



STURGIS MIDDLE SCHOOL

SUPPLEMENTAL STUDENT/PARENT HANDBOOK

for the 2023-2024 School Year

Dear Students,

The faculty, staff, and administration of Sturgis Middle School would like to welcome you to SMS and the 2023-2024 school year. This student handbook contains important information that will assist in making your experiences here rewarding, successful, and fun.

Our community and the state of Michigan expect Sturgis Middle School to provide experiences that will enable you to be prepared to move onto Sturgis High School and into adulthood. We hope that you will make the most of your opportunities here by becoming involved with your school, academic learning, and school activities. Our experience shows that students who become involved obtain a richer education and truly do become leaders.

It is our hope that this will be a very positive year for you. We pledge to do whatever we can to help you have a successful and enriching experience at Sturgis Middle School.

We are looking forward to a fantastic school year!

The faculty, staff, and administration of SMS

STURGIS MIDDLE SCHOOL

Principal: Jimmy Lamb
Assistant Principal: Heather George

1400 E. Lafayette
Sturgis, MI 49091
Phone: 269-659-1550
Attendance Line: 269-659-1596
School Hours: 7:25 AM - 2:20 PM
Office Hours: 6:45 AM - 3:15 PM

Sturgis Middle School Mission Statement

Sturgis Public Schools provides rigorous learning environments that are student focused, strategically collaborative, and taught through a variety of experiences and opportunities. We remove barriers that prevent success and cultivate lifelong learners.

SPS BOARD POLICY: <http://www.neola.com/sturgis-mi/>

SPS WEBSITE: <http://www.sturgisps.org>

NONDISCRIMINATION STATEMENT

In Compliance with the Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Elliott-Larsen Civil Rights Act of 1977, it is the policy of the Sturgis Public Schools District that no person shall, on the basis of race, color, religion, national origin or ancestry, sex, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity, service or in employment.

For information, contact:

Nicole Gittinger, Assistant Superintendent
107 W. West Street
Sturgis, Michigan
269-659-1500

Table of Contents

Welcome Letter	1
Sturgis Middle School Mission Statement	2
Non Discrimination Statement	2
Table of Contents	3-4
Section I – General Information	5 – 9
After School Hours	5
In Loco Parentis	5
Immunizations	5
Lockers	5
Lost and Found	5
Student Fees, Fines, and Charges	5
Computer Technology and Networks	5
Field Trips	5
Changes in Schedules	6
Dress Code	6-8
Fire, Crisis, and Weather Drills	8
Hall Passes	8
Homework for Absent Students	8
Injuries	8
Student Fundraising	9
Student Sales	9
Student Property	9
Transportation	9
Use of Medications	9
Use of School Telephones	9
Use of Surveillance Cameras	10
Visitors	10
Section II – Academics	10
Grades	10
Grading Periods	10
Honor Roll	10
All “A” Club	10
Recognition of Student Achievement	10
Student Accountability	10
Parent Conferences	10
Powerschool	11
Student Assessment	11
Section III – Student Activities	11
Athletic Information	11
Athletic Eligibility	11
School Sponsored Clubs and other activities	11-12
Section IV - Code of Conduct	12-21
Expected Behaviors	12
Student Discipline Code	13
Disciplinary consequences defined	12-14
Appeals Procedures	14
Elastic Clause	14
Student Responsibility	14-21
-Attendance	
-Academic dishonesty	
-Arson	
-Bomb Threat/False Alarms/False Reports	

- Bullying and other Aggressive Behaviors/Harassment/Threatening
- Bus Transportation
- Cell Phones/Electronic Devices
- Insubordination
- Criminal Sexual Conduct/Sexual Assault
- Disruptive/Disorderly Behavior/Pranks or Practical Jokes
- Drug/Alcohol/Paraphernalia (MIP)
- Use of Breath-Test Instruments
- Explosives/Lighter/Fireworks/Smoke Bombs/Irritants (such as mace or pepper gas)
- Insubordination/Non-Compliance/Defiance
- Inappropriate/Abusive Language/Profanity
- Internet/Technology Violation
- Larceny/Stealing/Theft
- Tobacco Possession and/or Use (MIP)
- Physical Aggression/fighting
- Physical Assault
- Physically Assaulting a staff member/student/person associated with the District
- Public Displays of Affection
- Robbery/Extortion
- Skipping
- Tardiness
- Trespassing/Loitering/Unauthorized use of school/Private Property
- Vandalism
- Verbal Assault/Threat against a District Employee
- Weapons
- Summary

Section VI – Appendix

22-25

Code of Conduct Disciplinary Steps

22-25

SECTION I - GENERAL INFORMATION

AFTER SCHOOL HOURS: BUILDING GUIDELINES

By 2:30 pm each day students will be expected to be outside of the building, or at their destination for an after school activity (with a teacher, at a practice, in detention, in ESL, in the cafeteria, etc.). Barring a legitimate reason, failure to abide by these guidelines will result in disciplinary action.

IN LOCO PARENTIS

School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in discipline leading up to suspension and even expulsion.

IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary 10 shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the building secretary.

LOCKERS

All lockers are the property of Sturgis Public Schools and may be inspected at any time by school administration. Students are totally responsible for the condition and contents of their assigned locker. Do not leave money or other valuables in the locker. Each student is assigned his/her own locker. It is against school policy for students to share lockers. The office will not give out locker combinations of other students. Please report any problems you have with your locker to the office immediately.

LOST AND FOUND

Lost and found items are placed in the cafeteria or office and may be retrieved when a proper description is given. Unclaimed items are given to charity at the end of each semester.

STUDENT FEES, FINES, AND CHARGES

Sturgis Middle School charges specific fees for some non-curricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. Late fines may be imposed, but can be avoided when students return borrowed materials promptly. Fees may be waived in situations where there is financial hardship.

Any returned check will result in a \$25.00 additional fee.

COMPUTER TECHNOLOGY AND NETWORKS:

Before using the school's computer network, students and their parents must sign an agreement that defines conditions for participation. Failure to abide by all of the terms of the agreement may lead to usage restrictions or termination of the student's computer account. Possible disciplinary action may also result. (See Disciplinary Section)

FIELD TRIPS:

Field trips are academic activities that involve leaving school grounds. Other trips are also a part of the school's co-curricular and extracurricular program. No student may participate in any school sponsored trip without parental consent. Attendance and other school rules apply to all field trips. Generic Field Trip permission may be given on the Data Enrollment Form.

CHANGES IN SCHEDULES:

The process of indicating course preferences for the next school year begins in the second semester. Students, parents, counselors, and teachers are expected to give careful consideration to choices, taking into account interests and student's plans. An attempt will be made to provide all students with the courses of their choice. However, students may not receive all of their first choices and alternative choices may be used. 6th grade students will be placed into electives to get experiences in a variety of classes offered. Changes will only be made by school officials for the following reasons:

1. Balancing class sizes.
2. Classes assigned that have been taken before.
3. Missing or duplicate classes.
4. Others as deemed necessary by the principal and/or counselor.

