

**MEMPHIS COMMUNITY SCHOOLS
UNIFORM STUDENT HANDBOOK
2021-2022**



INCLUDES:
Student Code of Conduct
Athletic Handbook
Computer/Technology Agreement

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Welcome to Memphis Junior/Senior High School Belief Statement

We Believe:

- In research based, innovative and high quality education
- All students deserve the opportunity to succeed in reaching their highest potential.
- In providing a safe and supportive learning environment.
- In cultivating diverse academic, social-emotional and physical well-being of our students.
- Partnering with our community will enhance academic and extra-curricular experiences.

Memphis Junior/Senior High School Vision Statement

Building a Foundation of Success through innovative education

Memphis Junior/Senior High School Mission Statement

Memphis Community Schools, along with our community, is committed to maximizing the success of our students by empowering them with the knowledge, confidence, and experiences to be the best version of themselves.

Memphis Junior/Senior High School School Colors

Blue and Gold

Memphis Junior/Senior High School Mascot

Yellow Jacket



Memphis Junior/Senior High School School Song

IT'S MEMPHIS HIGH SCHOOL....
IT'S MEMPHIS HIGH SCHOOL....
THE PRIDE OF ALL OUR STUDENTS HERE
COME ON YOU OLD GRADS, JOIN WITH THE YOUNG LADS
IT'S MEMPHIS HIGH WE NOW ALL CHEER!
RAH! RAH!

NOW, IS THE TIME BOYS...
TO MAKE A BIG NOISE
NO MATTER WHAT PEOPLE SAY
FOR THERE IS NO FEAR - THE GANG;S ALL HERE!
SO, HAIL TO MEMPHIS HIGH ALL HAIL!
RAH! RAH!

Memphis Junior/Senior High School

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2021-2022 Bell Schedule

Full Day Schedule	8:00am - 2:55pm	TEC STUDENTS
8:00 – 8:54 (54 min)	1st Hour	
8:59 – 9:53 (54 min)	2 nd Hour	
9:58 – 10:52 (54 min)	3rd Hour	
10:57-12:22	4 th Hour	
10:57-11:51 (54 min)	HS 4th Hour	
11:-27-12:21(54 min)	MS 4th Hour	
10:52 – 11:22	A Lunch	Lunch 10:52-11:10
11:51 – 12:21	B Lunch	11:10 Board Bus for RESA
12:26 – 12:57 (31 min)	STING	
1:02 – 1:56 (54 min)	5th Hour	
2:01 – 2:55 (54 min)	6th Hour	

Early Release Schedule	8:00am - 1:25pm	TEC STUDENTS
8:00 – 8:39 (39 min)	1st Hour	
8:44 – 9:23 (39 min)	2 nd Hour	
9:28 – 10:07 (39 min)	3rd Hour	
10:12 – 11:22	4 th Hour	
10:12-10:51	HS 4th Hour	
10:42-11:21	MS 4th Hour	BWMC 10:37-11:10
10:07 – 10:37	A Lunch	Lunch 10:08-10:37
10:51 - 11:21	B Lunch	11:10 Board bus for RESA
11:26 – 11:57 (31 min)	STING	
12:02 – 12:41 (39 min)	5th Hour	
12:46 – 1:25 (39 min)	6th Hour	

Half Day Schedule	8:00-11:15am	TEC STUDENTS
8:00 – 8:29 (29 min)	1st Hour	
8:34 – 9:02 (28 min)	2 nd Hour	
9:07 – 9:35 (28 min)	3rd Hour	Media Center
9:40 – 10:08 (28 min)	4 th Hour	Lunch 10:46-11:10
10:13 – 10:41 (28 min)	5 th Hour	11:10 Board bus
10:46 – 11:15 (28 min)	6 th Hour	

****No STING time on half days**

Half Day Exam Schedule	8:00-11:15am
8:00 – 9:33	Exam 1
9:41 – 11:15	Exam 2

****No TEC during exams**

MEMPHIS COMMUNITY SCHOOLS UNIFORM CODE OF CONDUCT

The Memphis Community School District is committed to the development of each student's potential for learning in a positive and orderly school environment. Students, parents/guardians and staff must assume a responsible role in promoting behavior that encourages learning and develops individual potential. School must be free of disruptions that interfere with teaching, learning and extracurricular activities. Just as discipline procedures are necessary in order to protect the rights of each member of the school community, effective student discipline can only be achieved through cooperation and shared commitment among that community, including but not limited to students, parents/guardians and staff.

The Student Code of Conduct is an official declaration of the policy of the Memphis Community Schools, which authorizes disciplinary action, including suspension and expulsion of students who do not behave in an acceptable manner. Provisions in the Student Code of Conduct apply to all students. Differences in age and maturity are recognized and will be considered.

