

Van Dyke Public Schools

Student Code of Conduct & Parent Handbook



2010-2011

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ABOUT VAN DYKE SCHOOLS...

Nestled in the southern portion of Warren, Michigan, the Van Dyke Public Schools have a long and rich history of serving the educational needs of students and families, dating back to 1879.

The Van Dyke Public School District encompasses approximately six square miles and is home to many small industries and businesses. The district is bounded by Eight Mile Road on the south, Schoenherr on the east, and a north boundary starting at Frazho and Schoenherr and descending in steps to Peters on the west. The west boundary is generally two blocks from Van Dyke.

Van Dyke Public Schools serve approximately 4,200 K-12 students housed in 7 elementary schools, one middle school, and one high school. We also offer alternative education programs for middle and high school students. A central eight block school site

extending south from Nine Mile Road, stretching between Federal and MacArthur, houses the high school, middle school, one elementary, auditorium, stadium facilities and several athletic facilities. The Administration Building and Our World of Fours preschool are located on MacArthur.

A seven-member Board of Education and district staff of 550 work to administer Van Dyke Schools. The district's goal is to provide a practical educational program that will prepare students for life's many experiences. The Board is particularly committed to building educational opportunities for all students.

The district, with support from residents and local business, has made a concerted effort to keep a balanced budget while providing solid educational experiences for students.

THE VAN DYKE MISSION

Van Dyke Public Schools' mission is to continue to promote educational excellence and provide opportunities for all students to become contributing members of society. This will be accomplished by maintaining comprehensive programs that are responsive to an ever-changing world.

Through the School Improvement Process, the Van Dyke school community will:

- A. promote a partnership between the students, parents, staff and community to provide a quality education;
- B. monitor, evaluate, and modify its programs as necessary to ensure the highest standards;
- C. encourage a caring atmosphere which fosters mutual respect.

VAN DYKE SCHOOLS DIRECTORY

Administrative Offices

Superintendent – **Kathleen Spaulding**758-8333
 Assistant Superintendent Instruction
 – **Donn Tignanelli**758-8341
 Assistant Superintendent Business & Operations
 – **Dan Zimolzak**758-8340
 Director of Special Services – **Tricia Huey-Rocheleau** .758-8338
 Director of Food Services – **Jerome Kapolka**758-8331
 Operations/Transportation Director – **Ed Fuhs**758-8371
 Director of Personnel – **Edie Shelton**758-8337
 Student & Community Affairs Coordinator
 – **Renee Burch**759-6576

Lincoln High School

Principal – **Charles Lesser**758-8306
 Assistant Principal –759-9414
 Counseling Office758-8310
 Athletic Office758-8314

Lincoln Middle School

Principal – **Alena Zachery**758-8320
 Assistant Principal – **Derek Lawson**758-8323
 Counseling Office758-8325

Elementary Schools

Carlson – **Sharon Bienkowski**758-8345
 Kennedy – **Angela Wright**758-8349
 Lincoln – **Darleen Loef**
 McKinley – **Marcia Powell**758-8365

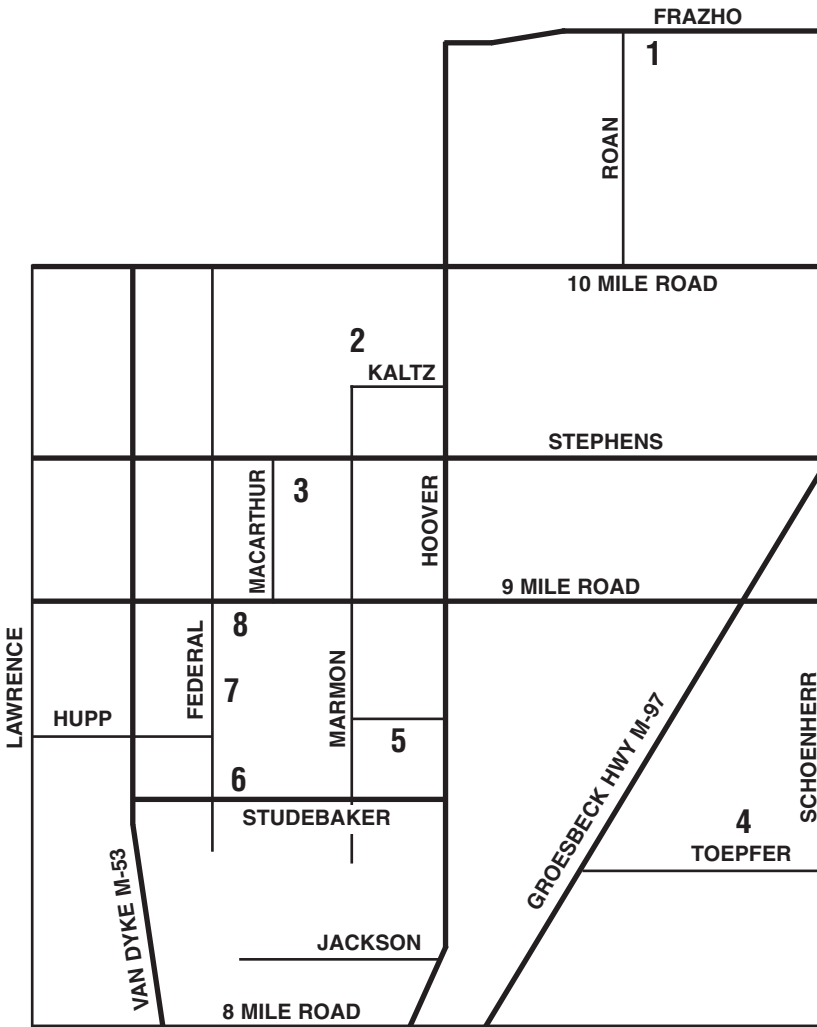
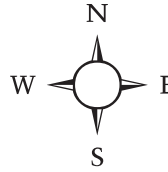
Thompson Community Center758-8363
 Coordinator – **Mark Skrzynski**759-9492

District Web Site

www.vdps.net

VAN DYKE SCHOOL DISTRICT

1. Carlson Elementary
2. Kennedy Elementary
3. Administration Building
4. McKinley Elementary
5. Thompson Community Center
6. Lincoln Elementary
7. Lincoln Middle School
8. Lincoln High School



C

THE VAN DYKE VISION

We see a student-centered school district that recognizes that children are its reason for being... where each child is valued and held in highest esteem...where individual differences and needs are understood, addressed, and respected.



We see a proactive school district that welcomes the challenge to change, using research to continuously implement the best of what we know about how people learn... where every system decision is made to foster and enhance opportunities to refine lifelong learning skills... where learning is viewed as a community asset and everyone is actively committed to success, highest achievement, and quality performance for all.



We see an exemplary school district where the learning environment is grounded in trust and cooperation... where what we do and how we do it is driven by our beliefs and vision and reflects what we know about the best in education.

We see an allied community and school district that mutually support and enhance each other, expressing pride in accomplishments and encouraging growth and innovation.

We see a collaborative community and school district that openly encourage and welcome partnerships for academic, social and cultural endeavors.

We see all stakeholders in the Van Dyke Schools as a dynamic “community of learners” that publicly affirms and demonstrates that the quest for excellence is a lifelong process.



PRESCHOOL/DAY CARE PROGRAMS

The Van Dyke Public School District offers a number of preschool and day care programs. Information regarding the programs may be obtained by referring to the following list:

PROGRAM	AGE GROUPS	LOCATION	PHONE
<u>PRESCHOOL</u>			
Our World of Fours	4 years	Administration Building	759-6780
Physically Impaired (PI)	3 - 6 years	Carlson	759-9449
Early Childhood Development Delayed (ECDD)	3 - 6 years	Carlson	758-8338
Preschool	3½ years	Carlson	758-8300
<u>SCHOOL AGE CHILD CARE</u>			
SACC Main Office Phone:			758-8300
Located at Thompson Community Center Call for registration and billing information			
Carlson SACC Room Phone:	(Grades K-5)		427-2301
Carlson Elementary Office Phone:			758-8345
McKinley SACC Room Phone:	(Grades K-5)		427-2305
McKinley Elementary Office Phone:			758-8365
Thompson SACC Room Phone:	(Grades K-5)		427-3581
(For Kennedy and Washington)			
Kennedy Elementary Office Phone:			758-8349
Washington Elementary Office Phone:			758-8369
Lincoln M.S.SACC Room Phone:	(Grade 6)		427-3616
Lincoln Middle School Office Phone:			759-9428

- ❖ Students from Kennedy Elementary and Washington Elementary will be dropped off at Thompson Elementary by their parents in the morning. Transportation will be provided to take these children to Washington and Kennedy for the school day. They will then be transported back to Thompson where the parents will pick up the children.
- ❖ Students participating in Preschool/Day Care Programs are subject to all items covered in this Code of Conduct.