All student-initiated requests for changes after the first two weeks of each semester which do not come under items 1 to 4 must be accompanied by a parent conference with the principal and/or counselor. When class changes are contested, the principal will make the final decision.

DRESS CODE:

Our goal at Sturgis Middle School is to prepare students to dress for the workplace. Any fashion (clothing item or accessory) that disrupts the educational process; that interferes with the safety and security of students; that potentially creates a disruptive influence on the educational process; or that presents a safety risk will not be permitted. These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events.

Student athletes must follow school dress policies at home and away events. Student athletic apparel will be defined by safety and competitive performance standards.

For clarity, our values are:

- All students should be able to dress comfortably for school and engage in the educational environment without fear of or actual unnecessary discipline or body shaming.
- All students and staff should understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing/self expression.
- Student dress code enforcement should not result in unnecessary barriers to school attendance.
- School staff should be trained and able to use student/body-positive language to explain the code and to address code violations.
- Teachers should focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
- Reasons for conflict and inconsistent and/or inequitable discipline should be minimized whenever possible.

Our student dress code is designed to accomplish several goals:

- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as chemistry/biology (eye or body protection), or PE (athletic attire/shoes), etc.
- Allow students to wear clothing of their choice that is comfortable while also meeting policy guidelines.
- Allow students to wear clothing that expresses their self-identified gender.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing or accessories with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing or accessories that denote, suggest, display or reference alcohol, drugs or related paraphernalia or other illegal conduct or activities.
 - Prevent students from wearing clothing or accessories that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.
- Prevent students from wearing clothing or accessories that reasonably can be construed as being or including content that is racist, lewd, vulgar or obscene, or that reasonably can be construed as containing fighting words, speech that incites others to imminent lawless action, defamatory speech, or threats to others.
 - Ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

1. Basic Principle:

- Certain body parts must be covered for all students at all times. Clothes must be worn in a way such that it covers from the upper portion of chest to the mid- thigh, genitals, buttocks, breasts, and nipples are fully covered with opaque fabric.
- However, cleavage should not have coverage requirements. All items listed in the “must wear” and “may wear” categories below must meet this basic principle.

2. Students Must Wear*, while following the basic principle of Section 1 above:

- A Shirt (with fabric in the front, back, and on the sides under the arms), AND pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND Shoes.

3. Students May Wear, as long as these items do not violate Section 1 above:

- Religious headwear
- Fitted pants, including opaque leggings, yoga pants and “skinny jeans”
- Ripped jeans, as long as underwear and buttocks are not exposed.
- Athletic attire
- Visible waistbands on undergarments or visible straps on undergarments worn under other clothing (as long as this is done in a way that does not violate Section 1 above).
- Hats facing straight forward or straight backward. Hats must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff.
- stocking caps (wearing stocking cap overhead is allowed, but the face must be visible to school staff).

Individual classrooms may prohibit the wearing of hats, and head coverings at any time. Students must follow individual classroom rules at all times. This hat rule applies to common areas (hallways, bathrooms, cafeterias, gyms, etc). Classroom teachers have a right to formulate their own rules for hats while in the classroom. Refusal to follow teacher direction is considered insubordination and will be handled as such. Insubordination in regard to hats, and head coverings may result in DETENTION, SUSPENSION, LOSS OF PRIVILEGE, etc.

4. Students Cannot Wear/Carry:

- Violent language or images.
- Images or language depicting/suggesting drugs, alcohol, vaping or paraphernalia (or any illegal item or activity).
- Bullet proof vest, body armor, tactical gear
- Hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
- Swimsuits (except as required in class or athletic practice).
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the whole face (except as a religious observance).
- Blankets (If brought to school, they must be kept in lockers)
- Backpacks or large bags. It is against the district safety policy to carry a backpack or large bag.

Dress Code - Violation

Dress Code Violation: Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in Sections 1 and 4 above. Students in violation of Section 1 and/or 4 will be provided three (3) options to be dressed more to code during the school day:

1. Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day. Students can borrow appropriate clothing from a friend, too..
2. Students will be provided with temporary school clothing to be dressed more to code for the remainder of

the day.

3. If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day

4. If the student is not able to get appropriate clothing, they will stay in the Focus Center for the remainder of the day.

No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity. Students who feel they have been subject to discriminatory enforcement of the dress code should contact the Assistant principal. Please note:

- School staff shall not enforce the school's dress code more strictly against transgender and gender nonconforming students than other students.
- Students should not be shamed or required to display their body in front of others (students, parents or staff) in school. "Shaming" included, but is not limited to:
 - kneeling or bending over to check attire fit;
 - measuring straps or skirt length;
 - asking students to account for their attire in the classroom or in hallways in front of others
 - calling out students in spaces, in hallways, or in classrooms about perceived dress code violations in front of others; in particular
 - directing students to correct sagged pants that do not expose the entire undergarment, or confronting students about visible bra straps, since visible waistband and straps on undergarments are permitted; and
 - accusing students of 'distracting' other students with their clothing.

Remember, students who are representing Sturgis Middle School at official functions or public events may be required to follow specific dress requirements. This usually applies to athletic teams, cheerleaders, band, orchestra and other such groups. Infractions of dress guidelines may result in disciplinary action which could include WARNING AND REQUIRED CHANGE OF CLOTHES, DETENTION AND/OR SUSPENSION. Repetitive offenses may be considered insubordination and treated as such.

FIRE, CRISIS, AND WEATHER DRILLS:

Fire, crisis, and weather drills are important components of school safety. Due to the Michigan School Code, the administration at Sturgis Middle School will be conducting drills to meet the recommended compliance requirements during the course of the school year. It is important that all students and staff are aware of school safety procedures and are organized to successfully handle any emergency situations.

HALL PASSES:

All students must have a hall pass in order to be in the hallway during class time. In addition, students must sign in/out on the form provided by their teacher.

HOMEWORK FOR ABSENT STUDENTS:

All requests for school work to be sent home due to absences must go through the office. Please give adequate notice for teachers to gather materials. If a student has been absent more than two (2) days, they are encouraged to email their teachers for information on missing work. For every day missed, the student will have an additional day to make up the work.

INJURIES:

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If it is an issue that may need treatment, a parent/guardian will be contacted. If medical attention is required, the office will follow the School's Emergency Medical Procedures.

STUDENT FUNDRAISING:

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following rules apply to all fundraisers:

- The principal must approve the fundraiser in advance.
- Students involved in fundraising may not interfere with participants in other activities in order to solicit funds.
- House-to-house canvassing is not allowed by any student for any fundraising activity.

STUDENT SALES:

No student is permitted to sell or advertise for sale any item or service without the approval of the Principal.

STUDENT PROPERTY:

Students are encouraged not to bring items of value to school. Personal possessions such as jewelry, large amounts of money, electronic equipment, and other items of value should be left at home. Students should lock their lockers at all times. Those students who ride bicycles to school need to secure them with a bike lock while they are attending school.

