within ten (10) school days of the effective date of the suspension; and
 - (b) to the Chancellor, within twenty (20) school days from the Ombudsman or Chancellor's designee decision.

2. Issuance of Appeal Decisions

The reviewing authority shall decide an appeal of a school's suspension, alternative placement or expulsion on the basis of the appellant's written statement, the statement filed by the principal and the written decision of and any additional written statements from the preceding reviewing authority, if any.

The reviewing authority shall issue a written statement of the basis for the decision within the time period specified below:

- (a) the Ombudsman or Chancellor's designee --within five (5) school days following the filing of the principal's statement of the grounds for his/her decision.
- (b) the Chancellor--within fifteen (15) working days following the completed filing of the appeal record.

3. Interim Relief While Awaiting Appeal Decision

Pending determination of the appeal, the student or his/her parent or representative may request a temporary decision from the Chancellor concerning the student's suspension, alternative placement or expulsion. Such a request for interim relief must be filed in writing with the Chancellor and also with the Office of Student Support Services located at 300 River Place, Suite 3600, Detroit MI 48207.

4. Time for Filing Appeal of Ombudsman/Chancellor Designee Decision to Chancellor

An appeal of the Ombudsman or Chancellor's designee suspension, alternative placement or expulsion must be filed with the Chancellor within twenty (20) school days of the date of the decision or ten (10) school days from hearing. The Chancellor may grant an extension of time for filing the appeal for good cause shown.

5. Chancellor Decisions on Appeal

The Chancellor shall decide an appeal of a suspension, alternative placement or expulsion on the basis of the student/parent's written statement, the record of the hearing and the written decision of and any additional written statements from the preceding reviewing authority.

The Chancellor shall issue a written statement of the basis for the appeal decision within fifteen (15) working days following the completed filing of the appeal record.

H. Readmission

Although expulsion is permanent for some offenses, the State of Michigan and EAA has established conditions under which the student/parent/guardian or student eighteen (18) or above may petition for readmission.

For students who were enrolled in grade 5 or below at the time of the expulsion and who were expelled for possessing a firearm or threatening another person with a dangerous weapon, the parent/guardian or, if the student is at least age 18 or is an emancipated minor, the student/parent or guardian may initiate a petition for reinstatement at any time after the expiration of 60 school days after the date of expulsion. For any student who was enrolled in grade 5 or below at the time of the expulsion and who has been expelled for a reason other than possessing a firearm or threatening another person with a dangerous weapon, the parent/guardian or, if the student is at least age 18 or is an emancipated minor, the parent/guardian or student may initiate a petition for reinstatement at any time. For a student who was in grade 6 or above at the time of expulsion, the parent/guardian or, if the student is at least age 18 or is an emancipated minor, the parent/guardian or student may initiate a petition for reinstatement at any time after the expiration of 150 school days after the date of expulsion. All petitions for reinstatement should be in writing and sent to the following address: EAA Central Office, 300 River Place, Suite 3600, Detroit, Michigan 48207, Attention: Hearings Officer. The Hearings Officer shall review the petition and shall schedule a readmission hearing within 10 days business after receiving the petition for reinstatement and any and all supporting information that may be submitted by the student, parent or guardian. The Hearings Officer will then make a recommendation to the Chancellor or Board designee for unconditional reinstatement, for conditional reinstatement, or against reinstatement, and shall provide an explanation of the reasons for the recommendation and of any recommended conditions for reinstatement. The decision of the Chancellor or Board designee is final. The recommendation for reinstatement shall be based on consideration of the following factors:

- The extent to which reinstatement of the student would create a risk of harm to other students or school personnel;
- The extent to which reinstatement of the student would create a risk of school liability or individual liability for the Board or school district personnel;
- The age and maturity of the student;
- The student's attitude concerning the incident that caused the expulsion;
- The student's behavior since the expulsion and the prospects for remediation of the student; and
- If the petition for reinstatement was filed by a parent or legal guardian, the degree of cooperation and support that has been provided by the parent/guardian and that can be expected if the student is reinstated, including, but not limited to, receptiveness toward possible conditions placed on the reinstatement.

It is also important to note that a student who was in grade 5 or below at the time of expulsion and who has been expelled for possessing a firearm or threatening another person with a dangerous weapon shall not be reinstated before the expiration of 90 school days after the date of expulsion. A student who was in grade 5 or below at the time of expulsion and who was expelled for a reason other than possessing a firearm or threatening another person with a dangerous weapon shall not be reinstated before the expiration of 10

school days after the date of expulsion. A student who was in grade 6 or above at the time of expulsion shall not be reinstated before the expiration of 180 school days after the date of expulsion.