The Student Code of Conduct applies to the following student situations while participating in the activity or representing the school:

1. When students are traveling to or from school or a school-sponsored activity, including all forms of transportation.
2. When students are in or on property of the school district.
3. When students are in attendance at any school-sponsored activity, regardless of its location.
4. Regardless of date of incident or location, where the result of a student's conduct would create a substantial risk of disruption to the educational process or an orderly school environment.
5. When students are using school telecommunication networks, accounts or other services.

The rules and regulations described in the *Uniform Code of Student Conduct* will not limit the authority of school personnel to deal appropriately with types of conduct not specifically described in the Code. Conduct violations not specifically covered in the Code will be treated uniformly and fairly by the principal or designee in each building.

Students are prohibited from engaging in off-campus misconduct of a serious and/or criminal nature which poses a likelihood of danger to the health (physical or emotional) or welfare of students or district personnel (e.g., selling drugs off-campus), or which reasonably makes the continued presence of the student in the school disruptive to the educational process (i.e., committing a crime off-campus which is vicious in nature).

A student who has engaged in misconduct resulting in expulsion or long-term suspension in another school system, or who has withdrawn from said school system before such misconduct was established by an appropriate hearing, which misconduct, if true, is of sufficient gravity to pose a threat to the health or welfare of students or district personnel, or makes the presence of the student in the school disruptive to the educational process, may be subject to suspension or expulsion where such misconduct has been established in a hearing before the Superintendent (or designee).

Certain administrative procedures may occur during the disciplinary process. For example, a student may be isolated from other students, appropriate social or medical agencies may be contacted for assistance, and disciplinary action may be recorded on a student's disciplinary record. The appropriate police agency will be contacted in all cases involving violation of local, state, or federal law. Communication with parents is strongly encouraged and is required in cases of suspension and/or police involvement.

All school community members should become familiar with the Student code of Conduct.

NOTICE

The Board of Education of the Memphis Community Schools complies with the regulations of Title IX of the Education Act Amendments of 1972. No student will be discriminated against on the basis of sex in any district-sponsored curricular or co-curricular program offering as stipulated in Title IX. All Student grievances filed in relation to this policy will follow the appeal approach as outlined in the *Uniform Code of Student Conduct*.

The Board of Education of the Memphis Community Schools also complies with the regulations of Title VI, Section 504. In accordance with Title VI, Section 504, no student will be discriminated against on the basis of race, sex, or handicap in any district-sponsored curricular or co-curricular program offering. All student grievances filed in relation to this policy will follow the appeal approach as outlined in the *Uniform Code of Student Conduct*.

ACADEMIC CONDUCT

It is the school's intent to maintain and encourage high standards of personal conduct. These standards include personal honesty, discipline and integrity.

We believe that students are in school to do their own work. We assume that any school work that is turned in for credit by a student is a result of that student's effort. Generally, academic misconduct occurs any time a student turns in work which is not his or her own. Academic misconduct is a serious violation of school policy.

Specifically, students should be aware of the following information:

1. **HOMEWORK** – Daily homework assignments should represent reasonable effort on the part of the student. The copying of someone else's work with the intent to misrepresent that assignment is never permissible.
2. **CLOSED BOOK QUIZZES, TESTS AND ASSIGNMENTS** – The results of a quiz or a test should represent only the student's own work. This work must be performed during the testing period without any unauthorized verbal or nonverbal communication or assistance. Specifically, this language prohibits such behavior as looking at another student's papers, unauthorized communication during a testing situation, or having inappropriate material available for use, or securing test information from other students.
3. **OPEN BOOK TESTS** – The same rules apply to open book tests that apply to closed book tests except that teachers will define the specific resources that a student may use.

4. **MAJOR PAPERS, PROJECTS OR TAKE HOME TESTS** – The basic guideline is that a student turns in his or her own work. Thus, plagiarism including purchased, borrowed, or obtained materials is specifically prohibited. Collaboration may be permitted or encouraged by the teacher.
5. **UNAUTHORIZED ACCESS** – Students are prohibited from gaining unauthorized access to test materials through such behavior as going into teacher files and looking through a teacher’s desk or securing information from an individual who has taken the test previously.
6. **OTHER SITUATIONS** – Students who provide or receive unauthorized assistance, i.e., papers to be copied, answers to tests, have violated the policy.
7. **TEACHER PRACTICES** - Students have the right to expect the following behavior from teachers:
 - At the beginning of the course, each teacher should review with the students the academic expectations and the grading procedures for that course.
 - All tests which are given should be actively monitored by a teacher.
 - Tests which are given from year to year will be kept under tight security.
 - If at all possible, all make-up tests will be proctored.
 - Make-up tests may be different from the original test.

RIGHTS AND RESPONSIBILITIES

1. ACCESS TO STAFF AND FACILITIES

- **Rights:** Each student has the right of access to a professional staff and the facilities necessary for an instructional and co-curricular program which will allow the achievement of personal growth through active participation in such programs.
- **Responsibilities:** By accepting the right to participate in school programs on or off school property, the student will accept the responsibility to conduct himself or herself according to the rules, regulations and provisions of these programs.