The school is not responsible for safekeeping of personal property and will not be held liable for lost, stolen, or damaged items.

TRANSPORTATION:

Transportation Supervisor: Douglas Camburn

Transportation Secretary: Cleo Currier , 269-659-1590

Transportation is provided for students who live beyond a 1.5-mile radius from the school building. Special arrangements can be made for handicapped students by contacting the school or the director of transportation. Students who misbehave on the bus will have the same rules apply as in the school building. Surveillance cameras may be used to verify the complaint of misbehavior. Riding the school bus is a privilege and should be treated as such. If rules and regulations are consistently violated, discipline procedures may include notifying parents, assigning seats to students, and suspending bus privileges.

USE OF MEDICATIONS:

If a student must take over-the-counter and/or prescribed medications at school, only authorized school personnel will administer them. Students are not allowed to bring unauthorized over-the-counter and/or prescribed medications to school. The administration of medication by school personnel shall be authorized and performed only in exceptional circumstances which render the administration of the medication at home not possible. The following guidelines are to be followed to authorize and administer all medications at the school:

- Medications must be brought in a clearly marked and recent prescription bottle. Over-the-counter medication must be brought to school in the original container.
- According to state law, a student is allowed to have an inhaler at school that is being used for medical reasons and is used in accordance with Board Policy. Students will be held responsible for their appropriate use.
- The parent/guardian must complete and sign a Medication Consent form that includes the child's name, name of medication, and time(s) to be taken.
- Designated school district personnel will keep the medication in a locked cabinet, and return the unused medication to the parent/guardian only. They will also keep a medication log and record the date and time of medication and initial.
- The parent/guardian of the child assumes the responsibility to inform the school administration of any changes in the child's health and/or change in medication.

USE OF SCHOOL TELEPHONES:

School phones are for school business use. Only students who are ill or need permission to leave school may use the office phones. Students may not use the office phone except for emergency situations. Students must acquire permission from their classroom teacher to be in the office for phone usage. They must then have permission from the office staff before using the phone.

USE OF SURVEILLANCE CAMERAS:

Surveillance cameras may be in use on buses, on school grounds, and in school buildings to ensure student safety.

VISITORS:

To ensure and properly monitor the safety of students and staff, all visitors must first report to the office upon entering the building, sign in, and obtain a pass. During the school day the building is locked; you must report to the west side entrance to request admittance to the building. Visitors found in the building without a pass will be asked to report to the office to receive one. Anyone wishing to confer with a staff member, including the principal and assistant principal, should call for an appointment prior to coming to the school. We are sorry, but students may not bring visitors to school. The office staff will get messages or forgotten lunches/lunch money to students as needed. Special deliveries of flowers, balloons, etc. will not be made to classrooms because of the disruption to the learning environment.

SECTION II – ACADEMICS

GRADES:

Sturgis Middle School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired knowledge of a given subject area. In general, students earn grades based upon test results, assignments, projects, attendance, and classroom participation. It is required that each teacher separate their grades into academic and work habit categories. Academic grades are weighted at 70% and work habits are weighted at 30% of the total grade. Report cards are divided into 3 categories: Academic (A), Work Habits (W), and Semester (S). Please check course syllabi for specific details regarding each course. If a parent/guardian needs information concerning their student's grades, they should check PowerSchool or contact their student's teacher.

GRADING PERIODS:

Students shall receive a mid-term report at the end of each nine (9) weeks, and a report card at the end of each eighteen (18) week period (Semester) indicating their grade for each subject area. The grade given is for that portion of the academic term.

HONOR ROLL:

Students earning a 3.5-4.0, or 3.0-3.49 GPA will be on either the A, or A, B Honor Roll.

ALL "A" CLUB:

Recognizing the hard work and determination it takes to earn all "A" grades, Sturgis Middle School has an "All A Club". Students earning the grades of all A's for a marking period will receive an All "A" Club card. This card will allow them perks and benefits throughout the following 9-week period.

RECOGNITION OF STUDENT ACHIEVEMENT:

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas of recognition include but are not limited to: academics, athletics, and citizenship. Recognition for such activities is initiated by the staff and administration.

STUDENT ACCOUNTABILITY:

The academic success of our students is the first priority of the Sturgis Middle School faculty. As a result, when a student is doing substandard or failing work, our teachers reserve the right to require the student to stay after school, or inside for recess and lunch for one-on-one assistance. If staying after school, the student and his/her parents will be given 24 hours notice that such an effort is required. Failure to comply may result in after school detention and possibly failure of the course.

PARENT CONFERENCES:

Parent/Teacher conferences are scheduled for the fall and spring of the school year. Individual conferences can be scheduled at any time of the year for parents who have questions or concerns by contacting the school. Phone calls or emails to individual teachers will be returned during that teacher's planning time or before and after school.

POWERSCHOOL:

Sturgis Public Schools has implemented an internet based grading program that allows parents to access student grades over the internet. Unique usernames and passwords will be assigned to all students. Parents will be able to view overall grades and class grades and attendance for their child. Other information such as teacher comments is also available through the program. Access can also be given to two (2) parents/guardians not living in the student's household. If you have any problems with accessing the program, please contact the middle school office at 269-659-1550. This program is accessed through our website at <http://ps.sturgisps.org>.

STUDENT ASSESSMENT:

To measure student progress, students will be tested in accordance with State standards and District policy. Participation in the State of Michigan Assessment Program is a requirement for graduation from Sturgis Public Schools. Parents and students will be notified prior to each test. It is important to avoid unnecessary absences during the testing period. Makeup dates are scheduled.

SECTION III – STUDENT ACTIVITIES

ATHLETIC INFORMATION:

Interscholastic Athletics

Sturgis Middle School offers opportunities for students to participate in athletics. Fall opportunities are football, girls' volleyball and coed cross-country. Winter opportunities are boys' and girls' basketball, wrestling, and cheerleading. Spring opportunities are co-ed track and tennis. Sturgis Middle School is a member of the Michigan High School Athletic Association (MHSAA) and abides by all the rules and guidelines sanctioned by the association. *It should be noted that participation on an athletic team is a privilege and not a right.*

Athletic Participation

Before any student may participate in either a practice or an interscholastic event, he/she must have the following items on file in the athletic office:

- Current physical card
- \$10 Activity Fee paid (\$5 for each additional sport)

ATHLETIC ELIGIBILITY:

To be eligible to compete in an athletic contest or practice, the athlete must be in attendance at every class during the day of the contest or practice, except as excused by the principal or designee. Students absent from school on Friday when the contest occurs on Saturday will be eligible to participate provided the absence has been approved by the principal or designee.

All participants on middle school athletic teams must meet academic eligibility and behavior eligibility requirements for participation. Academic eligibility and behavior eligibility is checked on a weekly basis.