CHILD CARE

Thompson 758-8363

I. BOARD OF EDUCATION AUTHORITY AND THE RIGHTS AND RESPONSIBILITIES OF STUDENTS

- A. The Van Dyke Board of Education has all of the rights, powers and duties expressly set forth in the Revised School Code; and may exercise any power implied or incident to any power set forth in the Revised School Code; and may exercise any power incidental or appropriate to the performance of any function related to the operation of a school district in the interests of public elementary and secondary education including, but not limited to:
- a.) Educating pupils. In addition to educating pupils in grades K-12, this function may include operation of preschool, lifelong education, adult education, community education, training, enrichment, and recreation programs for other persons.
 - b.) Providing for the safety and welfare of pupils while at school or a school sponsored activity or while en route to or from a school or school sponsored activity.

B. Rights of Students:

The Constitution of the United States, through the Bill of Rights and subsequent amendments, gives all citizens, including students, certain rights. Students also have rights granted by the Van Dyke Schools as stated in this document.

- C. **Sexual harassment** of students by other students or by employees of Van Dyke Public Schools is unlawful under both Michigan and Federal law, and is contrary to the commitment of Van Dyke Public Schools to provide a stable learning environment.
- D. **Sexual harassment** includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature whenever submission to such conduct is made a condition of employment or a basis for an employment decision. Sexual harassment also includes unwelcome verbal, nonverbal, or physical behavior of a prohibited nature that is pervasive enough to create an intimidating, hostile, or offensive environment.
- E. **Other prohibited conduct** includes that which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive educational environment on the basis of **gender, religion, race, color, ethnicity, age, weight, appearance, disability or others.**

If a student has concerns about the nature of any conduct or physical contact by an adult employed by the Van Dyke Public Schools, by a fellow student, or by a member of the public, the student should immediately report this concern to the building principal or director of personnel, 23500 MacArthur Avenue, (586) 758-8337, as well as discussing this concern with the student's parent or guardian. The principal/director of personnel will arrange to have a male and/or female staff member available for the student to share his or her concerns.

All such reports will be investigated immediately by the Van Dyke Public

Schools. Anyone found to have violated this policy will be subject to disciplinary action up to and including expulsion from school if they are a student, or termination of employment if they are an employee.

All such reports will be handled discreetly, so as to maintain appropriate levels of confidentiality, to avoid embarrassment and to protect the student making the report. However, it should be understood that the Van Dyke Public Schools are required by law to report child abuse to the Department of Social Services.

F. Responsibilities of Students:

Each student has a responsibility to himself and to others within this society. Each student has the responsibility to:

1. respect the dignity and worth of every other individual;
2. be informed of and adhere to reasonable rules and regulations established by the Van Dyke Board of Education and implemented by school administrators and teachers;
3. study diligently and maintain the best possible level of academic achievement;
4. completing classroom and homework assignments on time, and maintain the best possible level of academic achievement;
5. be punctual and present in the classroom;
6. refrain from libel, slanderous remarks and obscenity in verbal and written expression;
7. dress and appear in a manner that meets reasonable standards of health, cleanliness, modesty and safety;
8. help maintain and improve the school environment and preserve school property;
9. act in an appropriate manner while in attendance at school and all school-related functions.
10. understand that serious violations of the Student Code of Conduct may lead up to long-term suspension including loss of credit;
11. understand that state law mandates that certain violations of the Student Code of Conduct including possession of a dangerous weapon, arson, third degree criminal sexual conduct or physical assault of a school district employee, volunteer or contractor may lead to permanent expulsion.

G. Parent Responsibilities:

As part of the Student Code of Conduct, we have additional information that pertains to parents:

1. Support all school rules, through support of personnel decisions and through example of personal behavior at all times.
2. Provide the school with information (phone numbers, etc.) allowing the school to communicate with a responsible adult.

3. Elementary lunch recess/cafeteria is a privilege. Children who do not follow the lunchtime rules may be sent home for lunch. Parents must provide transportation. A bag lunch can be provided upon request.
4. When the school issues a short- or long-term suspension, parents are to provide the proper supervision.

II. GUIDELINES RELATIVE TO STUDENT RIGHTS AND RESPONSIBILITIES

A. Age of Majority

The conduct of all students shall be governed by this Code of Conduct. Exceptions for students eighteen (18) years and older are only valid where noted in this document.

B. Dress and Appearance:

Student dress and grooming are the responsibility of the individual and his/her parents under the following guidelines:

Dress and grooming should be appropriate for the school setting. Students should wear clothing to school that enhances their educational experience.

High School

High school students should wear skirts, pants or blue jeans that fit at the waist. The hemline of shorts, skirts or dresses must reach the fingertips of the student while standing. Students should wear shirts that are full length and acceptable in the school setting. No items of apparel may display inappropriate text or graphics pertaining to drugs, alcohol or tobacco; no sexual references, profanity or "double meanings." Examples: Playboy, "snowman," etc. This also includes buttons, signs or patches containing similar text or graphics. Outerwear is worn to and from school. All hats / head coverings, including headbands, visors, bandanas, etc. are to be secured in student lockers during school hours. School spirit wear may be worn.

Jewelry, clothing or accessories that can cause injury are not allowed. Examples are spiked necklaces or wristbands, large rings and wallet chains.

Face painting, stickers, extreme black makeup, and glitter on the face are not allowed. Face painting related to some school events such as pep rallies may be permissible if approved by the principal.

Middle School

Middle School students should wear skirts, pants or blue jeans that fit at the waist. The hemline of shorts, skirts or dresses must reach the fingertips of the student while standing. T-shirts that are full length, have sleeves and are a solid color or striped are acceptable for the educational setting. No items of apparel may display inappropriate text or graphics pertaining to drugs, alcohol or tobacco; no sexual references, profanity or "double

meanings," such as Playboy, "snowman" etc. Tennis shoes or street shoes are to be worn. Due to safety reasons, flip flops may not be worn during the school day. Outerwear is worn to and from school. School spirit wear may be worn.

Jewelry, clothing or accessories that can cause injury are not allowed. Examples are spiked necklaces or wristbands, large rings and wallet chains.

Face painting, stickers, extreme black makeup, and glitter on the face are not allowed.

Elementary School

Elementary School students should wear skirts, pants or blue jeans that fit at the waist. Students in kindergarten through grade 3 may wear shorts that are appropriate in length for their age group. Students in grades 4 through 6 should wear shorts or skirts that are appropriate in length for their age group. For students in grades 4-6, the hemline of shorts, skirts or dresses must reach the fingertips of the student while standing. T-shirts that are full length, have sleeves and are a solid color or striped are acceptable for the educational setting. No items of apparel may display age-inappropriate text or graphics. Tennis shoes or street shoes are to be worn. Flip flops may not be worn to school due to safety reasons. Outerwear is worn to and from school and during outdoor recess in accordance with weather conditions. School spirit wear may be worn.

Jewelry, clothing or accessories that can cause injury are not allowed. Examples are spiked necklaces or wristbands, large rings and wallet chains.

Face painting, stickers, extreme black makeup, and glitter on the face are not allowed. Unnatural hair color including: blue, green, purple, bright red, etc. is prohibited.

C. Freedom of Expression:

Students have the right of expression as long as they do not interrupt the educational process. This includes the right to express personal opinions in student publications as long as these statements are not libelous, profane, obscene and do not violate editorial policies governing student publications.

Students cannot be required to participate in educational experiences that violate their religious or patriotic convictions, but must request and complete alternate educational experiences.

