

# 54<sup>th</sup> Street Academy

## 2020-2021 Student Handbook

173 54<sup>th</sup> Street Grand Rapids, MI 49548  
Phone (616) 531-7433 Fax (616) 531-6996

**KELLOGGSVILLE**  
Public Schools



**Note:**

This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines may be incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated and in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this handbook since it was printed on 6/22/2020. If you have questions or would like more information about a specific issue, document, contact your school administrator, or access the document on the schools website: [www.kvilleps.org](http://www.kvilleps.org) by clicking on "About Us" and accessing the Board of Education page.

Dear Students and Parents:

Welcome to the 2020-2021 school year at 54<sup>th</sup> Street Academy! We are looking forward to a great year and hope you are as well. We take a great deal of PRIDE in our work at 54th. We expect the best from our students, and our students consistently meet those high expectations.

Outlined in this handbook are the expectations we have for our students. Please review the policies and do not hesitate to contact the school with any questions you may have. Our staff has one goal, and that is to ensure the success of all of our students. We look forward to working with students and parents to reach that goal.

Again, welcome to 54<sup>th</sup> Street Academy. We look forward to serving you in the coming school year.

Bilal Muhammad  
Director

## **54<sup>th</sup> Street Academy Mission Statement**

The high school staff will provide all Kelloggsville students with a solid foundation for lifelong success.

## **54<sup>th</sup> Street Academy Handbook**

This handbook contains Kelloggsville High School's rules and regulations. **Each student will receive a copy and is responsible for its entire contents.** Failing to read this handbook and being familiar with its contents could result in conflicts that otherwise could have been avoided. If you have any questions, please discuss them with your principals, teachers, parent(s) or counselors.

It is a requirement that school officials must ensure that this student handbook and all of its rules and policies are implemented consistently for all students.

## **Notice of Nondiscrimination**

**Kelloggsville Public Schools does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability. The following people have been designated to handle inquiries regarding the nondiscrimination policies:**

Inquiries related to discrimination on the basis of disability should be directed to Kim Stevens, Section 504 Coordinator, 977 44th Street SE, Wyoming, MI 49508. Phone 616-532-1585.

Inquiries related to discrimination in sports should be directed to Eric Alcorn or Kim Stevens, Title IX Directors, 242 52nd Street SE, Kentwood, MI 49548. Phone 616-538-7460.

Direct all other inquiries related to discrimination to Samuel Wright, Superintendent, 242 52<sup>nd</sup> Street SE, Kentwood, MI 49548. Phone: 616-538-7460.

## **PBIS/PSC**

**PBIS (Positive Behavioral Interventions & Supports)** (PSC-Positive School Climate) is a framework. The framework focuses on improving a school's ability to teach expectations and support positive behavior for all students. PBIS implementation includes school wide procedures and processes intended for ALL students, ALL staff, and in ALL settings. PBIS foundational principles state that:

- Student behavior can be changed
- Environments can be created to change behavior
- Changing environments require change in adult behavior

- Adult behavior must change in a consistent and systematic manner
- Systems of support are necessary for both students and adults

PBIS/PSC is a research-based, school-wide system approach to improve school climate and create safer and more effective schools.

## Daily Schedule

1st Hr.	8:00 AM	to	9:00 AM
2nd Hr.	9:05 AM	to	10:05 AM
3 <sup>rd</sup> Hr.	10:10 AM	to	11:10 AM
Lunch	11:15 AM	to	11:45 AM
4 <sup>th</sup> Hr.	11:50 AM	to	12:50 PM
5 <sup>th</sup> Hr.	12:55 PM	to	1:55 PM
6 <sup>th</sup> Hr.	2:00 PM	to	3:00 PM

## General Information

**Additional Help** - Teachers are here to help you as much as possible. Be sure to ask for help if there is something you do not understand. Remember, the responsibility lies with you to seek assistance.