A student/athlete may not fail more than one-third of his/her classes to be eligible for participation in athletic contests. Grade checks will be conducted on every Wednesday after the athletic team has been determined, and students will be notified as quickly as possible of any failing grades. Students will have until Friday of that same week to improve any failing grades. It is the student's responsibility to deliver a note from the teacher (whose class he/she is failing) to the assistant principal or administrative assistant verifying the passing grade by Friday of the same week. If a student fails to improve the failing grade or bring the note to the office by Friday, the student will be ineligible for athletic competitions for the following week. The suspension from athletic contests will last from Saturday to Friday of the following week. Ineligible students are still expected to practice with the team at the discretion of the coach and attend athletic contests during the period of suspension.

Behavior Eligibility requirements are checked by the assistant principal. A student who has received an out-of-school suspension or an in-school suspension during the season will not be eligible for the days of the suspension. The suspension from athletic contests will last from Saturday to Friday of the following week.. Students may not practice with the team or attend athletic contests while they are suspended. This includes both in or out of school suspensions.

These requirements are determined by the middle school administration and are the minimum requirements that must be met by student/athletes. **Coaches may have additional eligibility requirements or training rules for students to participate on an athletic team.**

SCHOOL SPONSORED CLUBS AND OTHER ACTIVITIES

Sturgis Middle School offers students many opportunities to participate in clubs and other activities. These clubs will often meet after school. All clubs must have a middle school teacher serve as the advisor. Participation in clubs is

different from participation on athletic teams in that usually there are not academic eligibility or behavior eligibility requirements for the students. In addition, participation in a club usually does not require a selection process. Participation in an extracurricular club or activity is a privilege not a right.

Due to changes in staff, funds, or other factors, the availability of clubs offered at the middle school changes from year to year. The following clubs may be offered at the middle school:

Science Olympiad: The Science Olympiad team is for students who have an interest in science. The team competes in Science Olympics held in the spring. *Advisor: TBA*

Math Counts: Students from the middle school are selected to represent the school and to compete in math competitions. *Advisor: TBA*

Quiz Bowl: Selected students from the middle school compete against other schools in the county using their knowledge. *Advisor: TBA*

Student Lighthouse Team: Students are selected from a self-nominating process to represent the voice of all middle school students. *Advisor: Kim Harlow*

Tri-County Math Meet: Students from the middle school are selected to represent the school and to compete in math competitions. *Advisors: TBA*

Adventure Club: An extra-curricular program dedicated to getting students active outside and immersed in their natural world. *Advisor: TBA*

Youth and Government: An extra-curricular program students from the middle school can participate in to develop an understanding of Michigan state government and national issues.

Advisor: Aaron Claybaugh

Section IV-Code of Conduct

SPS BOARD POLICY LINK: <http://www.neola.com/sturgis-mi/>

A major component of the educational program at Sturgis Middle School is to instill responsibility in the students. This goal can be achieved by teaching students how to conduct themselves properly and in accordance with established standards, thus enabling students to become responsible citizens.

EXPECTED BEHAVIORS:

Every member of our school community must understand that it would be impossible to identify every behavior which might have a negative impact on our school climate and culture. Therefore, a few examples of appropriate behaviors that apply to specific expectations are listed:

Behavior # 1 MAINTAIN SELF CONTROL

- A. Resolve conflicts using positive conflict management techniques.
- B. Discuss problems in conversational tones using language that meets school expectations.
- C. Make plans to fully participate in your own education and to have successful experiences in all that you do.
- D. Adopt our district belief that we are here to serve others, have a growth mindset and have a positive attitude

Behavior # 2 RESPECT YOURSELF & THE RIGHTS & FEELINGS OF OTHERS

- A. Adhere to our appearance policy.
- B. Follow the golden rule. "Do unto others as you would have them do unto you."
- C. Help all fellow students feel safe and secure in our school.
- D. Maintain positive personal health and hygiene practices.

Behavior # 3 - TAKE CARE OF YOUR SCHOOL

- A. Put all trash in containers.
- B. Help keep hallways, locker fronts, classrooms, desktops, etc. free from debris and graffiti.
- C. Report any school property or equipment that needs repair to a teacher or office staff.
- D. Help keep our outdoor environment free of litter.

STUDENT DISCIPLINE CODE:

The Board of Education has adopted the following Student Discipline Code. The code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list. It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with the words "safe" and "orderly" environment. Discipline is within the sound discretion of the school's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation. Two types of discipline are possible, informal and formal.

DISCIPLINARY CONSEQUENCES DEFINED:

Behavior Intervention: Administrators may assign students Behavior Intervention for violations of this Handbook. Students are expected to work on schoolwork throughout the day. Assignments will be requested and collected by students from teachers whenever possible. Students may not talk or eat without permission. Students may not sleep during Behavior Intervention. Absences accrued while the student serves their suspension are not counted toward the attendance policy. Students receive credit for assignments completed. Students or parents may not choose out-of-school suspension in place of Behavior Intervention. If a parent or student chooses to go home on the day a behavior intervention has been assigned, they will serve the behavior intervention the next day they return to school. **Students involved in Behavior Intervention will not be able to participate in any school related extracurricular activities (i.e. practices, games, plays, dances.)**

Restorative Practices: The school district will consider restorative practices as an addition or alternative to discipline. Restorative practices emphasize repairing the harm of the victim and the School District community due to a student's misconduct or other behavior. Restorative practices may be considered and implemented, depending on the circumstances, at the sole discretion of the administration assigned to handle the misconduct or behavior. Restorative practices should be the first consideration to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, thefts, damage to property, class disruption, and harassment, bullying, and cyberbullying.

Community Service/Restitution: Administrators may assign community service or restitution as an addition or alternative to discipline. Community service/restitution gives students the opportunity to serve others in a positive way. It may also be assigned as an opportunity to repay a debt that may have accrued.

Lunch Detention: Administrators and staff may assign a lunch detention on one day's notice. Lunch detention is a period of time during the student's assigned recess and lunchtime when they must be in a designated area. The student will not miss eating lunch, but will be restricted from contact with the rest of the student body. Students may not talk or sleep during detention.

After School Detention: Administrators or Behavior Interventionists may assign an after school detention. Students are to have school work to do during that time. Students may not talk, eat, or sleep during detention; use of electronic devices is at the discretion of the detention supervisor. Students will not be admitted after detention has started. Students must make their own arrangements for transportation when serving detention. Misuse of an electronic device, refusal to work or misbehavior could each result in the student being asked to leave; if this occurs during after school detention, a parent will be called and the time served will not count. **Failure to attend/complete an assigned detention may result in a one-day Behavior Intervention or double the detention time owed. Failure to serve more than two (2) after school detentions could result in a one day out of school suspension.**

Detention Probation

Detention Probation is a consequence for failing to serve assigned detention time. Students with more than 2 unserved detentions will be placed on Detention Probation. Detention balances are tracked by our Behavior Interventionists. Students are encouraged to keep track of their detentions, and serve any detentions to avoid being placed on Detention Probation.