The school reserves the right to set reasonable rules regarding utilization of freedom of expression.

D. Non-Curriculum, Non-School Sponsored Meetings, or Secondary School Students:

In accordance with the Equal Access Act (20 USC#4071), students who wish to schedule a meeting in school during non-instructional times may do so, providing:

1. The meeting is voluntary and student-initiated;
2. The meeting is not sponsored by the school or its employees;
3. An employee who may be present at a religious meeting will attend only in a non-participatory capacity;
4. The meeting shall not materially and substantially interfere with the orderly conduct of the school;
5. Non-school persons may not direct, conduct, control or regularly attend the meetings;
6. Meetings must be scheduled in advance by permission of administration.

E. Access and Privacy of Records:

In accordance with the Family Educational Rights and Privacy Act (FERPA), you are notified of the following basic rights:

1. Right to Inspect: You have the right to review and inspect your child's educational records maintained by Van Dyke Public Schools.
2. Right to Request Amendment: You have the right to ask for a correction of any part of your child's record which you believe is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. This right includes the right to a hearing to present information that the record should be changed should Van Dyke Public Schools decide not to alter the educational record according to your request.
3. Right to Confidentiality: The Van Dyke Public Schools will not disclose personally identifiable information contained in a student's educational records, except: (1) when written consent is obtained from the eligible student or the student's parent; (2) when the information is designated as directory information; or (3) under certain limited circumstances permitted by law.
4. Rights to Protest: You have the right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605, concerning the failure of the Van Dyke Public Schools to comply with FERPA. You may also file a complaint with an appropriate state or federal agency if Van Dyke Public Schools violates the Education for the Handicapped Act – Part B.

F. Directory Information

Van Dyke Public Schools designates the following personally identifiable information contained in a student's educational records as "directory information":

- a. student's name, address and telephone number;
- b. names of the student's parents;
- c. student's date of birth;

- d. student's class designation (i.e.: 1st grade, 10th grade, etc.);
- e. student's extra-curricular participation;
- f. student's achievement awards or honors;
- g. student's weight and height if a member of an athletic team;
- h. student's photograph;
- i. previous educational institutions attended by the student;
- j. name of school student currently attends.

Directory information is considered to be in the category of general school information. When approved by the Superintendent or designee, information designated as "directory information" will be disclosed publicly by Van Dyke Public Schools. Should a parent or guardian, or a student eighteen (18) years of age or older, wish to have such information removed from the category of directory information, they must notify the Superintendent in writing within seven (7) days after receiving a copy of this policy.

For Further Information

You have the right to obtain a copy of Van Dyke Public Schools' policy procedure for complying with FERPA. The policy procedures explain your rights in greater detail, as well as the procedures for inspecting records, consenting to the disclosure of information, and requesting an amendment of a record. To obtain a copy of the policy procedures, please contact: Superintendent, Van Dyke Public Schools, 23500 MacArthur Avenue, Warren, MI 48089.

G. Search and Seizure:

1. General Searches

General Searches of school property may be conducted at any time by school personnel for the purpose of enforcing school regulations concerning health, safety or order.

2. Searches of Person and Personal Property

When legally permissible, school personnel may search that student's person and the property of that student, including, but not limited to, such items as desks, bags, brief cases, satchels, purses and automobiles. No strip searches shall be conducted by school personnel. Students who bring cellular telephones or other electronic devices upon school property consent, by such action, to their search in appropriate circumstances, either within the presence of the student or outside of his/her presence. The act of parking a vehicle in a student lot acts as consent for school personnel to search that vehicle, either in the presence of the owner/driver or outside his/her presence.

3. Lockers and Other School Property

School lockers are the property of the Van Dyke Public Schools.

Lockers are provided for the convenience of students; however, at no time does the School District relinquish its right to exclusive control over school lockers. Accordingly, periodic general (or specific) searches of lockers may be conducted by school personnel for any reason at any time, without notice, without student consent and with or without student presence.

- 4. Illegal items or other items reasonably determined to be a threat to the safety or security of others, or items which are used or attempted to be used to disrupt or interfere with the educational process, (including cellular telephones or other electronic devices) will be removed from student possession and may be confiscated and/or turned over to law enforcement and may be used in disciplinary procedures.

Whenever it is necessary for an officer of the law to interview, question, or take into custody any student in the Van Dyke Public Schools, the School District will make reasonable efforts to make sure it will be done in the presence of a building administrator. The parent or guardian will be notified as soon as reasonably possible.

H. Married/Pregnant Students:

Married students shall have the same educational opportunities in the Van Dyke Schools as other students. Further, the Board's responsibility for the education of all school-age persons includes the pregnant student, married or unmarried. These persons shall be allowed to remain in school, and services for them shall be made a regular part of the school system. Any variation from their continuing in regular school classes shall be based upon their assessed needs.

A pregnant person may remain in her regular school program as long as her physical and emotional condition permits. The person, or person's spouse, or parents and physician, should be consulted in developing the educational plan to fit individual needs.

I. Corrective Measures:

No School District employee, volunteer, or contractor shall inflict corporal punishment, as defined by statute, upon any pupil under any circumstance. .

J. Attendance:

The Michigan Compulsory Attendance Law recognizes an educational value in regular attendance at school. Presence in the classroom aids in instilling concepts of self-discipline and exposes a student to group interactions with teachers and fellow students. Such presence also enables a student to hear and participate in class instruction, discussions, and other related learning experiences. These and similar considerations are proper educational values which will not necessarily be fully reflected in test results.

Attendance has a significant bearing on learning and will reflect in a student's grade. Excessive absence or tardiness, whether excused or

unexcused, can result in a lower grade. In high school, excessive excused absences may result in class failure in accordance with the high school attendance policy. The middle and senior high school attendance policy is published in the student folder and distributed to all students new to the district. Any questions concerning attendance should be directed to the assistant principal in charge of attendance.

In the elementary, middle and senior high schools, parents are to call the school office regarding absences and send follow-up notes.

K. Use and Responsibility for School Books, Materials and Property

Students will be issued books and materials necessary for meeting the educational objectives of the school. Fees, however, may be charged for materials to be used by a student.

The school may charge students for damage to books and equipment and for the loss of books and supplies. The students must be notified of a charge at the time of the loss and any appeal must be made by the student or his/her parent at that time.

Any person found to have committed an act of vandalism against any property of the Van Dyke Schools will be subject to prosecution and will be required to make full restitution. In the event the person is a minor, legal action will be directed toward the parent or guardian.

Late fees will be assessed for school books, clothing and supplies not returned on time.

L. Classroom Procedures:

Secondary students have the right to select classes within the guidelines for graduation approved by the Van Dyke Board of Education and the availability of classes. It is recognized that each classroom situation requires an organized set of reasonable rules for learning to take place. Students have the right to know and the responsibility to follow these rules.

Failure to follow established rules will lead to appropriate consequences designed to change deviant behavior. These corrective measures may include:

1. a conference with the student;
2. referral to a counselor or administrator;
3. a conference with the parents;
4. other reasonable corrective measures, which may include disciplinary consequences under this Handbook.

Classroom rules are to be reviewed by staff with students, at the beginning of the school year or course. It is also suggested that the classroom procedures for each class or course of study be posted in the classroom.

M. Transportation

The school district is not compelled to transport any student who does not conform to the necessary rules and regulations. The administration of the

school may withdraw the privilege of riding the bus on any route if inappropriate behavior of the pupil interferes with the health, safety, and welfare of others or causes damage. Once a student is given a pick up and drop off point, no deviation will be allowed without prior approval by the Transportation Department. No notes from parents or principals will be accepted by drivers. Students who do not normally ride or qualify for transportation will not be transported by buses except for field trips.

In the event of a discipline problem on a school bus, the following procedures will ordinarily be implemented, in addition to any applicable consequences under the Progressive Disciplinary System.

1st Violation: Oral reprimand by building administrator, written report mailed home.

2nd Violation: Oral reprimand by building administrator, 1 school day bus suspension, personal contact by building administrator with parent, written report mailed home.

3rd Violation: Oral reprimand by building administrator, 3 school days bus suspension, personal contact by building administrator with parent, written report mailed home.