**Appearance/Dress Code** - Students are expected to dress in a manner that is **not disruptive to the educational environment**. Shoes must be worn at all times. Pajamas, lounge pants, etc., and slippers are not acceptable. Sleeveless shirts must have a shoulder strap width of at least 2 1/2 inches. Undergarments must not be visible. Head coverings or sunglasses of *any kind* are not permitted in the school building. See-through tops, muscle shirts, low cut blouses, shirts that expose the mid-section, as well as clothing with sayings that promote alcohol, tobacco, drugs, or sex are not acceptable. No clothing may be worn that identifies gang affiliation or be worn in a manner that suggests gang affiliation. **Sagging pants will not be tolerated.** Skin-tight clothing is inappropriate for school. Chains of any gage are not to be worn in school regardless of their purpose. Skirts and shorts must be fingertip length to be appropriate for school. **Leggings and yoga pants are allowed if they are worn with a dress, skirt, shorts or long top that covers the behind (front and back).** Student dress is expected to be modest, and inappropriate clothing must be changed. Disciplinary action may also result. Students are also expected to adhere to these policies at all school-related functions. **Final decision concerning dress code violations rests with the 54<sup>th</sup> Street Administration or their designee.**

**Face coverings/Masks** - During phases 1-4 of the COVID -19 Michigan Safe Start Plan masks and/or face coverings are required in order to attend school. Students who provide written documentation from their physician may be exempt from the order. Parents must provide this documentation to the main office for approval. Any student refusing to wear a mask that does not provide documentation will not be allowed in the building and will be sent home. Masks must be worn the entire day except while eating breakfast and lunch (students must wear a mask immediately before and after eating).

**Cafeteria Use** - Students are encouraged to use the school breakfast and hot lunch program. In an effort to keep our school clean, **food items are to be kept in the cafeteria.**

**Control of Casual Contact Communicable Diseases and Pests**- Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff

has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific Diseases include (but are not limited to); COVID-19, Diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Administration may require physician documentation before allowing the student to return to school.

**Closed Campus** – 54<sup>th</sup> Street Academy has a closed campus for all students. If a student needs to leave campus during school hours with prior parent permission, he/she must sign out in the office and sign back in upon his/her return. If a student violates this policy, disciplinary action will result. **Once a student is on campus a student must remain on campus. Any student who leaves campus without parent/guardian permission may not return and disciplinary action will result. Students will not be allowed to leave campus to get lunch and come back to school unless they are with their legal parent or guardian.**

**Conferences** - Parent-teacher conferences are held in the fall and spring of each year. In addition, parents are encouraged to consult with teachers at any time during the year. Parents wishing to meet with a teacher at a time other than the scheduled parent-teacher conferences should call the 54<sup>th</sup> Street Academy office at 531-7433 or e-mail the teacher to schedule an appointment.

**Crisis Plan** - In the event of a crisis in which the students need to be evacuated from the building, they will be transported to the middle school. If the crisis is resolved within a reasonable time, students will be returned to the building and instruction will resume. If students need to be sent home, parents will be notified via radio and/or television. Students in need of transportation home will be provided transportation.

In the event of a critical incident (lock down), students must remain in their classrooms and follow the directions of the teacher.

**Cyber bullying** – Any threats, slanderous comments, or other bullying behavior occurring online or through other electronic means and having a negative effect on the school environment will be subject to school discipline. See Bullying Behavior for further explanation.

**Personal Communication Devices (Cell phones, MP3 players, etc.)** – All PCD's must remain in the office between 8am and 3pm.

PCD's may not be possessed, activated, or utilized at any time in any school situation where a reasonable expectation of privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, classrooms and any other areas where students or others may change or be in any stage or degree of disrobing or changing clothes. Administration has the authority to make determinations as to other specific locations and situations where possession of an PCD is prohibited.

Students are prohibited from using PCD's in any way that might reasonably create in the mind of another person the impression of being harassed, threatened, humiliated, or intimidated. PCD's are also not to be used to gain an advantage in the classroom, including but not limited to taking pictures of test items, using online reference sources to find answers, or cheating in any other way. Misconduct occurring outside of the school may also be disciplined if it interferes with the school environment.

Violations of this policy will result in confiscation of the PCD and school discipline which could include suspension or expulsion. **Students who refuse to surrender their PCD will face disciplinary consequences up to and including suspension.**

The district is not responsible for the theft, loss, or damage to any PCD brought on to school property. Parent/Guardian pick up of the confiscated PCD is required.