- Failure to serve 1 after school detention will result in the consequence being doubled for 2 detentions.
- Detention Probation Students will not be allowed to attend or participate in any school-sponsored activities that are not academically required until consequences are fulfilled.
- This includes all sports activities (games and practices), school sponsored events (dances, plays, clubs, non-academic field trips, etc.)
- The Behavioral Interventionist will inform the athletic director and club/activity sponsors when a student is on detention probation.
- Students who accrue 10 hours of detention will automatically be pulled for ISS, which will cover 6 hours of detention.

In-School Suspension: Administrators may assign students to in-school suspension for violations of the Student Code of Conduct. Students are expected to work on schoolwork throughout the day. Assignments will be requested from teachers whenever possible. Students may not talk or eat without permission. Students may not sleep during in-school suspension. Absences accrued while the student serves their suspension are not counted toward the attendance policy. Students receive credit for assignments completed. Students or parents may not choose out-of-school suspension in place of in-school suspension. If a parent or student chooses to go home on the day an In School Suspension has been assigned, they will serve the In School Suspension the next day they return to school. If students do not follow the expectations during an In-School suspension, they will be assigned Out-of-School suspension.

Out-of-School Suspension: Administrators may assign students to out-of-school suspension for violations of the Student Code of Conduct. Suspended students may not be on school grounds or participate or attend any school-sponsored activity during the term of their suspension. Assignment requests will be processed through the office. Absences accrued while the student serves their suspension are not counted toward the attendance policy. Students receive credit for assignments completed.

Permanent Expulsion (Board Policy 5610): The Board of Education is continually concerned about the safety and welfare of District students and staff and, therefore, will not tolerate behavior that creates an unsafe environment or a threat to safety. In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or rape in a District building or on District property, including school buses and other school transportation. Please see "Weapons Policy" for detailed description of a weapon.

Please see board policy 5610 for further details. <http://www.neola.com/sturgis-mi/>

APPEALS PROCEDURES:

Disciplinary authority shall be exercised with fairness. Every effort shall be made by administrators and staff to resolve problems through effective utilization of district resources in cooperation with the student and his/her parent or guardian.

1. Chain of appeals order of authority is: Assistant Principal to Principal to Superintendent to Board of Education.
2. Within five school days from suspending official's decision, the parent/guardian may appeal suspension to the next highest authority. The higher authority shall affirm or modify the decision within two school days from the hearing appeal.

ELASTIC CLAUSE:

The examples that follow are not the only acts or conditions for which disciplinary action is warranted, nor do they in any way limit this policy. Sturgis Middle School Administration reserves the right to discipline students for infractions not specifically addressed in this handbook. This right is reserved in order to protect the general well-being of the students and staff and to address a wide variety of circumstances. Administrators have full authority to determine the range and frequency of the consequence, while following the guidelines, including prior misbehavior, severity, cooperation, circumstances, etc. It is important to remember that the school's rules apply going to and from school, at school, on school property, at school sponsored events, and on school transportation. In some cases, a student can be suspended from using school transportation for infractions of school bus rules.

STUDENT RESPONSIBILITY:

The following examples of misconduct (in alphabetical order) could result in detention, suspension, expulsion, referral to appropriate law enforcement agency, referral to the Board of Education, or payment of damages, depending upon the circumstances of the case. *These rules apply to any student who is on school premises, in a school-related vehicle, at a school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school.* This list is not exhaustive, and includes, but is not limited to:

Attendance:

School's Responsibility:

1. Classroom teachers will be responsible for taking roll and maintaining accurate, daily attendance records.
2. Teachers and staff will monitor the entire attendance procedure and work closely with the parent(s)/guardian(s) to ensure students' success in school.
3. Teachers and staff will monitor students' tardiness and assign consequences in case of chronic tardiness.

4. Teachers and staff will enlist the resources of the St. Joseph County Juvenile Court in the event a student is chronically truant.

Student's Responsibility:

1. It is the student's responsibility to inform the teacher(s) and appropriate administrators in advance of any upcoming absences.
2. Students are expected to arrive at class on time, and understand that arriving at a class ten (10) or more minutes after class begins will constitute an absence.
3. Early dismissal must be done through the appropriate office and **only with parent permission**

Academic Dishonesty/Forgery/Falsification

Plagiarism and cheating are forms of falsification and subject the student to academic penalties as well as disciplinary action.

- 1st OFFENSE: ZERO ON ASSIGNMENT AND PARENT CONTACT
- 2nd OFFENSE: ZERO ON ASSIGNMENT, PARENT MEETING, DISCIPLINARY ACTION
- 3rd OFFENSE: ZERO ON ASSIGNMENT, PARENT CONTACT, AND SUSPENSION (ISS or OSS)

Forgery of hall/ bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable.

Arson

The willful and malicious burning, or attempt to burn, any building or part of any property of the school district. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony. This will result in a **MINIMUM SUSPENSION OF TEN (10) DAYS AND REFERRAL TO LEGAL AUTHORITIES AND BOARD OF EDUCATION.**

Bomb Threat/False Alarms/False Reports

The act of initiating or circulating a report or warning of fire or an impending bombing or other catastrophe; misuse of fire extinguisher. *See Board Policy 5610.01.* **MINIMUM SUSPENSION OF TEN (10) DAYS. REFERRAL TO BOARD OF EDUCATION AND LEGAL AUTHORITIES.**

Bullying and other Aggressive Behaviors/Harassment/Threatening

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/ aggressive behavior regardless of the subject matter or motivation for such impermissible behavior .

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

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment. **Please see Board Policy 5517 and 5517.01 for details on this policy, the following is a summary: <http://www.neola.com/sturgis-mi/>**

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

"Aggressive behavior" is defined as inappropriate conduct that is repeated, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling , taunting, making threats, and hitting/ pushing/ shoving.

"At School" is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by, or is under the control of the District .

"Bullying" is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts - i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless handheld device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/ or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical - hitting, kicking, spitting, pushing, pulling; taking and/ or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal - taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological - spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/ shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

"Intimidation/Menacing" includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with a person's property; or to intentionally interfere with or block a person's movement without good reason.

"Staff " includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, substitute teachers, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for a parent/guardian, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals to the Superintendent. (See Appendix Code of Conduct Disciplinary Steps)

Bus Transportation

Students who misbehave on the bus will have the same rules apply as in the school building. Surveillance cameras may be used to verify the complaint of misbehavior. Riding the school bus is a privilege and should be treated as such.