2. FORMULATION AND EXPRESSION OF IDEAS

- **Rights:** Every student has the right to form, hold and express his or her own ideas and beliefs. The encouragement of this right requires that each student be permitted to disclose or express an idea in the proper educational setting without penalty, embarrassment or any reflection in academic evaluation. The administration and faculty of each school have the obligation to maintain such an environment and one that is favorable to studying and learning.
- **Responsibilities:** By accepting this right to form, hold and express an idea in the proper educational setting, the student accepts corresponding responsibility to follow reasonable (see pages 3 & 4) rules of expression designed to protect the rights of others in the educational setting.

3. USE OF EDUCATIONAL RESOURCES

- **Rights:** Students have the right to utilize such educational resources as buildings, grounds, equipment, and instructional materials necessary to meet the requirements and needs of their curricular and co-curricular programs in accordance with procedures established by the administration.
- **Responsibilities:** The student exercising his or her right to use the resources provided will also accept the responsibility for the preservation and care of the property. Students will have had prior experience or instruction before using any piece of equipment. Any unauthorized use or deliberate destruction or defacing of the property will be deemed a violation of the *Uniform Code of Student Conduct*. The building principal will establish and enforce procedures necessary to make the building, equipment and materials available for the use of students.

4. DISTRIBUTION OR POSTING OF WRITTEN MATERIALS

- **Rights:** Students are entitled to express, in writing, their personal opinions, to circulate petitions and to post materials in the building subject to reasonable rules and regulations established by the administration.
- **Responsibilities:** By accepting the right to distribute or post handwritten, printed, duplicated or other material on school premises, the student accepts full responsibility for the content of all material and accepts the rules and regulations established by the administration.

RULES REGARDING DISTRIBUTION AND POSTING OF WRITTEN MATERIALS

The manner of distribution of such material will be such as to not interfere with or disrupt the educational process and will be subject to the following provisions:

- a. The Superintendent or building principal may prohibit posting or distribution of any material which (1) materially and substantially interferes or threatens to interfere with the requirements of good order in the operation of a school or schools, or (2) materially disrupts or threatens to involve disorder, violence or an invasion of the rights of other students.
- b. Distribution of materials and circulation of petitions may take place during lunch, prior to, and after school, in areas designated by the building administrator and which provide reasonable access to students. The student must be presently enrolled in the school and authorship of the materials must be identified.
- c. Students will have access to specified bulletin boards and areas for the posting of notices or other communications concerning school activities or matters of general interest to students. Posted notices will (1) be subject to reasonable size and number limitations determined by the administration, (2) be dated and (3) identify the sponsoring individual or organization. Notices in violation of any restriction, out-dated, or posted more than ten days may be removed by school authorities.
- d. Materials to be distributed or posted in the building or on school grounds will require prior administrative approval and will be subject to rules published by the building administrator. If the building administrator denies permission for distribution or posting of material, the building administrator will provide a written explanation for such denial. Within five days of receipt of such written explanation, the denial may be appealed in writing to the Superintendent or designated building representative who may affirm, reverse or modify the action of the building administrator. The reasons for such action will be provided to the student in writing within five school days of receipt of the appeal.

5. SCHOOL-SPONSORED PUBLICATIONS

- **Rights:** Student editors of school-sponsored publications have the right to present materials for publication without fear that penalty, embarrassment or any reflection in the academic evaluation will result from presentation of such materials.
- **Responsibilities:** By accepting the foregoing rights the student accepts the responsibility to comply with the policies and regulations of the District regarding school-sponsored publications.

RULES REGARDING SCHOOL-SPONSORED PUBLICATIONS

Student editors of school-sponsored publications will be guided by the policies of the school district and will ensure adherence to accepted standards of good journalism,

specifically those guarding against libel, intentional distortion, or reckless disregard for the facts.

- a. Authorship will be disclosed and opinions will be identified as such.
- b. Student editors of school-sponsored publications will provide opportunities for the expression of views by fellow students, teachers and administrators which differ from editorial policy.
- c. All materials to be published in school-sponsored publications will be submitted for approval to the faculty sponsor before publication.
- d. Materials may be rejected by the faculty sponsor who will prepare a written explanation to the student editor of the reasons for rejection.
 - (1) Within five school days after receipt of such written explanation, the rejection may be appealed in writing to the building principal who may affirm, reverse, or modify the action of the faculty sponsor. The reasons for such action will be provided to the student in writing within five school days of receipt of the appeal.
 - (2) Within five school days after receipt of the written explanation from the building principal, the principal's decision may be appealed in writing to the Superintendent who may affirm, reverse or modify the action of the building principal. The reasons for such action will be provided to the student in writing within five school days of receipt of the appeal.