4th Violation: Oral reprimand by building administrator, 5 school days bus suspension, personal contact by building administrator with parent, written report mailed home.

5th Violation: Oral reprimand by building administrator, 7 school days bus suspension, personal contact by building administrator with parent, written report mailed home.

6th Violation: Oral reprimand by building administrator, 10 school days bus suspension, personal contact by building administrator with parent, written report mailed home.

7th Violation: Oral reprimand by building administrator, 15 school days bus suspension, personal contact by building administrator with parent, written report mailed home.

8th Violation: Oral reprimand by building administrator, 20 school days bus suspension, personal contact by building administrator with parent, written report mailed home.

9th Violation: Oral reprimand by building administrator, recommendation to the Superintendent that the pupil be suspended from bus service up to and including the remainder of the school year.

In cases of serious or dangerous misconduct, appropriate consequences, including suspension of bus privileges, may be imposed without resort to the progressive discipline system.

The decision of the building administrator, as it applies to student disciplinary action, may be appealed by the student through the office of the Superintendent.

If a student is involved in a bus incident that requires immediate

attention, the bus driver will have the authority to take away the student's transportation privileges for the day following the incident. In the event that a child is involved in this type of situation, the parent will be notified of the decision on the day of the violation.

Responsibility of Students Using School Transportation

1. Keep hands and head inside the bus at all times.
2. Occupy any seat assigned by the driver.
3. Keep bus clean, sanitary and orderly.
4. Refreshments permitted only by prior approval of activity sponsor and building administrator.
5. Do not leave the bus without written permission from building administrator, except at a school or your home stop.
6. Remain seated.
7. Emergency door to be used for emergency purposes only.
8. Talk in ordinary tones. Do not shout.
9. Do not tease, pull hair, or scuffle.
10. Throwing articles of any kind will not be tolerated.
11. Students who disfigure the bus in any way will be required to pay for the damage.
12. Students are expected to conform promptly with instruction of bus drivers.
13. Be on time at designated bus stops. BUS CANNOT WAIT.
14. Stay off streets (roads) while waiting for bus.
15. Wait until bus has stopped before attempting to enter or leave bus.
16. Absolutely NO SMOKING, NO SWEARING, or OBSCENE GESTURES, at any time on the school bus.
17. Students are responsible to the bus driver at all times.

N. Student Driving:

Students though grade nine are not allowed to drive motorized vehicles to school.

Students in grades 10, 11 and 12 may drive motorized vehicles and park in the student lot off MacArthur, upon agreement to abide by the parking regulations issued with a parking permit. Students who fail to comply with these regulations will lose their parking privilege and/or receive a parking ticket from the Warren Police. The District may search vehicles parked in student areas with or without the permission of the driver and in his/her presence or outside his/her presence.

O. Tobacco Products

Scientific and medical evidence indicate that tobacco use is a health hazard to both the user of tobacco products and the non-user of such products. In

an effort to provide a healthier and safer environment, Van Dyke Public Schools has adopted the following regulations:

Students in possession, distribution or use of tobacco products or tobacco paraphernalia (i.e., matches, lighters) shall be subject to penalties listed in this document under section III, B. 18 (definition of offenses leading to suspension).

This policy will be in effect on school property, including the stadium, buses, parking lots and school-sponsored activities.

P. Closed Campus: (Secondary)

During a student's scheduled attendance hours, he/she must stay within the campus area and is not permitted to leave without authorized permission. Lunch hour is considered part of the student's day.

Although use of grounds is permitted, students are not allowed to enter the school parking lots during their schedule attendance hours.

Q. Use policy for the Internet, Local Area Network, Computers, and Related Technology Equipment. For purposes of technology usage by students, ownership of the Internet, Computers, and Related Technology Equipment is exclusively within the control of the District. There is no expectation of privacy in electronic-mail or other transmissions made using the District's technology infrastructure and such transmissions may be searched at any time with or without cause.

Internet and Local Area Network (LAN) Activities:

1. All use of networks must be in support of education and research and consistent with the purposes of the Van Dyke Public Schools (VDPS).
2. Any use of the network for purposes other than educational (e.g. commercial or for-profit purposes) is prohibited.
3. Use of the network for personal and private business is prohibited.
4. Any use of the network for product advertisement or political lobbying is prohibited.
5. Network accounts are to be used and accessed only by the authorized user of the account for the authorized purpose. Passwords shall not be shared by users and it shall be an infraction of this policy for a user to share his or her password with another. Logging on as another user for whatever purpose shall be deemed an infraction under this handbook and may subject both the owner and the person logging on as the owner to discipline and potential loss of technology privileges.
6. Users shall not seek information on, obtain copies, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
7. All outside communications and information accessible from the District by users via the networks should be assumed to be

private property and should be treated with respect (e.g. no hacking, posting inappropriate comments, or downloading for distribution without permission of the owner).

8. No use of the network shall serve to disrupt the use of the network by others; hardware or software shall not be destroyed, modified, or abused in any way.
9. Malicious use of the network to develop programs that harass other users, infiltrate a computer or computing system, and/or damage the software components of a computer or computing system is prohibited.
10. Hate mail, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network and may subject the person transmitting the information to discipline.
11. The illegal installation of copyrighted software as well as unauthorized software for use on district computers is prohibited.
12. Use of the network to access or process pornographic materials, inappropriate text, files known to have viruses, or other such actions is prohibited. All use of networks must be in support of education and research and consistent with the purposes of the Van Dyke Public Schools (VDPS).
13. Files dangerous to the integrity of the local area network are prohibited.
14. Any violations of the use of the Internet should be reported to the principal, teacher, or technology facilitator assigned to the user.
15. Users will accept the responsibility of keeping copyrighted software of any kind from entering the local area network via the Internet.

Disciplinary Action for Violation of Acceptable User Policy

The violations listed are not all-inclusive, but only representative and illustrative. A user who commits an act of misconduct that is not listed will also be subject to disciplinary action. In addition, if a student is receiving Special Education services, the applicable State Board guidelines will be followed. (see III.b.18).

III. SUSPENSION AND EXPULSION OF STUDENTS, DEFINITION OF RULES AND PROCEDURAL DUE PROCESS

A. Suspension and Expulsion of Students:

The Revised School Code authorizes the School District to suspend or expel pupils from school who are guilty of a gross misdemeanor or persistent disobedience, and requires the school District to expel students who possess a dangerous weapon in a school building or on school grounds, or who commit arson, criminal sexual conduct in a school building or on school grounds, or who physically assault a School District employee, volunteer or contractor.

Removal from school in the Van Dyke Public Schools is defined as one of the following:

“Temporary Separation” – removal of student for up to 5 school days, imposed only by the principal or designee, and appealable only to the principal (ex. not outside the building.)

“Temporary Separation” is less than a suspension and is appropriate for students who are only in minor trouble and is not an official suspension.

"Short-Term Suspension" Suspension from attending regularly scheduled classes and any school-related events for a term of one (1) to ten (10) school days. Short-term suspensions are acted upon by the building principal upon delegation of authority by the Board of Education.

"Long-Term Suspension" Suspension from attending regularly scheduled classes and any school-related events for a specific period of time in excess of ten (10) school days, but less than expulsion from the School District. The Superintendent or his/her designee has the authority to suspend a student on a long-term basis for up to and including sixty (60) school days.

"Expulsion" (for misconduct other than the possession of a dangerous weapon, arson, criminal sexual conduct, or physical assault of a School District employee, volunteer, or contractor). Expulsion from attending any further regularly scheduled classes and any further school-related events in the School District. The responsibility for such expulsions are within the exclusive jurisdiction of the Board of Education, upon a vote of a majority of the Board, and upon recommendation of the Superintendent or his/her designee.

"Expulsion" (for possession of a dangerous weapon, arson, criminal sexual conduct, or physical assault of a School District employee, volunteer, contractor). Permanent expulsion from the School District pursuant to the Michigan School Code (MCL 380.1311 and .1311a) and the Gun-Free Schools Act.

B. Offenses leading to suspension and/or expulsion; misconduct other than possession of dangerous weapon, arson, third degree criminal sexual conduct, or physical assault of a School District employee, volunteer, contractor.

