

# Calumet High School



## Discipline Handbook 2019-20

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It is the school's responsibility to provide a safe and orderly learning environment. History has shown that there are certain actions that are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the schools' staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation. Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, result in the disclosure of names and allegations.

## Terms Pertaining to Student Discipline

### Absence or tardiness

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world of work.

### Aiding or abetting violation of school rules

If a student assists another student in violating any school rule, s/he will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

### Bullying

The Board will not tolerate any gestures, comments, threats, or actions to a student which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation. This policy applies to all activities in the District, including activities on school property 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. When out-of-school behavior causes a problem in school, appropriate consequences will be applied.

### Cell phones/electronic equipment

A student may possess a cellular telephone or other electronic communication devices (ECD) and electronic storage devices (ESD) in school, on school property, at after school activities and at school-related functions provided that the cell phone or other ECD/ESD is not a disruption to the learning environment. Students are prohibited from using cellular phones and ECD/ESD's at all times during testing, in classrooms unless permitted by the teacher, in restrooms and in locker rooms. The unauthorized use of audio or video recording capacity of any cell phone and other ECD/ESD is prohibited. Possession of a cellular telephone or other ECD/ESD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege. Violations of this policy may result in disciplinary action against the student which may result in confiscation of the cellular telephone or ECD/ESD. School issued student computing devices are allowed within this policy as long as they are used for their intended purpose within the rules set forth in any agreement or pledge document. The student who possesses a cellular phone or ECD/ESD shall assume responsibility for its care. At no time shall the District be responsible for preventing theft, loss or damage to cell phones or ECD/ESD brought onto its property.

## 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.

## Damaging property

Vandalism and disregard for school property will not be tolerated. Violations could result in restitution, suspension and/or expulsion.

## Displays of affection

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. Such behavior may result in suspension from school.

## Disobedience/insubordination

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. If given a direction by a staff member, the student needs to comply.

## Disruption of the educational process

Any actions or manner of dress that interfere with school activities or disrupt the educational process are unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.

## Drug use/possession

The school has a “Drug Free” zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, use, attempted sale or distribution of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is illegal, is prohibited and will result in suspension or expulsion from school and referral to law enforcement. Sale also includes the sale of over-the-counter medication to another student. A student’s use or sale of a performance-enhancing substance also is a violation that will affect the student’s athletic eligibility and extracurricular participation in addition to suspension or expulsion.

## Explosives

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

## Extortion

Extortion is the use of threats, 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.

## Electronic Nicotine Delivery Systems

Pursuant to Board Policy, the District prohibits the use or possession of all electronic nicotine delivery systems, including, but not limited to, electronic cigarettes, vape pens, vaporizers, and atomizers, in District buildings, on District property, on District busses or vehicles, and at any District-related event. Any student who uses or possesses an electronic nicotine delivery system, as defined by Board Policy on school property or at school related events will be subject to discipline.

## False alarms, false reports, and bomb threats

A false emergency alarm, report or bomb threat endangers the safety personnel who are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

## Falsification of school work, identification, forgery

Forgery of hall/bus passes and excuses as well as false IDs are forms of lying and are not acceptable. Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion. Cheating encompasses a variety of dishonest behaviors which all merit an academic and disciplinary action. All instances of cheating will result in a zero on the assignment, test, quiz, project, or measurement tool.

## Fires

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to suspension or expulsion and possible criminal charges.

## Gambling

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

## Harassment/Hazing/Bullying

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment. 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. Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height,

weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students. Any student who believes s/he has been/or is the victim of harassment should immediately report the situation to a school staff member. Every student should, and every staff member must report any situation that they believe to be improper harassment of a student. If the investigation finds harassment occurred, it will result in prompt and appropriate remedial action. Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

### Hazing

The Board believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District sponsored event. Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

### Knowledge of dangerous weapons or threats of violence

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

### Other 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 and traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any mechanical means of travel within buildings and on grounds is prohibited.