6. STUDENT MEETINGS AND GATHERINGS

- **Rights:** School-sponsored activities and meetings (assemblies, pep rallies, etc.) are scheduled during the school day. In addition, students will be given the opportunity to organize and hold student meetings at reasonable times, other than during those hours when classes are being held.
- **Responsibilities:** By accepting the foregoing rights, the student accepts the responsibility to initiate meetings and gatherings according to the policies and regulations of the District. They also accept the responsibility of making up missed classroom assignments.

RULES REGARDING STUDENT MEETINGS AND GATHERINGS

Student meetings or gatherings in school buildings or on school grounds may function only as authorized by the Board of Education or a school administrator. Building administrators must be informed, at least two weeks, in advance and may impose reasonable restrictions on the time and place of student gatherings or assemblies.

- a. If the building administrator denies permission for a student gathering or assembly, the building administrator will provide a written explanation.
- b. Denial may be appealed in writing to the Superintendent who may affirm, reverse, or modify the action of the building administrator. The reasons for such action will be provided to the student in writing within five school days of receipt of the appeal.
- c. Attendance at meetings and assemblies is limited to students regularly enrolled in that building unless prior approval is given by the building administrator.

7. SEARCH and SEIZURE

Various types of equipment, including, but not limited to, hall lockers, gymnasium lockers, storage bins and musical instrument lockers are assigned to students for their convenience of storage. These facilities remain the property of the school district. They are not to be construed as belonging to or for the sole use of the student, even though the student assumes full responsibility for the security of such equipment. The school district maintains a master pass key which opens storage facilities as well as combination locks.

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may conduct a search and may seize any illegal, unauthorized or contraband materials discovered. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Periodic general inspections of lockers and desks may be conducted by school authorities for any reason at any time without notice, without student consent and without a search warrant. Law enforcement agencies may assist staff in searches, employing the use of dogs as well as mechanical devices for the discovery of contraband.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (i.e. purse, book bag, athletic bag, electronic devices, or automobile) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized material, contraband, evidence of a crime or evidence of a violation of this code.

SEARCHES OF STUDENTS PERSON AND PROPERTY

The school administration has the right to search a student's person and property (lockers, purses, cars, etc.) if there is probable cause. The school recognizes that students have the right of privacy as well as the freedom from unreasonable search and seizure, but recognizes that this right is balanced by the school's responsibility to protect the health, safety, and welfare of all its students, buildings, equipment, and grounds. The school will make every effort to respect the rights and personal property of students. A student's failure to permit search and seizure as provided in this policy will be considered grounds for disciplinary action and possible law enforcement involvement.

Lockers

All lockers assigned to pupils are the property of the school District. At no time does the school relinquish its exclusive control of its lockers. The school Principal or designee shall have custody of all combinations to all lockers and locks. Pupils are prohibited from placing locks on any locker without the prior approval of the Principal or designee.

The school may assign temporary use of lockers to students for their convenience and the lockers may be used only as permitted by the rules developed by the Superintendent. The Board authorizes the Principal or designee to search lockers and locker contents at any time, without notice, and without parent(s)/guardian(s) or pupil consent. Random searches

shall be conducted pursuant to a method and/or schedule approved by the Superintendent.

The Principal or designee may request the assistance of law enforcement in conducting a locker search pursuant to state statute. If law enforcement is summoned, the Principal and/or designee shall supervise the search. In conducting a search, the privacy rights of the student regarding any items discovered that are not illegal or against school policy and rules shall be respected.

Motorized Vehicles

Student use of a motorized vehicle on school property is a privilege. Motorized vehicles brought onto school property by students are subject to search by the Principal or designee, without notice or consent, if the Principal or designee reasonably suspects that the contents of the motorized vehicle may present a threat or potential threat to the health, safety, or welfare of other students, staff, or to the school in general.

In the case of a locked motor vehicle, every effort will be made to have the vehicle unlocked by the student before proceeding with the search. Students refusing to cooperate in allowing a search of a vehicle brought by them onto school property shall be subject to disciplinary action up to and including revocation of driving privileges on school property and/or long-term suspension or expulsion.

Any illegal or unauthorized items found during a locker or vehicle search or items deemed to be a threat to the safety and security of others may be seized. Such items include, but are not limited to:

- Firearms
- Explosives
- Dangerous weapons
- Flammable material
- Poisons and/or illegal controlled substances or controlled substances analogues or other intoxicants
- Contraband
- Stolen property
- Cell phone

The parent(s)/guardian(s) of a minor student OR a student 18 years of age or older, shall be notified by the Principal or designee of items removed from the locker or vehicle. The items seized may be turned over to law enforcement.

Contraband

Materials or items whose possession by students is prohibited by this code, by building policy or by law is deemed contraband without the necessity of a hearing or other due process procedures. Contraband materials (including electronic devices) confiscated or obtained by school staff or delivered to school staff may be turned over to parents,

destroyed or turned over to law enforcement authorities, as determined by the building administrator.