The Van Dyke Board of Education recognizes that behavior harmful to persons or property can lead to removal from school by suspension

or expulsion and notification of police.

C. Expulsion for Possession of a Dangerous Weapon, Arson or Criminal Sexual Conduct

Students who possess in a weapon-free school zone a weapon that constitutes a dangerous weapon, or who commit arson or criminal sexual conduct in a school building or on school grounds, shall be expelled permanently according to Paragraph H. below.

As used in this section, "dangerous weapon" includes, but is not limited to the following: a firearm, starter pistol, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar or brass knuckles.

Laser pointers, lighters, small pocket knives, spring pistols or any other item that is used for threats or acts of aggression, including look-alike weapons, shall also be covered under this section.

This includes toy weapons / look alike / replicas. Possession, use, sale or distribution of a toy weapon, a look a like weapon or a replica weapon without the prior approval of a teacher or administrator for appropriate educational use.

Other weapons / materials – Possession, use, sale or distribution of any other weapon or material used as a weapon, including but not limited to a martial arts weapon, a knife with a blade 3”long or less; and any other material or instrument which inherently, or by its use in a particular case, endangers personal health or safety.

Toy weapons / look alike / replicas / other weapons and materials are punishable under the Student Code of Conduct and may result in consequences from Step 1 to 8.

Students in possession of a dangerous weapon will be referred to the criminal justice or juvenile delinquency system.

D. Short-Term Suspension

Short-Term suspension is the exclusion of a student from attending school or regular classes for a specific period of time not to exceed ten (10) school days.

1. Students under suspension are not allowed on any school property, in any school building or admitted to any school function. Violation may result in a trespassing charge.
2. When the severity or frequency of violations warrant, a suspension of up to ten (10) school days may be given. The Superintendent of the school shall be notified in writing of all cases of suspension.
3. Parent or guardian may be required to meet with school personnel prior to student’s readmittance to school.

E. Due Process: Short-Term Suspension

The Constitutional rights of individuals assure the protection of due process of law. Therefore, the following Constitutional and legally sound procedures have been adopted by the Board of Education:

On the basis of the status of current school laws, the principals or delegated associates of the Van Dyke Public Schools are delegated

the authority to temporarily separate or suspend a student from school. In such actions the following procedures shall be followed:

1. A student shall be informed of the charges brought against him/her.
 2. The student shall have the opportunity to respond to the charges.
 3. The administrator will give an impartial consideration of the acts and inform the student of a decision. If suspended, the student will be informed of the basis for the action, the conditions, the time and the termination of suspension.
 4. The parents will be notified orally, when possible, if a student is to be suspended from school. Written notation of such contact shall be made in the student's cumulative file.
 5. Communication to the parent or guardian stating the charges, reasons and conditions of the suspension will be mailed. A copy of the letter shall be placed in the student's cumulative file.
 6. Appeal procedures available to parents include:
 - a. Parents may request a principal conference within the period of suspension. The principal shall affirm or modify the terms of the discipline within two (2) school days of the conference.
 - b. Within five (5) school days from the principal's decision, the parent may appeal such decision to the Superintendent of Schools or his/her designee. The Superintendent shall affirm or modify the decision of the principal, after hearing the appeal.
- F. Due Process: Long-term suspension or expulsion for misconduct other than possession of dangerous weapons, arson, criminal sexual conduct, or students in grade 6 or above who physically assault staff.
1. Long-term suspension from attending school or classes in the School District for a specific period in excess of ten (10) school days, but less than sixty-one (61) school days are within the jurisdiction of the Superintendent or his/her designee, upon review of such recommendation to the Superintendent by a building principal. The due process conditions set forth in Paragraph G (1)(a)-(f) shall apply to the hearing before the Superintendent or his/her designee. A parent or student not satisfied with the determination of the Superintendent or his/her designee may request an appeal to the Board of Education by filing a written request for an appeal within five (5) school days from the date of the decision by the Superintendent or his/her designee. An appeal to the Board of Education under this section is not a new hearing. Review by the Board is limited to any new information not previously available, mitigating circumstances, or arguments bearing on the long-term suspension.
 2. Long-term suspension from attending school or regular classes in the School District for a specific period of sixty-one (61) or more school days, or expulsion from the School District for misconduct other than possession of a dangerous weapon, arson, criminal sexual conduct, or the physical assault of staff by students in Grade 6 and above, are within the jurisdiction of the Board of Education upon review of such recommendation to the Superintendent by a building principal.
 3. The building principal may suspend a student subject to a long-term

suspension of sixty-one (61) or more school days, or expulsion under this section from attending school or regular classes for up to ten (10) days, pending review and recommendation by the Superintendent to the Board of Education for further action. If the Board of Education cannot schedule a hearing on a recommendation for a long-term suspension of sixty-one (61) or more school days, or expulsion prior to the student being out of school ten (10) or fewer school days, an interim hearing shall be held by the Superintendent or his/her designee on the building administrator's recommendation for a long-term suspension of sixty-one (61) or more school days or expulsion. The Superintendent or his/her designee may continue the suspension of the student until the Board of Education can next meet to review the recommendation of the Superintendent. This interim hearing shall comply with the due process requirements of Paragraph G, below, as nearly as possible.

4. When an administrator deems it necessary, the administrator may temporarily remove a student charged with, or suspected of committed or being involved in, an infraction or incident, for a reasonable period of time, not to exceed 10 days, necessary a) to complete the investigation of an alleged infraction or incident; b) to defuse a situation that could become worse without such removal; or c) for other reason(s) as renders such a removal in the best interests of a particular student, a school its students, or its staff. Such a removal shall not constitute disciplinary action; however, if the infraction or incident that prompts it results in disciplinary action, the time during which the student has been removed from school shall be credited to any disciplinary time imposed.
- G. Due Process: Provision for expulsion for misconduct other than possession of dangerous weapons, arson, criminal sexual conduct, or students in Grade 6 or above who physically assault staff.
- The following conditions apply to expulsion:
1. The parent must be given written notice of the administration's intent to recommend expulsion. The notice should include:
 - a. the charge and evidence for the charge;
 - b. the time and place of the Board meeting to consider expulsion;
 - c. the length of time the administration is recommending the student be denied enrollment;
 - d. a brief description of the hearing procedure;
 - e. a statement of the student's rights, including the right to be represented by the parent or counsel, the right to give testimony, present evidence and otherwise provide a defense; and
 - f. a statement of the right to present witnesses.
 2. Expulsion will be by formal action of the Board of Education. The Board may meet in closed session to consider expulsion when the student, student's parents or guardian requests a closed hearing.
- H. Expulsion for possession of a dangerous weapon, arson or criminal sexual conduct in a school building or on school property, or for students in Grade 6 or above who physically assault staff at school.

If a student possesses a dangerous weapon, or commits arson or

criminal sexual conduct in a school building or on school property, or if a student in Grade 6 or above physically assaults a staff member at school, the Board of Education shall expel the student from the School District permanently, subject to potential reinstatement as described below.

Permanent expulsion for the possession of a dangerous weapon is statutorily mandated, unless the student can establish at least one (1) of the following in a clear and convincing manner to the Board of Education or its designee:

1. the object or instrument possessed by the student was not possessed for use as a weapon, or for the direct or indirect delivery to another student for use as a weapon;
2. the weapon was not knowingly possessed by the student;
3. the student did not know or have reason to know that the object or instrument possessed by the student constituted a dangerous weapon;
4. the weapon was possessed by the student at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

Procedure:

1. If a student is expelled pursuant to this Policy, that fact shall be entered on the student's permanent education record. Within three (3) days of the expulsion of a student under this policy, the School Board, or its designee, shall refer the student's name to the county department of social service or the county community mental health agency. The School Board, or its designee, shall notify the student's parent or guardian of the referral, or notify the student of the referral if the student is at least age eighteen (18) or is an emancipated minor. Students in possession of a dangerous weapon shall be referred to the criminal justice or juvenile delinquency system.
2. If a student is expelled pursuant to the Policy, the parents or legal guardian of the student, or a student who is at least eighteen (18) years of age or is an emancipated minor, may petition the School board for reinstatement to public education in the School District, but only in accordance with the terms of this subsection. (These reinstatement terms shall also apply to students expelled from another school district for possession of a dangerous weapon, arson, or rape, and who may be seeking to be reinstated to public education in the Van Dyke Public Schools.)
 - a. For a student who was enrolled in Grade 5 or below at the time of expulsion, a petition for reinstatement may be initiated at any time after sixty (60) school days from date of expulsion. Such a student shall not be reinstated before the expiration of ninety (90) school days from the date of expulsion, except students in Grade 5 or below who have committed arson or criminal sexual conduct shall not be reinstated before the expiration of ten (10) school days from the date of expulsion.
 - b. For a student who was enrolled in Grade 6 or above at the time of expulsion, a petition for reinstatement may be initiated any

time after one hundred fifty (150) school days from the date of expulsion. Such a student shall not be reinstated before the expiration of one hundred eighty (180) school days from the date of expulsion.