### Physically assault

Physical assault at school against a student, employee, volunteer, or contractor that may or may not cause injury may result in charges being filed and subject the student to suspension or expulsion. Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence”.

### Possession of a firearm, arson, and criminal sexual conduct

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 criminal sexual conduct in a District building or on District property, including school buses and other school transportation. A dangerous weapon is defined as “a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles” or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

## Profanity

Any behavior or language, which in the judgment of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane and/or violates community held standards of good taste will be subject to disciplinary action.

## Student disorder/demonstration

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is a need to organize some form of demonstration, s/he is encouraged to contact the principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

## Theft

When a student is caught stealing, s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the principal. The school is not responsible for personal property. Theft may result in suspension or expulsion.

## Tobacco use

Smoking and other tobacco uses are a danger to a student's health and the health of others. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, or any other material or substance that contains tobacco, in addition to papers used to roll cigarettes. The display of unlighted cigars, cigarettes, pipes or other "smoking" paraphernalia or tobacco products on one's person is also prohibited. The school prohibits the sale, distribution, use, or possession of any form of tobacco or look-alike tobacco products during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops.

## Trespassing

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. Violations of this rule could result in suspension or expulsion.

## Unauthorized use of school or private property

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.

## Use of an object as a weapon

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

## Verbal threats

Verbal assault against a student, 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. Violation of this rule could result in suspension or expulsion.

## Violating classroom rules

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Persistent violations of rules could result in suspension or expulsion.

## Weapon possession

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, box cutters, 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:

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

The superintendent need not expel for possession of a dangerous weapon if the student can establish in a clear and convincing manner to the satisfaction of the superintendent one of the following:

- 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
- The weapon was not knowingly possessed
- The student did not know or have reason to know that the object or instrument possessed constituted a dangerous weapon

- The weapon was possessed at the suggestion, request, or direction of, or with the express permission of a District administrator or the police

## DISCIPLINE ACTIONS/CONSEQUENCES

### Debarment

A debarment occurs when a student is removed from a class by the Principal upon recommendation of a teacher. Technically speaking, this is not a suspension but an action resulting in a student is being “barred” from class attendance. The circumstances are subject to review by the principal. Repeated incidents of the debarment of a student from class may result in permanent removal and failure.

### Detention

Students are assigned detention by the office for undesirable patterns of attendance, tardiness, conduct or other disciplinary problems. Students assigned to detention are to report to the room designated on the notice at the time given and for the day(s) assigned. These sessions are held outside of normal school hours.

Each student is to have sufficient materials and books to study for the hour, and is to cooperate with the supervisor. If the student fails to report at the precise time and place to which he has been assigned, the student may be assigned to Saturday School Suspension or suspended until such time as a parent can accompany him/her to school for a conference with the Principal or Assistant Principal. The school district is not responsible for providing transportation to the student’s residence following a detention. Students will be notified of the detention session 24 hours in advance so that transportation arrangements can be made.

### Saturday School Guidelines

- The building will open at 7:45 a.m. (Use the back entrance near the library). No student will be admitted into Saturday School after 8:00 a.m.
- Students must bring school assignments, books and/or reading materials to cover the entire detention time. Students will not be admitted without study materials. Students will be allowed to go to their lockers between 7:45 and 7:55 a.m.
- Additional coursework will be assigned if schoolwork is completed before noon.
- If the student fails to use the time appropriately or misbehaves, the Saturday School teacher will dismiss the student and he/she will be required to serve on the following Saturday.
- Communicating with other students is prohibited; radios, walkmans, cell phones, computer games, card playing and/or sleep is prohibited.
- Transportation arrangements will be the responsibility of the students.
- In the case of inclement weather, students will be contacted by the school.
- Proper notification will be given to the student when Saturday School is assigned. If a student fails to serve an assigned Saturday School the student will face further disciplinary action. If the reason for not attending was of an emergency nature, the Saturday School may be rescheduled.