As noted above, the Chancellor or Board designee may require a student and, if the petition for reinstatement was filed by a parent or legal guardian, his or her parent/guardian to agree in writing to specific conditions before reinstating the student in a conditional reinstatement. The conditions may include, but are not limited to, agreement to a behavior contract, which may involve the student, parent or legal guardian, and an outside agency; participation in or completion of an anger management program or other appropriate counseling; periodic progress reviews; and specified immediate consequences for failure to abide by a condition. A parent/guardian, or, if the student is at least age 18 or is an emancipated minor, the student may include proposed conditions in a petition for reinstatement as well.

Appendix A: Internet Safety & Acceptable Use Policy for Students

INTRODUCTION

The EAA recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate and develop skills that will prepare them for work, life and citizenship. We are committed to helping students develop 21st-century technology and communication skills. To that end, we provide access to technologies for student and staff use.

The EAA will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response. To that end, the EAA shall implement an Internet safety curriculum, and make instructional materials available to minors and teachers. The curriculum must be provided to teachers and students on an annual basis.

This Internet Safety Policy and Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally owned devices on the school campus.

- The EAA network is intended for educational purposes.
- All activity over the network or use of district technologies may be monitored and retained, and/or deleted at the discretion of the Chancellor or designee.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children’s Internet Protection Act (“CIPA”). The EAA may install software, including a filter, which limits access to content and materials of legitimate pedagogical concerns and shall undertake all reasonable, prudent and best efforts to preclude access by minors to materials deemed inappropriate, harmful or otherwise objectionable.
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in the revocation of privileges and/or disciplinary action.
- The EAA makes no warranties of any kind, whether expressed or implied, for the technology resources it is providing. The EAA shall not be responsible for any damages incurred by a user of these resources, including loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions. The EAA does not endorse or guaranty the accuracy or quality of information obtained via the Internet or e-mail. In no event shall the EAA be liable for any damages (whether direct, indirect, special or consequential) arising out of the use of the Internet, accuracy or correctness of databases or information contained herein, or related directly or indirectly to any failure or delay of access to the internet or other network application.
- Users of the district network or other technologies are expected to alert Technology staff immediately of any concerns for safety or security.

TECHNOLOGIES COVERED

The EAA may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email and more. As new technologies emerge, the EAA will attempt to provide access to them. The policies outlined in this document are intended to cover *all* available technologies, not just those specifically listed.

USAGE POLICY

All technologies provided by the district are intended for education purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

WEB ACCESS

The EAA provides its users with access to the Internet, including web sites, resources, content and online tools. That access will be restricted in compliance with CIPA regulations and school policies. The EAA reserves the right to monitor, inspect, copy, review and/or store at any time, and without prior notice, any and all results of usage of computers, network and/or internet access, and any and all information transmitted or received in connection with such usage. All such information shall be and remain the property of the EAA and users shall have no expectation of privacy regarding such materials. Users are expected to respect that the web filter is a safety precaution and should not try to circumvent it when browsing the Internet. If a site is blocked and a user believes it shouldn't be, the user should follow district protocol to alert a Technology staff member or submit the site for review.

E-MAIL

The may provide users with e-mail accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.

If users are provided with e-mail accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language and should only communicate with other people as allowed by the district policy or the teacher.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. E-mail usage may be monitored and archived.

SOCIAL/WEB 2.0/COLLABORATIVE CONTENT

Recognizing the benefits collaboration brings to education, The EAA may provide users with access to web sites or tools that allow communication, collaboration, sharing and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing and messaging may be monitored. Users should be careful not to share personally identifying information online.

MOBILE DEVICES POLICY

The may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage or malfunction to Technology staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse.

Use of school-issued mobile devices off the school network may be monitored.

PERSONALLY OWNED DEVICES POLICY

Students should keep personally owned devices (including laptops, tablets, smart phones and cell phones) turned off and put away during school hours — unless in the event of an emergency or as instructed by a teacher or staff for educational purposes.

Because of security concerns, when personally owned mobile devices are used on campus, they should not be used over the school network without express permission from school staff.

EDUCATION ACHIEVEMENT AUTHORITY OF MICHIGAN ACCEPTABLE USE POLICY ACCESS TO INTERNET AND NETWORKS

The EAA provides Internet access for the purpose of promoting the use of telecommunication and networking technology as a tool to enhance classroom teaching and learning. All use of the network must be consistent with this purpose and be in accordance with this policy in an appropriate and responsible manner.

The Principal will develop and implement procedures addressing unethical use of the Internet, offensive or inappropriate language, transmission of material in violation of any state or federal regulation, use of the network for commercial activities, vandalism, and issues of privacy.