**Guidance Services** - Services of the guidance counselors are available to all students needing assistance in personal matters, selection of courses, completion of college admission forms, career and military information, testing services, as well as help in other matters. Students are encouraged to make appointments before school, during lunch, or after school.

**Health Services** - If you become ill once you have arrived at school, please report to the office. DO NOT leave the building without permission. Once you report to the office, we will contact a parent/guardian to inform him/her of your illness. Arrangements will be made from there.

***It is illegal for the school to provide aspirin or other medication without proper authorization.***

If you must receive medication prescribed by your doctor, leave the medicine in the office along with written permission from your parents for the office staff to oversee the taking of the medicine.

Accidents and injuries to students, no matter how slight, should be reported to the office as soon as possible. Depending on the severity of the incident, parental notification will always be made in the event of medical attention needing to be obtained.

If immediate care is needed, and parents/guardians cannot be reached, the school will make the necessary arrangements for the medical attention needed. This action will not transfer the financial responsibility for treatment from the parent to the school.

***Student accident insurance is made available at the beginning of each year.***

**Homebound Services** - A visiting teacher may be provided to a student who is homebound. Services can be provided only after receipt of doctor's verifications of homebound status. For additional information, please contact the high school principal.

**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 shots or waivers, the administration may remove the student or require compliance with a set deadline. This is for the safety of all students according to State law.

**Instructional Materials and Supplies** - Students are responsible for the proper care and return of all books, supplies, and furnishings belonging to the school. Students will be expected to replace and/or repair all lost or damaged equipment, materials, supplies, and furnishings for which they are responsible.

**Law Enforcement Officials** - It is the policy of 54<sup>th</sup> Street Academy to maintain a cooperative relationship between the school administration and law enforcement agencies. Law enforcement officials will be summoned if their presence is needed to investigate criminal conduct or to help maintain a safe and orderly environment. Students are expected to cooperate with both the law enforcement agencies and the administration.

**Lost and Found** - There is a lost and found area located in the main office. Any articles found should be turned in so that items may be returned to the proper owner. Please check with the main office if you lose an item.

**Off-Campus Events** - Students at school-sponsored, off-campus events shall be governed by school district rules and regulations and are subject to the authority of school officials.

**Safety Procedures** - Fire, Severe Weather, Tornado Alerts, and Lockdowns: These procedures are posted in every classroom. Staff will go over these procedures at the beginning of the school year. Drills will be conducted throughout the school year to prevent any miscues in the event of an actual emergency.

**School Cancellation** - If school is cancelled for inclement weather or other reasons, announcements will be made on the local television and radio stations as early as possible.

**Staff** - The school staff is here to help you with day-to-day matters. It is expected that you treat them with courtesy at all times. Students who demonstrate disregard for school procedures or staff requests will be subject to disciplinary action. A refusal of a reasonable staff member request will result in a 3 day OSS for the first offense with progressive discipline to follow.

**Standardized Testing**- Students are expected to give a good faith effort on all standardized tests administered by the school. If a student fails to give this effort, or does not follow proper testing protocols, they may be subject to exclusion from school activities, including graduation.

**Student Handbook** – Every student will be issued a student handbook at no cost. It is the student’s responsibility to review the entire handbook. Student handbooks can also be found on our district website.

**Student IDs** - An ID card is issued to each student on picture day at the beginning of the year. **Students should carry their cards with them during school and at school-sponsored events. School authorities have the right to ask students for their IDs. School IDs are required for lunch. Replacement ID’s cost \$3.00**

**Temperature Checks** - During phase 4 of the COVID-19 Michigan Safe Start Plan all students are required to have a temperature check prior to entering the school building. Any student with a temperature with 100.4 °F or above will be sent home and may return once they can provide documentation of a negative COVID-19 test, or have quarantined for the appropriate length of time per CDC guidelines.

**Telephones** - The office phones are not available for student use, unless an emergency arises.

**Visitors** - All visitors need to report to the office where they will be issued a visitor's badge. In most cases visits need to be pre arranged with administration.

**Volunteers** - All school volunteers will be subject to a criminal background check. This includes chaperones for field trips and dances. Please stop in the office for details.