Cell Phones/Electronic Devices Policy:

Sturgis Public Schools recognizes the value of using electronic devices for educational purposes. However, there is a time and a place for this use and therefore certain restrictions apply. Cell phone/iPad/Chromebooks/electronic device use in the classroom is at the sole discretion of the classroom teacher. Cell phone/iPad/Chromebooks/electronic device use will only be allowed before and after school. Use of these devices during this time must be in accordance with the acceptable use policy. Cell phones will be kept in lockers throughout the school day. Cell phones/iPads/Chromebooks/electronic devices are not allowed to be used outside of the locations and times described as follows:

- Cell phones/iPads/Chromebooks/electronic devices/cameras are not to be used in areas where there is a reasonable expectation of privacy (bathrooms, locker rooms, etc.)
- Students in possession of a cell phone/electronic device during school hours and school activities must comply with the school's Acceptable Use Policy, Board Policies, and Student Behavior Code. This includes the expectation to follow adult directions.
- The camera or video feature of any electronic device cannot be used to take video/pictures of any student/staff without the permission of that student/staff.
- Cell phones, electronic devices, earbuds and or/earphones must not be visible, must be turned off or muted during the class period, and before entering offices, instructional spaces, or academic areas. Each teacher has the discretion to allow and regulate the use of cell phones/electronic devices in the classroom.
- Students may not use cell phones or electronic devices in any manner that disrupts the educational environment or violates the rights of others, including to bully or to post derogatory statements or images about students, teachers, or staff via text message or social media.
- Contents of a cell phone/electronic device may be reviewed and searched by administration, (and, if warranted, by law enforcement), if there exists a reasonable suspicion, or if it may have been used in an activity prohibited by the Student Behavior Code.
- SMS is not responsible for lost or stolen student property, including cell phones/electronic devices. Students are encouraged to register their cell phone numbers in their powerschool account, and ensure that security measures are activated on the device.

1st Offense -The electronic device is confiscated and parents must pick up the device

2nd Offense - The electronic device is confiscated, an after school detention is assigned,a parent must pick up the device and students will be required to turn in for 2 weeks before first hour to the Focus Center, or office as determined by administration. They can pick it up and It will be returned to them at the end of each day or after the detention is served.

3rd Offense and beyond - The electronic device is confiscated and an ISS is assigned. The electronic device must be picked up by a parent. The student will be required to turn their electronic device into the office for a determined amount of time by administration before first hour to the Focus Center, or office as determined by administration. . They can pick it up and It will be returned to them at the end of each day.

· The camera or video feature of any electronic device cannot be used to take video/pictures of any student/staff without the permission of that student/staff.

Device Insubordination:

Failure to turn the device over to a staff member when requested to do so is insubordination and could result in a 1 day Out of School Suspension. Further violations of this nature may result in lengthier suspensions.

Criminal Sexual Conduct / Sexual Assault

A student will not sexually assault another person. If a student commits criminal sexual conduct in a school building, on school grounds, on any other school property, or during a school sponsored event the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311(5). (MCL 380.1311[2]). See *Board Policy 5610.01*. "Criminal sexual conduct" means a violation as set forth in Chapter LXXVI of the Michigan Penal Code. (MCL 750.520b to MCL 750.520g). **MINIMUM SUSPENSION OF TEN (10) DAYS. REFERRAL TO THE SUPERINTENDENT/BOARD OF EDUCATION, AND/OR LEGAL AUTHORITIES.**

Disruptive/Disorderly Behavior/Pranks or Practical Jokes

Acts detrimental to the educational process or safety of others. Pranks which are performed by any student on school property or at school-sponsored activities that disrupt or have the likelihood of disruption of the normal functions of the school or activity or that create a nuisance, distraction, risk or injury, damage and/or expense will result in disciplinary action, depending on the severity, and remuneration, if applicable. At the end of the school year, any misbehavior occurring on the school grounds or on the bus will be subject to disciplinary action by school officials during the summer or at the beginning of the next school term.

Drugs/Alcohol/Paraphernalia (MIP)

Using, possessing, being under the influence of, distributing, or selling alcoholic beverages, drugs, or any substance that produces abnormal behavior (other than the above mentioned items prescribed by competent professional authorities) is prohibited at any time on school property or during school functions. Using, possessing, or being under the influence of stimulants, inhalants (glues, solvents, etc.), steroids or other chemical agents, whether or not a prescription substance, used for causing a condition of intoxication, euphoria, exhilaration, or dulling of the senses or nervous system is prohibited.

Students are prohibited from attending any school functions while under the influence of alcohol or drugs. Students may not leave school during school hours for the purpose of either consuming or purchasing illicit substances.

Alcohol Look-Alikes: Malt beverages labeled as non-alcoholic (including but not limited to Sharp's, O'Doul's, Kingsbury Malt Beverage, and Zing Malt Beverage) may contain alcohol. The possession or consumption of malt beverages (regardless of their alcoholic content) on school grounds or in association with any school activity is inappropriate conduct and will be subject to disciplinary procedures.

Drug Look-Alikes: The Michigan Public Health Code prohibits the manufacture, distribution, or possession of an "imitation controlled substance" and includes criminal penalties for violations. **MCL 333.7341 The possession or sale of drug look-alikes on school grounds or in association with any school activity is inappropriate conduct and will be subject to disciplinary procedures.** It is against the Board of Education policy for a student to possess, deliver, attempt to deliver, or cause to be delivered, a non-controlled substance which the person:

- a. Represents to be a controlled substance.
- b. Represents to be of a nature, appearance, or effect which will allow the recipient to display, sell, distribute, or use the substance as a controlled substance.
- c. Represents through misleading advertising the look-alike drug.

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

Use of Breath-Test Instruments: The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage. The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test. The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, s/he will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

1st OFFENSE: PARENT CONFERENCE, FIVE-DAY SUSPENSION OUT OF SCHOOL. SUBSTANCE ABUSE SCREENING AND COMPLETION OF RECOMMENDED COURSE OF ACTION BY SCREENING AGENCY MAY BE REQUIRED. PARENT MAY BE REQUIRED TO SCHEDULE APPOINTMENTS BEYOND THE SCREENING AND BEAR THE COST OF RECOMMENDED PROGRAM; REFERRAL TO ATHLETIC DIRECTOR AND LEGAL AUTHORITIES.

2nd OFFENSE; or 1st Violation Alcohol/Drug Sale or Delivery: PARENT CONFERENCE, OUT-OF-SCHOOL SUSPENSION FOR NO FEWER THAN TEN DAYS. REFERRAL TO BOARD OF EDUCATION FOR EXPULSION; REFERRAL TO LEGAL AUTHORITIES.

Explosives/Lighter/Fire works/Smoke Bombs/Irritants (such as mace or pepper gas)

The act of possessing, selling, using or threatening to use explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous.

Insubordination/Non-Compliance/Defiance

Defined as the act of failing to respond to or carry out a reasonable request by authorized school personnel; recurring insubordination; and deliberate and open defiance of school personnel. Also, refusing to accept discipline is a form of insubordination. When a student refuses to accept the usual discipline for an infraction, the refusal can result in an alternative consequence and/or more stern action such as suspension or expulsion.

Inappropriate/Abusive Language/Profanity

Using abusive, profane, or vulgar words, gestures, pictures or sounds is not allowed. The act of using language in oral or written form, or in pictures, or caricatures, or gestures, which are offensive to the general standards of the school and/or community.