The use of the Internet and networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Written guidelines will be provided to users stating rules of on-line behavior, access privileges and penalties for policy/procedural violations. The school district will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response. To that end, the EAA shall implement an Internet safety curriculum and make instructional materials available to minors and teachers. The curriculum must be provided to teachers and students on an annual basis.

A written parental request shall be required prior to a student being granted independent access to electronic media involving school technological resources. The form must be signed by the student and by the parent/legal guardian of any student under 18. This form shall be kept on file by the school as a legal, binding document. If the parent/guardian wishes to rescind the agreement, the parent/guardian must do so in writing to the Chancellor.

EDUCATION ACHIEVEMENT AUTHORITY OF MICHIGAN GUIDELINES FOR ACCEPTABLE USE TO INTERNET AND NETWORKS

Internet access is now available to students and teachers in the EAA of Michigan. Our goal in providing this service to teachers and students is to promote educational excellence by facilitating resource sharing, innovation and communication. Our connection provides direct access to the Internet. The Internet is an “electronic highway” connecting millions of computers all over the world and millions of individual users. Your child will be using it in the classroom to communicate with fellow students in Michigan and all over the world.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines.

Students in the EAA of Michigan will participate in projects using the Internet in a directed manner to support curriculum and research activities. Teachers and students will use the Internet to participate in distance learning activities, to ask questions of and consult with experts, to communicate with other students and individuals and to locate material to meet their educational and personal information needs. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire.

These guidelines include:

- Do not use offensive or inappropriate language, or language that would promote violence or hatred, and do not respond to such.
- Do not reveal your (or other’s) personal address, phone number or credit card information.
- Do not use the network in such a way as to disrupt use of the network by others or abuse access time.
- Do not harass anyone by sending uninvited communication.
- Do not send electronic information from accounts that do not belong to you without the owner’s authorization.
- Do not access unauthorized or inappropriate areas on the network.
- Do not make unauthorized copies of software or information.
- Do not violate any copyright, trademark, trade secrets or licensing agreement.
- Do not obtain unauthorized access into a files or programs, whether to use, read, change or for any other purpose.
- Do not engage in the unauthorized transfer, deletion or duplication of files or programs.
- Do not engage in the unauthorized use of another individual’s identification or password.
- Do not obtain unauthorized access to telecommunications files or facilities.

- Do not use EAA computing facilities, including telecommunications facilities, to interfere with the operation of the school district's computing system.
- Do not access the network at your school without a signed Internet Use Agreement.
- Do not transmit any material in violation of any state or federal regulation.
- Do not use the network for commercial or for-profit purposes.
- Do not use the network for product advertisement or political lobbying.
- Do not damage computer, computer systems or computer networks.
- Do not access obscene, pornographic and/or sexually explicit material on the network.
- Do not invade the privacy of other network users.
- Do not use the network in ways that violate school policies and behavior standards.
- Do not engage in conduct that wastes supplies such as paper, printer ribbons, toner and flash drives that are provided by the EAA.

Any items produced by the students will not be posted to the Internet without their written permission. If permission is granted, items will be considered fair use and available to the public.

The use of the Internet connection is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Based upon the acceptable use guidelines outlined in this document, the system administrators will deem what is inappropriate use and their decision is final.

ACKNOWLEDGMENT OF INTERNET SAFETY AND ACCEPTABLE USE POLICY

STUDENT USER (Please print) _____
Last Name First Name Middle Name

The undersigned acknowledges that he/she has received and reviewed the Internet Safety and Acceptable Use Policy. Your signature(s) below indicates that you have read the terms and conditions of said policy and guidelines carefully, understand their significance and agree to abide by all provisions of the policy and guidelines.

You further acknowledge and agree that should you commit any violation of this Policy, your access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action.

Student's Printed Name: _____

Student signature: _____ Date ____/____/____

Parent/Guardian Printed Name: _____

Parent/Guardian signature: _____ Date ____/____/____

****Please return this Form to your child's Building Principal within ten (10) days***

STUDENT RIGHTS AND RESPONSIBILITIES HANDBOOK & CODE OF CONDUCT ACKNOWLEDGMENT

This form serves as your acknowledgment of receipt of the Student Rights and Responsibilities Handbook and the Code of Conduct. By signing below, you further acknowledge that you have read and reviewed the contents of the Handbook and agree that you, and your child, will abide by all rules, policies, processes and procedures outlined therein. In addition, you understand that any violation of any rule, policy, process or procedure contained within the Handbook may result in privileges being revoked, disciplinary action being taken, and/or appropriate legal authorities being contacted, as appropriate.

Student's Printed Name: _____

Student signature: _____ Date ____/____/____

Parent/Guardian Printed Name: _____

Parent/Guardian signature: _____ Date ____/____/____

****Please return this Form to your child's Building Principal within ten (10) days***