8. RIGHT TO APPROPRIATE DRESS AND APPEARANCE

Parents and students will work together to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

All Memphis Community Staff will monitor student dress and encourage students to follow dress code expectations.

MEMPHIS JR/SR HIGH DRESS CODE

1. Student dress (including accessories) may not advertise, promote, or depict alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
2. Student dress (including accessories) may not display lewd, vulgar, obscene, racist, or offensive language, pictures or symbols, including gang symbols.
3. Student accessories may not include potentially dangerous items such as chains, pointed rings, and metal spikes.
4. Coats, bandanas, sweatbands, and sunglasses may not be worn in the building during the school day, with the exception of headwear for religious reasons.
5. Hats and hoods are not permitted to be worn within the building at any time of the day. Unless administrative approval is given, or an approved school activity permits.
6. Student dress shall not expose stomachs or backs, undergarments such as bras, camisoles, slips, underwear of any kind and boxers, including see through garments. Spaghetti straps, low-cut tops, strapless clothing, and pajamas are not acceptable.
7. Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin (above the mid thigh) is not permitted. Students may wear these items provided there is a garment underneath to cover exposed areas. Undergarments may not be worn at school. Pants must be worn at the waist.
8. The length of shorts or skirts must be mid thigh length or longer and be appropriate for the school environment.
9. Appropriate footwear must be worn at all times. All students may wear flip flops and sandals at their own discretion.
10. If there is any doubt about dress and appearance, the building principal will make the final decision on appropriateness of attire including length of shorts and or holes in pants.

11. Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others when asked to change and refuse to do so, may be subject to discipline.
12. Students participating in extracurricular activities or events may be required to dress accordingly.

Dress Code Violations:

- Students in violation of this policy will be sent to the office by a staff member for correction of the violation;
- If no proper clothing is available, the student will call his/her parent/guardian and request that proper attire be brought to the student or that the student be given permission to go home to obtain proper clothing; students will not be allowed to return to class until properly attired.
- Students who continually violate this policy will face disciplinary action; level 1 infraction
- The building administrator will make the final decision in any case.

9. STUDENT EXERCISE OF RIGHTS AND PRIVILEGES

A student will not be punished or penalized by any member of the school faculty or administration solely because the student exercises any of the rights or privileges described in this Code. Any student may appeal a violation of this regulation, in writing, to the Administrator of the building in which he or she is enrolled. The building administrator will promptly hear and consider the appeal and decide the same in writing.

10. GENERAL LIMITATIONS

Because educational institutions must be orderly institutions, individual rights must be exercised in such a manner as to recognize the rights of all.

- Students are to communicate ideas or beliefs only by means that will not constitute or bring about a disruption of school activities.
- Student support of, or participation in, any kind of action is not permitted when such action would disrupt usual school activities, violate any laws, or interfere with the rights of others.
- Communication of an obscene or defamatory nature or those that advocate racism, sexual, ethnic or religious discrimination are not permitted. A determination as to whether such material violates this paragraph will be made by the building administrator.
- Students are required to carry and to present upon request at all reasonable times identification cards issued by the administration.
- Non-students will not be allowed or admitted into the building during the school day without prior permission from building administration or designee.

ATTENDANCE

~ ATTENDANCE PHILOSOPHY~

Memphis Community Schools require a high level of participation in engaged learning. Regular class attendance enables students to benefit from the classroom discussions, presentations, and interactive activities. These shared academic experiences are integral to the learning process and cannot be re-created or replicated.

Michigan Law requires compulsory attendance for all students. Children between the age of six and eighteen must attend school. Students are expected to be in school and in class every day. They should be on time, attentive, and prepared with proper materials to be actively involved in the class. Consequences of truancy may result in failing grades, parental conferences, and/or a referral to the St. Clair County Truancy Officer.

Parents are expected to notify the school promptly of any absence or extenuating circumstances regarding illness or personal and family problems which may have an effect on attendance. Every effort should be made to schedule routine appointments after school hours, and family vacations should be planned during the holidays outlined on the school calendar. Parents should discuss the importance of good attendance with their students and avoid supporting any abuse of the Attendance Policy.

Teachers are expected to maintain accurate daily attendance records, and report them properly to the office. A teacher has the professional responsibility to begin class on time and provide a consistent classroom environment that is a challenging, rewarding, and stimulating experience.

Tardiness or absence related to a child or youth's living situation will be excused. Efforts will be made to assist the student to promote daily attendance and completion of missed assignments.

To promote this philosophy and to assist students in developing lifelong responsible attendance patterns, the following regulations will be implemented:

Parents will be notified when absences or a pattern of absences result in failing schoolwork, give evidence of behavior problems or are without a valid excuse. A parent conference will be requested to develop an action plan to resolve any attendance concern.

If the pattern of unexcused absences continues it will result in Truancy Officer or Court interventions.

Memphis Community Schools will use the following definitions concerning school attendance.