- c. The School District shall make the state approved form for reinstatement available to the parent or guardian of a student expelled under this Policy, or to a student if at least eighteen (18) years of age or an emancipated minor. The School Board, or its designee, is not required to assist in the preparation of any petition for reinstatement.
- d. Within ten (10) school days after the receipt of a petition for reinstatement under this subsection, the School Board, or its designee, shall appoint a committee to review the petition and any supporting documentation. The committee shall be comprised of two (2) School Board members, one (1) school administrator, one (1) teacher, and one (1) parent of a student enrolled in the school district. The Superintendent, or his or her designee, may submit a recommendation to the committee for or against reinstatement, along with supporting documentation.
- e. Within ten (10) days following the appointment of the reinstatement committee, the committee shall review the petition for reinstatement and any supporting documentation and any recommendation and supporting documentation submitted by the Superintendent, or his or her designee, on the issue of reinstatement, or against reinstatement. The recommendation shall be based upon consideration of all of the following factors:
 - (i) the extent to which reinstatement of an individual would create a risk of harm to pupils or school personnel;
 - (ii) the extent to which reinstatement of the individual would create a risk of School District or individual liability for the School Board or School District personnel;
 - (iii) the age and maturity of the individual;
 - (iv) the individual's record before the incident that caused expulsion;
 - (v) the individual's attitude concerning the incident that caused the expulsion;
 - (vi) the individual's behavior since the expulsion and the prospects for remediation of the individual;
 - (vii) if the petition was filed by a parent or legal guardian, the degree of cooperation and support that has been provided by the parent or legal guardian and that can be expected if the individual is reinstated, including, but not limited to, receptiveness toward possible conditions placed in the reinstatement
- f. Not later than the regularly scheduled Board of Education meeting following the receipt of the recommendation of a reinstatement committee, the School Board shall render a decision either to reinstate an individual unconditionally, or

- reinstate an individual conditionally, or deny an individual reinstatement. The decision of the School Board is final and not subject to reconsideration or appeal.
- g. If the School Board renders a decision to reinstate an individual conditionally, the School Board may require an individual, or the parent or legal guardian, to agree in writing to specific conditions before conditionally reinstating an individual to public education in the School District. (Such proposed conditions may also be included in support of petition for reinstatement.) These conditions may include, but are not limited to, the following:
- (i) agreement to a behavior contract, which may involve the student, parent or legal guardian, or an outside agency;
 - (ii) participation in or completion of an anger management program or other appropriate counseling;
 - (iii) periodic progress reviews; and
 - (iv) specific immediate consequences for failure to conform to condition(s), including, but not limited to, immediate re-expulsion.
- 3 Students may not possess, use, or be under the influence of alcoholic beverages, illegal drugs, look-alike or counterfeit drugs, or paraphernalia; on school property, in school owned vehicles or at school events. Controlled substances shall include marijuana, cocaine, steroids, heroin, and those substances included (or exempted from 7212 through 7229, inclusive of Michigan's Substance Abuse Act or any successor thereof MCLA 333.7212 through 333.7299 inclusive). "Drug Paraphernalia" means instruments that aid in the administration of controlled substances such as, but not limited to: a smoking pipe, rolling papers, syringes.
- 4 Nothing in this Policy shall diminish or be in derogation of the due process rights accorded to students who have been determined to be eligible for special education services under federal and state laws.

PROGRESSIVE DISCIPLINARY SYSTEM

Disciplinary Step System

- A. The disciplinary steps listed below shall be followed in the administration of disciplinary action. The steps are designed:
- i. Provide students with a program that includes ample opportunity for modification of the negative behavior.
 - ii. Provide consistency in the administration of disciplinary action – a fair program in that all students charged with the same level of misconduct will receive the same action.
 - iii. Provide for clearly stated, advanced knowledge to all students, parents, and staff members of the course of action to be taken in handling disciplinary matters.

- iv. Provide a program that is progressive (moderate to most severe action).
- B. The steps shall be administered under the following conditions:
 - i. That all appropriate corrective action shall be taken either prior or concurrently with the administration of any disciplinary action. Placement on the step system will be proportionate to the severity of the misconduct. Steps listed in the accompanying chart are guidelines only. The principal at secondary schools with assistant principals will place students on steps for five (5) or higher. That once a student is placed on the disciplinary steps, the student may, during the current school year, move to succeeding steps for each subsequent occurrence of misconduct at administrative discretion. Movement on the steps will be proportionate to the severity of the misconduct.
 - ii. The student's placement on the step system shall be reduced one step for each consecutive forty-five (45) school days at the high school level and thirty (30) school days at the elementary and middle school levels without misconduct requiring disciplinary action as described in this policy.
 - iii. With the start of a new school year, students who were placed on the step system in the prior school year step placement will continue and any suspension will be served within the first two (2) week period of the new school year.

Disciplinary Steps

- Step 1 Administrative conference with the student to include reviewing the disciplinary policy and procedure and notification that the next infraction of rules may result in action on at least the 2nd step. The student's parents shall be notified. Possible detention at elementary and middle school level.
- Step 2 Student / parent / administrative conference / possible detention at elementary and middle school level.
- Step 3 One day (short term) suspension.
- Step 4 Three-day (short term) suspension.
- Step 5 Five-day (short term) suspension.
- Step 6 Ten-day (short term) suspension.
- Step 7 Long term suspension and or recommendation for expulsion for misconduct not including possession of dangerous weapon, arson, criminal sexual conduct or physical assault against district employees, visitors, students, volunteers, or contractors.
- Step 8 Expulsion for possession of dangerous weapons, arson or criminal sexual conduct or physical assault against district employees, visitors, students, volunteers, or contractors.

Elementary students may be removed from the step system for good behavior at the discretion of the building principal.

C. With enactment of Public Act 102, as of January 2, 2000, the following acts of misconduct will be reported to law enforcement:

- Armed Student or Hostage
- Suspected Armed Student
- Weapons on School Property
- Death or Homicide
- Drive by Shooting
- Physical Assault (Fights requiring police report*)
- Bomb Threat
- Explosion
- Arson
- Sexual Assault (Criminal Sexual Conduct)
- Robbery or Extortion (Over \$1,000)
- Unauthorized Removal of Student
- Threat of Suicide*
- Suicide Attempt
- Larceny (theft) over \$1,000
- Intruders
- Illegal Drug Use or Overdose
- Drug Possession or Drug Sale
- Vandalism or Destruction of Property
- Minor in Possession of Alcohol or Tobacco
- Bus Incident and Accident

* Only required to report if immediate danger persists.