**Work Permits** - Students who will be working may obtain a work permit from the counseling office. Information and assistance is available upon request.

## Attendance Procedures

**Absences** - The following guideline applies to excused and unexcused absences. It does not apply to school-related or verified absences. Students will be allowed 8 total absences per class before losing credit for the course. A class meets approximately 90 hours per semester.

**Excused Absence** - When a parent or guardian contacts the school via phone (531-7433) or in writing within 48 hours of the absence to explain the absence, the absence is excused. It is the responsibility of the student following an excused absence to meet with each teacher regarding his/her make up work within 48 hours of his/her return. An excused absence will count toward the 8 absence limit.

**Prearranged Absences** - Students who know they will be absent ahead of time must have their absence approved by administration in advance of the absence. Any test(s) given during the absence must be made up within two calendar days of the return to school. The absences will count towards the 8 absence total.

College visits will not be counted toward the 8-absence limit; however, students will not be granted more than two visits to colleges per semester. College visits may not be granted if the student is near or above the 8 absence limit.

**Unexcused Absence** - When a parent or guardian does not contact the school via phone (531-7433) or in writing within 48 hours of the absence.

**Verified Absence** - A student absent due to medical appointments, a long-term illness, or a death in the family must validate the absence with the office. Verified absences will not count toward the 8 absences limit for each class. To validate an absence, the parent/guardian or student must do one of the following.

- Submit a doctor’s receipt or slip verifying the office or hospital visit to the school office. This documentation must be submitted within 48 hours of the visit.
- Submit a letter from the doctor’s office indicating a medical need for absence. The documentation should be submitted in a timely manner, preferably at the beginning of the needed absence.
- Parents/guardians must notify the office of a death in the family. This notification needs to be made within 48 hours of the student’s return to school.

Consideration must be given to the length of time a student spends at an appointment. For example, an all-day verification will not be given for an afternoon appointment. If a student is in an appointment for an inordinate amount of time, the doctor's note must indicate this.

**Notification Procedure** - A notice is sent home when a student reaches the 5<sup>th</sup> absence in a class.

**Perfect Attendance** – Yearly perfect attendance will only be accepted with one day of a verified absence and six additional hours of verified time for a limit of two days.

## Tardy Procedures

**Students are considered tardy if they are not in class when the tone sounds to indicate the start of the class period. If a student is more than 10 minutes late, he/she is considered absent, not tardy. Tardies are handled by administration as a discipline matter. Consequences begin after the second tardy in any given class.**

## Students' Rights, Responsibilities, and Limitations

Kelloggsville High School students are given a large measure of freedom for the purpose of encouraging learning. Students are expected to display the following positive characteristics:

**P = Prepared**

**R = Respectful**

**I = Involved**

**D = Dependable**

**E = Empathetic**

**Board Authority** - The board of education has the authority to authorize suspension or expulsion and to make reasonable rules and regulations regarding discipline.

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.

**Misconduct** - Disciplinary action by the school authorities may result when student behavior takes any of the following forms of misconduct. These categories are general in nature and are not all inclusive. There are minor and major infractions in each category, resulting in different, progressive, discipline action. Any student who believes they have been a victim of any misconduct from another student should immediately report the situation to the supervisor. Unique situations may call for unique consequences. Corrective action may include, but is not limited to, the following: parent notification, school disciplinary measures, police referral, and/or possible suspension or expulsion from school.

### **Infractions with Mandatory Consequences**

**Possession or use of weapons: (PA 211)** - Possessing, using, or threatening to use any weapon or instrument capable of inflicting bodily injury. This policy includes any explosives, weapons, look-alike weapons, toy weapons, or nonworking weapons brought onto school property or to co-curricular events (home or away), including even those used solely for hunting and contained in student vehicles (cased or uncased) or any weapons/explosives that are unassembled. When staff members hear about possible possession, students are subject to search and seizure procedures immediately. Law enforcement officials will be notified, and the student(s) involved will be suspended before expulsion proceedings are initiated. State law requires a 180 day expulsion from all public schools in Michigan.

**Assault** - An UNPROVOKED verbal and/or physical attack on a person. This offense could result in a referral to the Board of Education for 180 day expulsion from Kelloggsville Public Schools.