Internet/Technology Violation

Infractions of SMS Technology User Agreements. Violations such as inappropriate use, destruction or vandalism of technology equipment/hardware, software, network, or supplies will result in disciplinary action. The act of knowingly entering an unauthorized account and copying or altering such programs. The act of maliciously destroying another person's file, account or electronic media. Students are prohibited from bypassing school security filters, utilizing other student login information and downloading non-school related material. **LOSS OF COMPUTER/INTERNET PRIVILEGES.**

Larceny/Stealing/Theft

When a student is caught stealing school or someone's property, s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school. The school is not responsible for personal property.

(MIP) Tobacco/Vape Possession and/or Use

The Michigan Youth Tobacco Act ([Section 722.641](#)) and Michigan Regulation & Taxation of Marijuana Act ([Section 333.27954](#)) prohibits any person under the age of 21 from purchasing or using tobacco marijuana or vapor devices. The use or possession of tobacco products, marijuana, vape devices or items considered "look-alikes" in any form on school property, at school functions, traveling to and from school, or at school bus stops is prohibited FOR ALL STUDENTS. (Board policy 5512) Use of lighters, matches or other flammable items are also in violation of this rule. Possession only of flammable items: Confiscation of items and consequences to be based on the situation (number of offenses, type of item, etc.).

FIRST OFFENSE: SUSPENSION OUT OF SCHOOL MINIMUM 1-4 DAYS, AND 1 DAY ISS UPON RETURN FOR EDUCATION ON THE DANGERS OF VAPING.

SECOND OFFENSE AND BEYOND: SUSPENSION MINIMUM 2-10 DAYS AND REFERRAL TO SCHOOL RESOURCE OFFICER, POSSIBLE REFERRAL TO THE BOARD OF EDUCATION

Physical Aggression/ Fighting

Quarreling involving bodily contact with intent to do harm, watching, filming, or encouraging fighting, including during any extracurricular activity under school sponsorship.

Physical Assault

The term "physical assault" means "intentionally causing or attempting to cause physical harm to another through force or violence (MCL 380.1310). See *Board Policy 5610.01*. **MINIMUM SUSPENSION OF TEN (10) DAYS. REFERRAL TO THE SUPERINTENDENT/ BOARD OF EDUCATION, AND/OR LEGAL AUTHORITIES INCLUDING CPS.**

Physical Assault (Of a staff member/student/ person associated with the District)

Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence." Physical assault at school against a District employee, volunteer, or contractor which may or may not cause injury may result in charges being filed. **MINIMUM SUSPENSION OF TEN (10) DAYS. REFERRAL TO THE SUPERINTENDENT/BOARD OF EDUCATION, AND/OR LEGAL AUTHORITIES.**

Public Displays of Affection (Irresponsible Act)

Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. **VERBAL WARNING, PARENT CONFERENCE, DETENTION AND/OR SUSPENSION**

Robbery/ Extortion

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

Skipping (Also see the Attendance Policy)

'Skipping' is the act of being out of scheduled classes without permission. A student has 10 minutes into class time before the tardy becomes an absence and if the absence is unexcused it will count as "skipping" the class.

Tardiness

A tardy is when the final bell rings and the student's entire body is not through the door. A student has 10 minutes into class time before the tardy becomes an absence and if the absence is unexcused it will count as "skipping" the class. Skipping a class will result in disciplinary action such as a detention. The staff will work with the student and parents to try to correct the tardy behavior but if the problem persists it could lead to further disciplinary action.

TARDY POLICY: A tardy report will be run each week. All students with 5 or more tardies for 1 week will be assigned a lunch detention with teachers and a parent contact will be made to notify them. All students with 5 or more tardies for the 2nd non-consecutive week will be assigned an after school detention All students with 5 or more tardies for the 3rd non-consecutive week will be assigned a 3 hour Saturday school. All students with 5 or more tardies for the 4th non-consecutive week will be assigned a 4 hour Saturday school. All students with 5 or more tardies for the 5th non-consecutive week and beyond will be assigned 1 day out of school suspension. All students with 5 or more tardies for the 10th non-consecutive week will be assigned discipline determined by the principal or assistant principal.

Trespassing/Loitering/Unauthorized use of school/Private property

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the Principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Unauthorized use will be subject to disciplinary action.

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes the use of the internet and communication networks in a manner not sanctioned by policy and administrative guidelines. Violations of this rule could result in suspension or expulsion.

Vandalism

The act of willful destruction or damage to property belonging to the school or others while under school jurisdiction. **Lockers:** Lockers are the responsibility of the student assigned to the locker. All damage to the inside and outside of the locker is the responsibility of the student assigned to that locker. It is also against school policy to share lockers.

Verbal Assault/Threat against a District Employee

Verbal threat at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school-related activity will be considered verbal assault. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat. Verbal threats or assault may result in suspension and expulsion.

Weapons

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/ her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if s/he brings onto or has in his/ her possession on school property or at a school-related activity any of the following:

- A. any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item;
- B. any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle;
- C. any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)

In accordance with Board policy, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or rape in a District building or on District property, including school buses and other school transportation (Board Policy 5610.01,) however:

The Board need not expel a student if the student can establish to the satisfaction of the Board that:

- A. The object or instrument was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;
- B. The weapon was not knowingly possessed;
- C. The student did not know or have reason to know that the object or instrument possessed constituted a dangerous weapon;
- D. The weapon was possessed at the suggestion, request, or direction of, or with the express permission of a District administrator or the police.

SUMMARY

Any offense beyond the number of offenses listed for any one category of behavior ~~(except tardies)~~ results in OSS, an administrative hearing, and/or a recommendation for expulsion. Five (5) disciplinary referrals of any nature in any combination may result in OSS, an administrative hearing and/or possible recommendation for expulsion before the Board of Education. *An administrative hearing is a meeting of the principal, assistant principal/student success coordinator, student and parent to review the student's disciplinary record. A behavioral contract or recommendation for further disciplinary action will be made.*

In lieu of certain penalties, the administration and parent/guardian may mutually agree to have the student perform school or community service activities. However, the offense still is counted as a disciplinary referral. The administration reserves the right to adjust the disciplinary action taken for any offense if warranted by the seriousness of the behavior. Adjustments to disciplinary action may be necessary for students with disabilities. Any criminal acts occurring at school or related to the school will be reported to law enforcement officials as well as disciplined by the school. *It is not considered double jeopardy when school rules and the law are violated.*

APPENDIX

Code of Conduct Disciplinary Steps

Prior to sending a student to the office for disciplinary action that requires administrative intervention it is required that, where warranted, teachers employ the following options with students in the classroom:

- **Redirection**
- **Use of proximity**
- **Verbal Warning(s)**
- **Use of hallway conference and/or timeout**
- **Use of behavior room**

Explanation of Disciplinary Steps: (these steps are for office referred behaviors)

- | | |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| Step 1: | Verbal Warning
Redirection, office time out, restorative practices |
| Step 2: | Administrative Conference
An administrative conference with the student that will include reviewing the disciplinary policy and procedure. |
| Step 3: | Administrative Conference
An administrative conference that would include the student, parent, teacher, and other pertinent staff |
| Step 4: | Lunch and/or After-School Detention |
| Step 5: | In-School Suspension and or Behavior Intervention room (1-3 days) |
| Step 6: | Saturday School (when and where available, secondary only)
After School (when available, K-5) |
| Step 7: | Out of School Suspension (1-4 Days) |
| Step 8: | Out of School Suspension (5-9 Days) |
| Step 9: | Out of School Suspension (10 Days) |
| Step 10: | Long-Term Out of School Suspension (Up to 30 Days)
Superintendent's Action Required |
| Step 11: | Expulsion from School
Board of Education Action Required |

All consequences that result in loss of instructional time should involve the use of restorative practices as part of the process of restitution and re-entry.