Violation	Elementary Step	Middle School Step	High School Step
1 Classroom Disruption – The act of being involved in behavior that disrupts the educational process of other students in the classroom or disregarding the suggestions and corrective effort of the teacher or substitute teacher.	1 to 3	2 to 5	2 to 5
2 Disruptive Conduct – Conduct that materially and substantially interferes with the educational process, either inside or outside the classroom, is prohibited.	1 to 3	2 to 5	2 to 5
3 Distribution of Unauthorized Materials – The act of distributing or selling materials on school property without authorization of the building administration.	1 to 2	1 to 3	2 to 5
4 Possession of illegal drugs, look-alike or counterfeit drugs, alcohol, or other prohibited substances and paraphernalia – Consumption or under the influence of alcoholic beverages, illegal drugs, or inhalants without prescription; on school property, in school-owned vehicles or at school events. Controlled substances shall include marijuana, cocaine, steroids, heroin, and those substances included (or exempted from 7212 through 7299, inclusive of the Michigan Substance Abuse Act or any successor thereof, MCLA 333.7212 through 333.7299 inclusive). Drug Paraphernalia – Instruments that aid in the administration of controlled substances such as, but not limited to: a smoking pipe, rolling papers, syringes. Alcoholic Beverages – The following disciplinary action(s) may include, but not limited to: Suspension, notification of police, referral to appropriate agency, program or personnel. If a secondary student is found in possession of, use or transfer of any narcotic, dangerous drug or alcoholic beverages, the following will occur: a. The student will be suspended from school for a period of ten (10) school days. The length of the suspension will be reduced to five (5) school days, if the student agrees to participate in one of the following: 1. The School District's Substance Abuse Program. If recommended by facilitator, student is responsible for initiating referral to the Community Assessment Referral Education Agency (C.A.R.E.) and following through with their recommendation(s). 2. A school-approved Substance Abuse Assessment Documentation of attendance must be provided by the student. b. Should a second offense occur, the student will be suspended from school for a period of ten (10) days and the local police department will be contacted. c. If a student is apprehended selling or providing any narcotic or dangerous drugs the individual will be suspended from school for a period of ten (10) school days. Contact will be made with the local police department and the offense could result in expulsion from school.	3 to 4	5 to 8	5 to 8

Violation	Elementary Step	Middle School Step	High School Step
<p>5 False Alarms; Bomb or Similar Threats – The act of initiating a false fire alarm or report, or making a bomb threat or similar threat directed at a school building, other school or employee property, or at a school-related event – (Minimum suspension of ten (10) days.) Should any further offense occur, the student will be suspended from school for a period of ten (10) days and recommended for expulsion. Contact will be made with the local police department and the offense could result in expulsion from school.</p>	6 to 8	6 to 8	6 to 8
<p>6 False Reports – The act of knowingly reporting false incidents or making false accusations, or giving false testimony to school personnel which would affect the welfare of others.</p>	3 to 4	4 to 8	4 to 8
<p>7 Fighting – The act of involving hostile, bodily contact in or on school property, or going to or from school including any activity under school sponsorship. (i.e., dance, athletic event, etc.)</p>	3 to 6	3 to 6	3 to 6
<p>8 Fireworks – The act of possessing, using, or threatening to use any substances or prepared chemicals on school property that explode or cause explosion and are capable of inflicting bodily injury – (Minimum suspension of five (5) days.)</p>	5 to 8	5 to 8	5 to 8
<p>9 Forgery – The act of fraudulently using in writing, the name of another person, or falsifying times, dates, grades, addresses, or other data on school forms or records, on assignments and other school work.</p>	2 to 5	2 to 8	3 to 8
<p>10 Gang-Related Activities – No student shall participate in any gang related activity, including but not limited to the following: soliciting others for membership in any gangs, requesting any person to pay protection or otherwise intimidating or threatening any person, inciting other students to act with physical violence upon any the other person; wearing, using distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign or other item which is commonly associated with membership in or affiliation with any gang; visible body or facial piercing, hair dyeing or physical adornments which are identified by local law enforcement officials as gang related; committing any other illegal act or other violation of school district policies or regulations. "Gang," as used in this regulation, shall mean individuals who associate with each other for criminal, disruptive, and/or other activated prohibited by law and/or by the School District's rules and regulations.</p>	2 to 8	2 to 8	2 to 8
<p>11 Indecency – The act of engaging in conduct that is contrary to commonly recognized standards of propriety and behavior.</p>	2 to 5	2 to 8	2 to 8
<p>12 Insubordination – The act of failing to respond to or carry out a reasonable request by authorized school personnel.</p>	2 to 5	2 to 8	2 to 8

Violation	Elementary Step	Middle School Step	High School Step
13 Intimidation / Harassment / Assault – Any gesture or written, verbal, or physical act, including electronic media or on social networks, that a reasonable person under the circumstances, should know will have the effect of harming a student or damaging the student's property, placing him/her in reasonable fear of harm to his/her person, or damage to his/her property, or that has the effect of damaging any student or group of students in such way as to disrupt or interfere with the school's educational environment or mission or the education of any student. This includes spitting on another person and may include sexual or other harassment as discussed on page 2. This section also applies to such conduct directed toward a Board of Education employee by a student or students.	3 to 8	3 to 8	3 to 8
14 Threatening Communications – The act of writing, telephoning or otherwise communicating to other individuals: verbal threats, annoying nuisance communications, and vulgar and/or obscene messages.	3 to 8	3 to 8	3 to 8
15 Obscenity – The act of using language in verbal or written forms, or in pictures, or caricatures, or gestures, which are offensive to the general standards of the school and community.	2 to 5	2 to 8	2 to 8
16 Physical Assault – The act of intentionally causing or attempting to cause physical harm to another through force or violence (MCL 380.1311a (1)(2)(b)). Any such physical assault against a school employee, volunteer or contractor will result in permanent expulsion, MCL 380.1311a (1) for pupils in Grade 6 or above, and a minimum suspension of one (1) school day for pupils in Grade 5 or below. Physical assaults against other pupils will be placed on steps.	5 to 8	5 to 8	5 to 8
17 Physical Horseplay – Rough play resulting in shoving, pushing, hitting, slapping and other behaviors that are inappropriate.	1 to 4	2 to 4	2 to 4
18 Extortion – The act of securing or attempting to secure money or other items of value in school or on school property by use of threats and/or violence.	3 to 6	3 to 8	3 to 8
19 Tobacco Products – Students in possession, distribution or use of tobacco, tobacco products, or tobacco paraphernalia shall be subject to the following penalties: (possession includes, but is not limited to personal belongings, lockers, automobiles, book bags, gym bags or purses).* * Unlawful use of tobacco product is a misdemeanor, punishable by a fine of not more than \$50.	3 to 8	3 to 8	3 to 8
20 Theft and Possession of Stolen Property – The act of taking or acquiring the property of others without their consent.	3 to 8	3 to 8	3 to 8

Violation	Elementary Step	Middle School Step	High School Step
21 Truancy and Tardiness – The act of unauthorized absence or being late to school or classes for any period of time. Student can be suspended when continually failing to respond to corrective measures. Unexcused absences will reflect on a student's grade.	1 to 3	1 to 4	2 to 5
22 Electronic Devices – The act of carrying any portable electronic device, such as pocket pager, headphones, radios, cell phones, CD players, MP3 players, etc.	1 to 5	1 to 6	1 to 6
23 Unauthorized Student Demonstration – The act of instigating or participating in a demonstration or disturbance which interrupts the educational opportunities of others or threatens the general health, safety and welfare of others on public or school property or at a school sponsored activity.	1 to 3	2 to 6	3 to 8
24 Gross Misbehavior – The act of deliberate or willful conduct detrimental, to the normal functioning of programs or activities under school sponsorship. Gross misbehavior may also include the use or possession of fireworks, open defiance, persistent disobedience, setting false fire alarms, and acts of poor judgment which either interrupt normal school routine or threaten the health, safety and welfare of others.	1 to 3	2 to 8	2 to 8
25 Cafeteria and Playground Behavior – Conduct that disrupts orderly procedures, endangers the safety of other students, or interferes with directions from supervising adults.	1 to 4	2 to 8	2 to 8
26 Vandalism – The act of willful destruction or damage to property belonging to the school or others. (Minimum suspension five (5) school days.)	4 to 8	4 to 8	4 to 8
27 Persistent Disobedience – Continued, repeated non-compliance with established classroom or school rules. Repeated offenses as defined in previous items one through twenty-five. Repeated disruptive acts which have a negative impact on the educational process or operation of the school including, but not limited to, behavior such as fighting, verbal abuse of others, insubordination, destruction of property, or theft.	3 to 8	3 to 8	3 to 8
28 School Sponsored Off-Campus Events – Students at school sponsored events shall be governed by school district rules, regulations, and this code of conduct, and are subject to the authority of school district officials. Violators will be punished as prescribed by the appropriate section of this code.	2 to 8	2 to 8	2 to 8