**Drugs, Tobacco, and Alcoholic Beverages** - Possession, use, or transfer of drugs, alcoholic beverages, tobacco, e-cigarettes, electronic smoking devices, vaping materials, or other substances which produce abnormal behavior. Drugs include any alcohol, anabolic steroid, dangerous controlled substance as defined by State statute or substance that could be considered a "look-a-like" controlled substance. A 10-day suspension from school is automatic. Additionally, suspension or exclusion from extra-curricular activities may result for up to one school year. When required by State law, the District will also notify law enforcement officials. The District may request that a student submit to an electronic breath analysis in the case of suspected alcohol use. Refusal of this test will be taken as an admission of guilt.

The District is concerned about any student who is involved with alcohol or drug abuse and will facilitate the process by which he/she may receive help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

**Fighting** - A verbal and/or physical attack between two or more people. A 10-day out-of-school suspension will result for all participants. Subsequent offenses will result in more severe discipline, and possible expulsion from school. **Persons who are watching/recording a fight without making any effort to intervene or get help will also be subject to disciplinary action.**

**Bullying**- 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 employer 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 the school may also be disciplined if it interferes with the school environment.

**For a full explanation of this policy, please see Kelloggville Board of Education Policy Number 5517.01**

## **Other Infractions**

**Insubordination** - The failure to respond or carry out a reasonable request by any staff member.

**Smoking** - Violating the smoking regulation, including the possession of tobacco in any form. Possession of smoking materials or use of these materials by students is not permitted on school premises or at school-sponsored events. "On school premises" is defined as "within sight of school building." (PA 140)

**Obscenity** - Using coarse gestures or obscene language in verbal, written, or illustrated form.

**Stealing** - Dishonestly acquiring the property of another or unauthorized possession of property belonging to another.

**Forgery** - Using the names of other persons in writing or falsifying times, dates, grades, addresses, or other data on school forms.

**Cheating/Plagiarism** - Cheating/Plagiarism is against school rules. Students caught cheating or plagiarism will have both academic and behavior consequences for their actions. Each case will be handled independently and on an individual basis. Multiple offenses could result in loss of credit for the class.



**Truancy** - Unauthorized absence from school or classes for any period of time. Chronic tardiness may be considered truancy. After the 10<sup>th</sup> absence either excused or unexcused truancy will be filed.

**Vandalism** - Willful or malicious destruction of property belonging to others.

**Possessing or using fireworks** - Possessing or using fireworks or other explosive material.

**Extortion, Blackmail, or Coercion** - Obtaining money or property by violence or threat of violence or forcing someone to do something against his/her will by force or threat of force.

**Disruptive Conduct** - Conduct which interferes with the educational process or the safety of others.

**Arson** - The willful and malicious burning of or attempting to burn, any building, property, or material within the building.

**Trespassing** - Being present in an unauthorized place or refusing to leave an area when ordered to do so.

**Bomb Threats** - Issuing, by word or writing, the intention to do damage or harm by bombing.

**False Alarms** - Issuing, by word or act, a false or misleading report of fire.

**Congregating in Groups** - Students failing to disband when a reasonable request is made by authorized personnel. It is a violation of fire code and safety regulations to assemble and sit on stairways, whereby safe passage is inhibited.

**Criminal Acts** - Any student engaging in criminal acts at 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 (being tried twice for the same crime), when school rules and the law are violated.

Students should be aware that state law requires that school officials, teachers, and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang-related acts, illegal possession of a controlled substance analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community

**Gang Activity** - The NO TOLERANCE POLICY prohibits the displaying of gang- related clothing, hand signals, graffiti, behavior, or any other indication of gang membership or activity.

**Head Coverings** - Prohibited in the school building for both genders. (Exceptions may be made due to religious/ medical reasons with administrative approval.)

**Harassment** - It is a violation of law and of school rules for any student or staff member to harass or intimidate another student or staff member. If a student is the victim of any unwanted sexual actions or comments, physical harassment (including having one's pants pulled down), derogatory statements, or actions concerning his/her gender, religion, race, ethnic group, or disability, the student should report such behavior to the office or any staff member. All reports shall be kept confidential and shall be investigated promptly. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

**Leaving School Grounds** – 54<sup>th</sup> Street Academy is a closed campus. Between the hours of 8:00 a.m. and 3:00 p.m., all students must obtain permission to leave school and must sign-out in the office.