- Truant: at least 10 unexcused absences per school year
- Chronically absent: is absent 10% of a scheduled school year- 18 excused or unexcused days
- Disciplinary Absence: absence that is a result of disciplinary action imposed by school officials and is neither an unexcused or excused absence.
- Excused Absence: Documented absences for the following reasons (illness, medical appointments, observance of a religious holiday, death in pupil's family, emergency beyond control of family, mandated court appearance, Pre approved education opportunity, military service of pupil's family, homelessness)
- Unexcused Absence: any absence that is neither an excused absence nor a disciplinary absence.
- Documentation: Written documentation by parent or licensed medical professional.

ATTENDANCE POLICY PROCEDURES

It is extremely important that students attend class daily. Student's grades are severely affected by frequent absences from school. Upon returning to school it is the student's responsibility to request missed assignments, complete them and return them to the appropriate teacher. All absences, (excused, unexcused, pre-arranged) count toward truancy.

Procedure When Absent

The parent or guardian must call the school office where their child attends, before 9:00 a.m. on the day of the student's absence. Students will be considered truant until parental contact verifies the student's absence. Absences are considered excused if a parent has called in to report the absence. Absences include illness, court date, funeral, pre-arranged absence, or a similarly legitimate reason.

Documentation is recommended for student absences from parent or medical provider to assist administration in determination of possible truancy.

If a student is absent for two or more days, parents may call the office to request make-up work. Requests received by 9:00 a.m. will be available within 24 hours. Students will have two days for each day absent to complete assignments and turn them in to the appropriate teacher. If a student is absent on the day of a scheduled test, the test will be taken on the day the student returns.

Tardies

Students are expected to be on time and prepared for class. Students arriving at school after the final bell must sign in at the office. Students not in their classroom at the starting time will be considered tardy.

In the Junior/Senior High, students will be considered absent for the class hour if they are more than 5 minutes late to class or leave fifteen minutes or more prior to the end of class. A student demonstrating a pattern of tardies will be subject to a progressive discipline program. A truancy referral may be made when a student receives his/her 10th total tardy in a semester.

Habitual tardiness is considered when a student reaches six (6) tardies total, the student will be enrolled into a restorative discipline program, a parental conference may be required. Every tardy after seven will result in further, progressive discipline. Driving/parking privileges may also be suspended.

Total Tardies	Discipline
6	After School Detention
12	Assigned to Saturday School and parent conference
18	Out of School Suspension

Pre-Arranged Absence

Pre-arranged absence forms may be obtained from the school office. A pre-arranged absence form is to inform teachers of a prolonged absence. Pre-arranged absences are to be arranged/approved at least three (3) days in advance of the absence. A phone call to the office is not required once a pre-arranged absence has been approved. Teachers are not required to give out assignments prior to a family vacation.

Signing In/Out

Parents must come to the office to sign their child in or out of class. A pass from the office is required to enter the classroom after the bell has rung.

In the Elementary School, students must be picked up from school by an authorized person, per the data card.

In the Junior/Senior High School, students must have a note from a parent/guardian, or permission from the office to leave the school premises. Students leaving without permission will be given a one (1) day, out of school suspension.

Early Dismissal

To ensure smooth and orderly dismissal, Elementary School students will not be dismissed from class after 2:40 p.m.

Students Beyond Compulsory Attendance Age

Compulsory school attendance ends at the age of eighteen (18). The Board of Education assumes that the student who is over the compulsory age is seriously seeking an education. However, when a student eighteen (18) years or older demonstrates that this is not the case; the student shall be dropped from the regular school program by the administration until it is evident that the student is willing and capable of pursuing an education seriously.

Attendance Codes	Category
A = Unexcused absences	Unexcused
D = Expulsion	Excused
E = Excused absence	Excused
F = Funeral	Excused
H = Homebound	Excused
I = Illness	Excused
L = Left early	Excused
L = Legal	Excused
M = Medical (doctor's note provided)	Excused
O = Out of School suspension	Excused
Q = Quarantined	Excused
R = Truant	Unexcused
S = School business	Excused
SB = School Business On campus	Excused
SX = School Business Off campus	Excused
T = Excused tardy	Excused
X = Unexcused tardy	Unexcused
W = Web Absence	Unexcused

Explanation of Absences

Excused Absence (E) – Absences due to personal illnesses, health professional appointments (M), court appearances (L), funerals (F) or religious obligations. Absences due to extenuating circumstances must have administrator approval. Documentation will be required for all of the above except illnesses less than 3 days. Even though the absence is excused, it will still count toward the ten (10) absence maximum imposed by the State of Michigan.

Unexcused Absence (A) – Absences that are not excused through parent contact to the school.

Tardy (T) – A tardy becomes an absence five (5) minutes after the bell rings.

Disciplinary Absence (IS, O, and X) – Students who are absent due to disciplinary actions (In-school or Out-of-school suspension) will be allowed to earn credit for missed work. All assignments are due and tests are to be taken the day the student returns to class unless previous arrangements have been made with teachers. If work is not turned in or arrangements have not been made, the student may receive a zero on all missed work.