Violation	Elementary Step	Middle School Step	High School Step
29 Off-Campus Misconduct – Students in attendance at school-sponsored, off-campus events are subject to the direction and authority of school district personnel and are governed by all applicable rules and regulations of the school district. In addition, a student's off-campus actions which cause, or are likely to cause a material and substantial negative effect on the general safety and welfare of students and staff, or the good order and functioning of the school(s), may result in disciplinary action whether or not part of a school-sponsored activity.	2 to 8	2 to 8	2 to 8
30 Off-Campus Internet Sites & Usages – Students may be subject to appropriate disciplinary action for off-campus internet use, including but not limited to web site creation, social networking, electronic and digital communication, and/or use, where such use causes, or is likely to cause a material and substantial negative effect on the general safety and welfare of students and staff, or on the good order and functioning of the school(s). This paragraph shall not be applied contrary to the protections of the First Amendment.	2 to 8	2 to 8	2 to 8
31 Misconduct at a Consortium School – If a student attending a consortium school is disciplined for an infraction of that school's Code of Conduct, the penalty assessed at the consortium school will also be imposed at Lincoln High School.	N/A	N/A	2 to 8
32 Gambling – The act of playing games of chance which may include cards and/or dice for money, goods, etc.	2 to 4	3 to 8	3 to 8
33 Refusing to Identify Oneself / Display ID – Middle and High School students are required to display student identification cards at all times. Students not displaying their identification card and / or refusing to identify themselves when asked, will receive consequences.	N/A	3 to 6	3 to 8
34 Violation of Van Dyke Public Schools Acceptable Use Policy for Internet, Local Area Network Computers & Related Technology Equipment – Discipline may include loss of technology privileges.	1 to 8	2 to 8	2 to 8
35 Verbal Assault – Commission by a student in grade 6 or above of a verbal assault, as defined herein against a person employed by or engaged as a volunteer or contractor. As used herein "verbal assault" means intentional display of force or communication such as would give the victim reason to fear or expect immediate bodily harm.	3 to 8	3 to 8	3 to 8

Violation	Elementary Step	Middle School Step	High School Step
<p>36 Other Inappropriate Behavior – The superintendent and principal of each school are authorized to take appropriate, including the imposition of discipline, in the case of other student conduct that endangers, or has the potential to endanger, the student's self, other students, staff members, other persons, or property, or that otherwise disrupts, or has the potential to disrupt, the educational environment.</p>	<p>1 to 8</p>	<p>1 to 8</p>	<p>1 to 8</p>
<p>37 Other School Rules – The superintendent and the principal of each school are authorized to develop such other school rules and regulations as may be necessary or appropriate to govern the conduct of students of the Van Dyke Public Schools. Included in this authority is the imposition of discipline for violations of such rules and regulations.</p>	<p>1 to 8</p>	<p>1 to 8</p>	<p>1 to 8</p>

IV. STUDENT GOVERNMENT

In schools where such an organization exists, students have the right to elect and be represented by a Student Government. Student Government will operate within the guidelines outlined by a printed constitution and under the guidance of a sponsor appointed by the principal.

It is each student's responsibility to support Student Government by attendance if chosen to serve on the body, or by support if one is not an active member.

V. EVALUATION

Students have the right to a fair evaluation of their class work based on guidelines issued by the administration and each individual teacher. Students have the right and responsibility to question grades with the teacher, counselor, principal (in that order) if a grade is considered unfair.

All students should work for the best possible grades at all times. School is hard work, and only through individual application can a student succeed to the best of his ability.

VI. GRADUATION

A continuing student may graduate from Lincoln High School if he/she attends eight (8) semesters and earns twenty-eight (28) credits including required subjects. A senior may reduce the eight (8) semester requirement to seven (7) semesters with administration permission (if credit requirements are met).

Students may participate in graduation ceremonies only if they have earned the required credits. The administration has the right to refuse participation in graduation ceremonies to any senior violating any of the rules mentioned in this document.

VII. SCHOOL RULES

Individual schools may adopt additional regulations governing actions not covered by the Student Code of Conduct, but such additional regulations may neither substitute for nor negate any of these provisions. The Superintendent or his designee as representatives of the Van Dyke Board of Education must approve such additional regulations.

SECTION 504 POLICY STATEMENT

The Board of Education gives its assurance that the Van Dyke Public Schools shall comply with all laws and regulations prohibiting discrimination based on disability. It is the policy of the Board of Education that no applicant for admission, enrolled student or parent shall, on the basis of disability, be discriminated against, excluded from participation in or denied the benefits of any program or activity for which the Board is responsible.

The Board has designated its Assistant Superintendent of Instruction to serve as the Van Dyke Public Schools' Compliance Officer under Section 504 of the Rehabilitation Act of 1973. Inquiries related to Section 504 and/or other claims of discrimination on the basis of disability should be directed to: Assistant Superintendent of Instruction, Van Dyke Public Schools, 23500 MacArthur Avenue, Warren, Michigan 48089. Phone (586) 758-8341.

RELEASE OF STUDENT

If a student is to be released from class during the school day, the following procedures are to be used:

- The student must bring a note from home stating the requested time of dismissal.
- A parent or adult designated on the student's emergency card, must stop at the office to accompany the child from the building.
- The adult taking responsibility for the child will be asked for identification and must sign a checkout sheet.

MEDICATION

Although it is not the school's practice to administer medication, arrangements can be made for special needs by contacting the principal.

State law requires that both the parent's or guardian's permission and the physician's instructions must be given in writing before a principal can give medication.

Appropriate allowances can be made for asthma inhalers and emergency medications for allergic reactions, per Board policy #5330 and Administrative Guidelines #5330, Section E.

Medicines must be stored and given in a school office. A medication form is available in the office.

SCHOOL CLOSINGS

The school closing procedure in case of inclement weather is as follows:

- 1) The Superintendent of Schools, having been informed of road conditions, will determine if the schools will be closed.
- 2) If school is canceled because of conditions which develop during the night, it will be done by 6:00 a.m. whenever possible.
- 3) If school is canceled for the following day, it will be done by 11:00 p.m. whenever possible.
- 4) Notice of school closings will be announced through the Michigan State Police Law Enforcement Information Agency (LEIN).
- 5) Radio stations will be notified through LEIN in this area.

Community Education classes are all canceled in the event school closes due to inclement weather.

INFECTIOUS DISEASES

The following is a chart of the most common infectious diseases. Any child that has one of these diseases is to stay home until the communicable stage has passed. This will help prevent the spread of the disease. Parents should ask their doctor for a communicable period of other contagious diseases not listed below.

DISEASE	INCUBATION PERIOD	COMMUNICABLE PERIOD
Chicken Pox	2-3 weeks	1 week
Influenza	1-3 days	Probably 3 days from onset
Measles (Rubeola - Red Measles)	10 days, or longer if modified with immune globulin	Beginning of fever to 4 days after rash
German Measles (Rubella)	14-21 days	7 days before & 4 days after rash
Mumps	12-26 usually 18 days	Most contagious 48 hours before swelling - 9 days after
Scarlet Fever	1-3 days	Approximately 24 hours after doctor's treatment w/ antibiotics
Sore Throat (Streptococci)	1-3 days	Weeks or months without medical treatment
Impetigo	4-10 days commonly	Throughout infection. When lesions are dry or when condition is under a physician's care, and a note received from him.
Scabies	Several days or weeks before itching is noticed	Until mites and eggs are destroyed
Pink Eye	1-3 days	Throughout active infection
Lice (Pediculosis)	Eggs hatch in 7-10 days; maturity reached 7-13 days after hatching	Van Dyke Public Schools follows guidelines established by the Michigan Department of Health for cases involving Pediculosis (Head Lice).
Ring Worm	10 to 14 days	Van Dyke Public Schools follows guidelines established by the Michigan Department of Health for cases involving Ring Worm.

STUDENT CODE OF CONDUCT



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It is the policy of the Van Dyke Board of Education to comply with federal laws prohibiting discrimination on the basis of race, religion, national origin, age, sex, marital status or otherwise qualified handicapped individuals.