**Skip Days** - Kelloggsville High School neither approves nor sanctions organized skip days. If students outside of a given group (i.e. juniors on a "senior skip day") participate in a skip day, they will be subject to the same consequences as the group.

**Public Display of Affection** - Students are expected to remain appropriate in their displays of affection for each other. Kissing and inappropriate touching are prohibited.

**Safety Concerns** - Students should not use roller blades, bicycles, skateboards, scooters, or any other form of personal transportation device in school hallways or District pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

**Video Surveillance on District Property** - The Board of Education has installed video cameras on District Property (Buildings, Buses, etc . . . ). If a student misbehaves and his/her actions are recorded, the recording may be used as evidence. Recordings are considered part of the student's record and can be viewed in accordance with federal law.

## Disciplinary Sanctions

The commission of or participation in any of the previous listed activities in school buildings, on school property, or at school- sponsored events is prohibited. Disciplinary action will be taken by school officials, regardless of whether or not criminal charges result. The following is a guideline for administrative use when corrective action in the form of suspension is necessary. **Minor infractions of the above mentioned categories** of misconduct will result in being sent home.

**Major infractions of the previously mentioned categories of misconduct could result in the following progressive action:**

**FIRST OFFENSE** - 3 day suspension

**SECOND OFFENSE** - 5 day suspension

**THIRD OFFENSE** - 10 day suspension/superintendent notified- Possible Drop from Program

**Each suspension carries with it a required parent notification and/or conference for return of the student.**

**Students may make up work for credit during an out-of-school suspension. It is the responsibility of the student, however, to get the work from teachers and have it completed upon the day of return. Faculty or office staffs are not responsible for this coordination.**

## Restorative Practice

Restorative Practice is an approach that proactively builds positive school communities while reducing discipline referrals, suspensions, and expulsions. According to research, Restorative Practices work to:

- Encourage accountability and responsibility through personal reflection within a collaborative planning process
- Understand the harm and develop empathy for both the victim and the offender
- Listen and respond to the needs of the person harmed and the person who harmed
- Supports the healing process
- Allows individuals to learn the impact of their actions and take responsibility
- Creates a caring climate in schools

## Due Process

The Constitutional rights of individuals assure the protection of due process of law. Therefore, this system of constitutionally and legally sound procedures is developed with regard to the administration of discipline in the schools of Michigan.

- The hallmark of the exercise of disciplinary authority shall be reasonableness and fairness.
- Every effort shall be made by school personnel to resolve problems in cooperation with the student and her or his parents or guardian.
- A student must be given the opportunity for a hearing with the appropriate school administrator if the student's parent or guardian indicates the desire for such a hearing. The purpose of this hearing will be to allow the student and/or parent or guardian to: contest the facts which may lead to disciplinary action or

contest the appropriateness of the sanction imposed by a disciplinary authority if the student and the parent or guardian alleges prejudice or unfairness.

- A student may have the right to a hearing if the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

## Student Concerns, Suggestions, and Grievances

When concerns or grievances arise, the best way to resolve the issue is through communication. Students will not be harassed by any staff or need to fear reprisal for proper expression of a legitimate concern. Any suggestions, concerns, or grievances may be directed to administration.

## Suspension Procedures

Teachers may suspend students from their classes for the balance of any class period. Suspensions from any one class for a longer period of time will be made only after approval has been obtained from a building administrator. In cases involving suspensions from a single class for more than one day, the parent or guardian of the suspended student will be notified in writing of this action.

Section 1310d, among other things, requires school officials to consider seven factors before suspending or expelling a student under sections 1310, 1311 (1) 1311 (2) or 1311a (except for students in possession of a firearm in a weapon free school zone).

The decision to suspend a student from all school activities for a stipulated period of time or pending a conference with the student's parent or guardian is made by the supervisor or his/her designee.

The student shall be informed of the specific charges which could be the basis for disciplinary action (Notice). The student has the right to present to the school administrator any relevant information that will support his/her defense (**HEARING**).