Also understand that alternative consequences such as restitution and community service may be used as part of the discipline system.

Debriefing with the Student, Parent, Teacher, and Trained Debrief Staff shall take place after all in-school/out of school suspension and after any escalated events that are defined at the building level.

In addition to the steps provided for possession of prohibited articles, the school district may confiscate any such article and return to the student, parent, guardian, and/or law enforcement authority as the circumstances require.

Placement and movement on the step system will be proportionate to the severity of the misconduct. The administration reserves the right to deal with each offense on an individual basis, and before imposing placement on the step system, the administration shall consider, without limitation, the actual misconduct, the extent of the student’s individual involvement, and the student’s record, both academic and behavioral. This review may result in disciplinary action being more or less severe than outlined.

NOTE: Steps listed represent a range of options. It is not construed that all steps will be incorporated with each offense.

Where a range of disciplinary steps is established for an infraction, the factors that lead to more severe penalties include:

1. The actual harm or injury caused
2. The risk of harm or injury caused
3. The intent of the student
4. The number and seriousness of prior infractions committed by the student
5. The seriousness of the penalty required in the circumstances to discourage future violations by the student or others

All infractions are defined in the SMS student/Parent Handbook Pages 12-22 and the SPS Student/Parent Handbook pages 33-45. Also, see individual building handbooks for more specific disciplinary information.

INFRACTION	K-2	3-5	Middle	High School
Academic Dishonesty	Steps 1-4	Steps 1-4	Steps 3-8	Steps 1-11
Aiding and abetting violation of school rules	Steps 1-4	Steps 1 -7	Steps 3-9	Steps 1-11
Arson	Steps 9-11	Steps 9-11	Steps 11	Steps 11
Bomb Threat/False Alarms/False Reports	Steps 3-11	Steps 3-11	Steps 9-11	Steps 9-11
Bullying and other aggressive behavior/ threatening	Steps 3-9	Steps 3-9	Steps 4-11	Steps 4-11
Bus Transportation (school consequence)	Steps 1-9	Steps 1-9	Steps 1-9	Steps 1-9
Bus Transportation Violation	Defined in Handbooks at building level			
Cell phones/electronic devices violation	Defined in Handbooks at building level			
Insubordination related to electronic violation	Steps 1-11	Steps 1-11	Steps 3-7	Steps 4-7
Criminal Sexual Conduct/Sexual Assault	Steps 9-11	Steps 9-11	Step 11	Step 11
Disruptive/Disorderly behavior/Pranks or Practical jokes/irresponsible acts	Steps 1-5	Steps 1-7	Steps 2-9	Steps 2-9

INFRACTION	K-2	3-5	Middle	High School
Dress Code Violation	Steps 1-3	Steps 1-4	Steps 1-7	Steps 1-9
Driving Violation	NA	NA	NA	Steps 1-5 Loss of privilege
Drugs/Alcohol/Paraphernalia Use, supply, selling	Steps 3-9	Steps 3-9	Steps 8-11	Steps 8-11
Explosives/Lighter/Fireworks/Smoke Bombs Irritants (such as mace or pepper spray)	Step 1-7	Steps 3-7	Steps 2-11	Steps 2-11
Extortion	Steps 1-7	Steps 1-7	Steps 5-11	Steps 5-11
Failure to Serve Disciplinary Action	NA	Steps 1-7	Steps 3-7	Steps 5-7
Failure to report dangerous weapons or threats of violence (Substantive)	Steps 1-3	Steps 1-7	Steps 2-9	Steps 2-9
Forgery/Falsification	Steps 1-4	Steps 1-4	Steps 2-11	Steps 2-11
Harassment	Steps 1-9	Steps 1-9	Steps 1-11	Steps 1-11
Inappropriate/Abusive Language/Profanity	Steps 1-7	Steps 1-9	Steps 1-9	Steps 1-9
Insubordination/Non Compliance/Defiance	Steps 1-7	Steps 1-9	Steps 1-9	Steps 1-9
Internet/Technology Violation	Steps 1-5	Steps 1-7	Steps 1-11	Steps 1-11
Larceny/Stealing/Theft	Steps 1-7	Steps 1-9	Steps 3-11	Steps 1-11
Leaving the Building (Irresponsible Act/ Leaving campus)	Steps 1-4	Steps 1-6	Steps 3-6	Steps 1-6
Tobacco Possession and/or use	Steps 1-7	Steps 3-9	Steps 2-9	Steps 2-9
Physical Aggression and/or Fighting	Steps 1-7	Steps 2-9	Steps 3-9	Steps 3-9
Physical Assault (of staff member, volunteer, contractor, student, or any associated person with the district)	Steps 7-9	Steps 7-11	Step 9-11	Step 10-11
Public Displays of Affection (irresponsible act)	Steps 1-3	Steps 1-5	Steps 1-7	Steps 1-9
Sexual Harassment	Steps 1-7	Steps 2-9	Steps 2-9	Steps 2-9
Skipping Class/School	Steps 1-4	Steps 1-6	Steps 2-9	Steps 2-9
Tardiness	Step 3	Steps 1-4	Steps 2-6	Steps 2-8
Trespassing/Loitering/Unauthorized use of school/private property	Steps 1-5	Steps 1-7	Steps 2-9	Steps 2-9

INFRACTION	K-2	3-5	Middle	High School
Vandalism	Steps 3-7	Steps 3-9	Steps 3-11	Steps 3-11 (restitution)
Vaping possession/use	Steps 4-9	Steps 4-9	Steps 7-9	Steps 7-9
Verbal Assault/Threat against district employee, Including online harassment (Substantive)	Steps 1-6	Steps 2-9	Steps 7-11	Steps 7-11
Violation of individual school/classroom rules	Steps 1-5	Steps 1-5	Steps 1-9	Steps 1-9
Weapons				
Use of	Steps 9-11	Steps 9-11	Step 11	Step 11
Possession of	Steps 2-11	Steps 3-11	Steps 7-11	Steps 7-11