STUDENT CODE OF CONDUCT

Students and parents must realize that acceptable conduct comes from a positive concern for self and others. Every teacher has not only the right, but also the duty to insist on orderly behavior. However, each student also has the responsibility of self-discipline. The rules that follow are guidelines to help students understand the choices and consequences involved in their behavior.

Student Misconduct

1. **Any activity that interferes with the normal, orderly progress of the educational process**
2. **Any activity that interferes with the right of the teacher to teach, or the right of students to learn**
3. **Any actions that may endanger, threaten, coerce, or intimidate**
4. **Any conduct that initiates, promotes, or carries out physical assault**
5. **Any activity that involves the damaging or theft of either public or personal property**
6. **Any behavior that can be interpreted as defiant or disobedient to regularly constituted authority**
7. **Any behavior considered distasteful and offensive in the school environment.**

The three (3) levels of violations on the following pages are not all-inclusive, but only representative and illustrative. A student who commits an act of misconduct that is not listed is also subject to disciplinary action. If a disabled student violates this Code, additional guidelines may be followed under relevant laws.

A variety of intervention strategies and disciplinary actions may be used at each level depending on the severity of the offense, or notifications to police required by state law. Consequences shall be sequential and progressive for each student within each level.

Violations listed are grouped into three (3) different levels. Each level is based on the degree of severity. Level (1) represents the least severe infractions; Level (3) represents the most severe. Consequences for misbehavior may be increased or decreased at the discretion of the administration for extenuating circumstances.

Level I Violations

A level I violation is behavior which disrupts the educational process or interferes with teaching and learning. For the most part, Level I violations disrupt or interfere with a student's own learning environment, attendance or punctuality. Depending on severity or repetition, a Level I violation may be identified as a Level II or Level III violation.

1. **Chronic lack of supplies:** Repeatedly reporting to class lacking necessary materials such as books, physical education attire, technology education class supplies, etc.
2. **Disruptive Behavior:** Disregarding school rules or policies, or behaving in a manner which disrupts or interferes with educational activities.

3. **Inappropriate Display of Affection:** Kissing, embracing or engaging in affectionate activity that exceeds standards of good taste and common decency.
4. **Inappropriate Physical Contact:** Physical contact, or aggressive behavior, that could result in unintentional injury to another person.
5. **Inappropriate Dress and Grooming:** Dressing and grooming in a manner which disrupts the educational process or is detrimental to the health, safety and welfare of others. See Memphis Jr/Sr High Dress Policy above.
6. **Possession or Inappropriate Use of Personal Property:** Possessing or carrying personal property prohibited by school rules or otherwise disruptive to the teaching and learning of others, including but not limited to: food, beverages, personal entertainment devices, radios, cell phones, i-pods, MP3 players, communication devices including interactive handheld computing devices or laser lights. Certain devices may be permitted if approved by the Board or its designee.
7. **Leaving without Permission:** Students are prohibited from leaving the campus, school, classroom, cafeteria or assigned area without permission from building administrator or designee.
8. **Tardiness:** Failing to be in a proper place and prepared for instruction at the assigned time without a pass.
9. **Violating Technology Use Guidelines:** See Computer/Technology agreement below
10. **Backpacks:** backpacks are not allowed in the hallways or classrooms during instruction time 7:55 - 2:55. Special accommodations can be made for students with injuries or a disability.

Level 1 Infractions

Level 1A Prohibited Behavior	Level 1, 1A Consequences
<p>*Bullying/Harassment</p> <hr/> <p>Level 1B Prohibited Behavior</p> <hr/> <p>*Defacing School Property/Graffiti *Parking/Driving Violation</p>	<p>1st Offense: Warning 2nd Offense: Detention 3rd Offense: 1 Day In School Suspension or Saturday School 4th Offense: 1 Day Out of School Suspension 5th Offense: 3 Day Suspension 6th Offense: 5 Day Suspension 7th Offense: 10 Day Suspension (Possibility of Expulsion) <i>*These items may be reported to the Local Law Enforcement at the school's discretion depending on severity</i></p>

	<p>Level 1B Consequences</p> <p>1st Offense: Detention 2nd Offense: 1 Day In school Suspension 3rd Offense: 1 Day Out of Suspension 4th Offense: 3 Day Suspension 5th Offense: 5 Day Suspension 6th Offense: 10 Day Suspension (Possibility of Expulsion)</p> <p><i>*These items may be reported to the Local Law Enforcement/School Resource Officer at the school's discretion depending on severity</i></p>
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Level II Violations

A Level II Violation is a behavior which seriously disrupts the educational process or interferes with teaching and learning. For the most part, Level II Violations disrupt or interfere with another person's right to an appropriate learning environment. In addition, depending upon severity or repetition, a Level II violation may be identified as a Level III violation.