Lack of transportation, oversleeping, working, athletic competition and recreational activities are not legitimate excuses for missing Saturday School.

## Snap Suspension

(Teacher Initiated Suspension): A teacher may suspend a student from class, subject or activity for up to one (1) full school day when the student's behavior is so unruly, disruptive or abusive that it materially interferes with the teacher's ability to effectively teach the class, subject or activity, or the student's behavior interferes with the ability of other students to learn. As soon as possible after the suspension, the teacher shall schedule a parent-teacher conference regarding the suspension. If feasible, the counselor shall attend the conference. The principal also may attend.

## Suspension and Expulsion

Under certain conditions it can be in the best interest of a pupil or other pupils of a school for a pupil to be denied the privilege of attending school.

- Short Term Suspension: exclusion of a student from class or school premises for one class period to three days
- Suspension: exclusion of a student from school or school premises for 4 to 10 days
- Saturday School: A student may be assigned to Saturday School (8:00 a.m. to 12:00 p.m.) as an alternative to an out-of-school suspension
- Long Term Suspension: exclusion of a student from school or school premises for longer than 10 (ten) days. Long-term suspension may be a step prior to expulsion
- Expulsion: the permanent exclusion of a student from school or school premises.

Other forms of disciplinary action may be utilized by the administrator in dealing with an individual case.

## Suspension Procedure

In all cases of suspension school administration will take into consideration the 7 factors:

1. Student's age
2. Student's disciplinary history
3. Seriousness of offense
4. Whether the student has a disability
5. Whether the violation threatened health/safety
6. Whether to use restorative practices
7. Whether a lesser interventions is appropriate

If a suspension is determined, school administration will notify the parents of the suspension, the reasons for it, and the steps necessary for the satisfactory return of the student to the school setting. If the parents or guardians are dissatisfied, they may appeal to the Superintendent or his/her designee to review the decision. Students suspended from school will have a letter mailed home to parents explaining the reason for the suspension.

## Expulsion Procedure

The following procedural guidelines will govern the expulsion process:

School administration will consider in all cases except firearms these 7 factors:

1. Student's age
2. Student's disciplinary history
3. Seriousness of offense
4. Whether the student has a disability
5. Whether the violation threatened health/safety
6. Whether to use restorative practices
7. Whether a lesser interventions is appropriate

If an expulsion is determined:

- The Principal or his/her designee shall provide the Superintendent with written notice of charges against a student. In turn, this shall be supplied by the Superintendent to the student and his/her parent or guardian. Included within this notice shall be a statement of the time and place for the hearing, which shall be reasonable for the parties involved.
- The parent or guardian shall be present at the hearing.
- The student, parent or guardian may be represented by legal counsel.
- The student shall be given an opportunity to give his/her version of the facts and their implications. He/she should be allowed to offer testimony of other witnesses and other evidence.
- The student shall be allowed to observe all evidence offered against him. In addition, he/she shall be allowed to question any witness.
- The hearing shall be conducted by the Board of Education who shall make its determination solely upon the evidence presented at the hearing.
- A record shall be kept of the hearing.
- The Board of Education shall state within a reasonable 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.
- The findings of the hearing authority shall be reduced to writing and sent to the student and his/her parent or guardian.
- The student and his/her parent or guardian shall be made aware of their right to appeal the decision of the hearing authority to the appropriate appellate authority.

## Due Process Procedural Rules and Regulations

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 administrators and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and his/her parent or guardian. A student must be given an opportunity for a hearing with the appropriate school administrator if he/she, or his/her parent or guardian, indicates the desire for one. A hearing shall be held to allow the student and his/her parent or guardian to examine the facts which may lead to disciplinary action, or to review the appropriateness of the sanction imposed by a disciplinary authority, or if the student and his/her parent or guardian allege prejudice or unfairness.