A. If the student is suspended by the school administrator, the administrator will:

- 1) Notify the parent or guardian as soon as possible of the suspension, the reasons for it, and the steps necessary to effectuate the student's return; **and**
- 2) Meet with the parent or guardian and the student to plan the satisfactory return of the student to the school setting.

B. If the parent or guardian is dissatisfied with the action taken, she or he may appeal to the principal (if the asst. principal made the decision) or the superintendent (if the principal made the decision) to review the decision.

C. The maximum length of any one student suspension shall be ten school days. **While suspended from school, a student is not allowed to participate in or attend any school-sponsored activities, or to be present on school property.**

## Expulsion Procedures

The act of permanent expulsion from school will only be made by the Board of Education. The following procedural guidelines will govern the expulsion process:

- Written notice of charges against a student will be supplied to the student and the parent(s) or guardian by registered mail. Included within this notice will be a statement of the time and place for a hearing, which time will be reasonable for the parties involved.
- Parent(s) or guardian may be present at this hearing.
- The student, parent(s), or guardian may be represented by legal counsel.
- The student will be given an opportunity to give his or her version of the facts and their implications. The testimony of other witnesses is allowed, and other evidence may be presented.

- The student, parent(s), guardian, or legal agent shall be allowed to observe all evidence offered.
- The hearing will be conducted by the Board of Education who will make its determination solely upon the evidence presented at the hearing. The hearing is not a court proceeding, and court rules of evidence will not be enforced.
- A record will be kept of the hearing.
- The Board of Education, by a majority vote, will state, within a reasonable amount of time, after the hearing, its findings as to whether or not the student charged is guilty of the conduct charged and its decision as to expulsion. A majority vote of the board must be obtained from those present at the hearing.
- The findings of the hearing authority shall be placed in writing and sent to the student and the parent(s) or guardian.
- The student and the parent(s) or guardian will be made aware of their right to appeal the decision of the Board of Education to the appropriate judicial authority.

## **Search and Seizure**

The following rules apply to the search of school property (lockers, books, equipment) assigned to a specific student and automobiles (vehicles under Michigan Vehicle Code) parked on school-owned property.

- Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education if there is a reasonable suspicion that the student is in violation of the law or school rules. All searches may be conducted with or without a student's consent.
- There should be reasonable cause for authorities to believe that the possession constitutes a crime or rule violation, and/or to protect the health and safety of others.
- A search of an area assigned to a student should be for a specific item and be in the student's presence (in most situations).
- Anything that is found in the course of a search that may be evidence of a violation may be taken and held or turned over to the police. The school reserves the right not to return items that have been confiscated. In the course of any search, student's privacy rights will be respected regarding any items that are not illegal or against school policy.
- Illegal items (i.e. firearms, weapons, drugs) or other possessions reasonably determined to be a threat to the safety and/or security of the student or others may be seized by school authorities.
- Items used to disrupt or interfere with the educational process may be temporarily removed from students' possession.
- While on school property, students' vehicles are subject to search and seizure. Students are subject to obedience of Michigan Vehicle Code and municipal laws governing possession of illegal items in a vehicle.
- All district owned computers are district property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with District technology. Students should have no expectation that any information contained on such systems is private. A review of such information may be done with or without the student's knowledge or permission.
- Passwords do not guarantee confidentiality, and the district retains the right access information in spite of passwords. All security codes and passwords must be registered with the instructor. Refusal to permit access may be grounds for discipline.

## **Freedom of Speech and Assembly**

Students are entitled to verbally express their personal opinions. Such verbal opinions shall not interfere with the freedom of others to express themselves. Personal attacks and the use of profanity or obscenities are prohibited.

## **Freedom to Publish**

- Students are entitled to express in writing their personal opinions. The duplication of such materials on school equipment should not be done without permission from school officials. Neither should its distribution interfere with or disrupt the regularly scheduled activities of the school.

- Students who edit, publish, and/or distribute handwritten, printed, or duplicated materials among their fellow students within the school must assume responsibility for the content of such publications.
- All posters or signs displayed in the school must be approved by the principal and receive the signature of the principal to indicate approval.