- 1 **Academic Misconduct:** Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
- 2 **Assault:** Physically or verbally threatening with intent to harm or place a person in imminent danger; harmful or offensive contact.
- 3 **Battery*:** Intentional physical contact without consent or after consent is withdrawn.
- 4 **Inappropriate Use of Technology:** Using a cellular telephone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others.
- 5 **Failure to Show:** Failing to serve an assigned detention for which students and/or parents/guardian have been notified.
- 6 **Fighting*:** Engaging in aggressive, physical conflict.
- 7 **Forgery/Giving False Information*:** Intentionally misrepresenting information to school district personnel.
- 8 **Gambling:** Playing or assisting in any unlicensed or unauthorized game of skill or chance for money or anything of value or possessing gambling paraphernalia or materials.
- 9 **Gang Activity*:**

- Gang means a group of two or more persons whose activity include the commission of illegal acts or violations of school rules or policies.
 - Gang related means any object, gesture, or action that may reasonably be perceived or is generally considered by any student, teacher or administrator to be evidence of membership in. or affiliation with any gang.
 - A student shall not wear or possess any clothing, jewelry, symbol or object that is gang related; a student shall not commit any act, verbal or nonverbal (gestures, handshakes, etc.) that is gang related; a student shall not commit any act, verbal or nonverbal, to further the interest of any gang or gang related activity, including, but not limited to: a.) soliciting others for membership in any gang or gang related activity and b.) requesting any person to pay for protection or otherwise intimidating or threatening any person.
- 10 **Hazing:** Intentionally creating peer pressure on another person, demanding disagreeable acts from the person, or by use of abusive or humiliating tricks.
 - 11 **Harassment/Verbal Abuse:** Disturbing by pestering or tormenting, including any oral or written intimidation because of, but not limited to a person's race, color, religion, gender or ethnicity.
 - 12 **Inappropriate Use of a Motor Vehicle*:** Driving in an unsafe manner, failing to register one's vehicle, failing to display a parking decal/permit or parking in an unauthorized area.
 - 13 **Insolence:** Displaying verbal or nonverbal disrespect toward school personnel or others.
 - 14 **Insubordination:** Failing to comply with reasonable direction or instruction from staff, or refusing to identify oneself. Disobeying rules of student conduct or directives from staff members or school officials
 - 15 **Loitering:** Remaining or lingering on school property without a legitimate purpose and/or without proper authority.
 - 16 **Intimidation/Threat:** Intimidating or threatening to do bodily harm. Coercing or inciting another to act or refrain from acting.
 - 17 **Sexual Harassment*:** Unwelcome sexual advances, contact, requests for sexual favors or other verbal or physical conduct or communication of a sexual nature.
 - 18 **Theft*:** Taking, possession or transfer of property of others (Value less than \$100.00) without prior permission or consent of the owner.
 - 19 **Trespassing*:** Entering any school property without proper authority, including while suspended or expelled, or refusing to leave when directed to do so by authorized personnel.
 - 20 **Use of Profanity:** Writing, speaking, or gesturing in a manner which conveys an offensive, profane or sexually suggestive message.

- 21 **Vandalism***: Intentionally causing damage or disabling school property or the property of others, including damage which can be repaired or replaced at no cost to the school.

Level 2 Infractions

Level 2 Prohibited Behavior	Level 2 Consequences
*Fraud or Forgery/Plagiarism *Provoking, Promoting, or Obstructing a Fight *Unacceptable Use of Computer/Online services	1st Offense: 1 Day Suspension 2nd Offense: 3 Day Suspension 3rd Offense: 5 Day Suspension 4th Offense: 10 Day Suspension (Possibility of Expulsion) <i>*These items may be reported to the Local Law Enforcement/School Resource Officer at the school's discretion depending on severity</i>

Level III Violations

A level III violation is a behavior of an aggravated nature, generally unlawful, which seriously disrupts or interferes with teaching, learning or the effective function of the school.

1. **Alcohol Possession:** Using, possessing, distributing, purchasing, or selling alcoholic beverages (Malt beverages labeled as “non alcoholic” including but not limited to Sharps, O’Douls, and others, may contain alcohol)

2. **Using, possessing, distributing, purchasing, or selling:**
 - Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
 - Any anabolic steroid or performance-enhancing substance not administered under a physician’s care and supervision.
 - Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
 - Any inhalant, regardless of whether it contains an illegal drug or controlled substance.
 - “Look-alike” or counterfeit drugs, including a substance not containing an illegal drug or controlled substance
 - Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or any controlled substances into the body; and (b) grow process, store, or conceal cannabis or controlled substances.
 - Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

4. **Arson:** Intentionally starting any fire or combustion

5. **Possession of Incendiaries:** Explosives, bomb threats, fireworks.
6. **False Reporting:** Falsely reporting a fire or crime to school, police or fire officials, setting off a fire alarm without reasonable belief that a fire exists, tampering with any fire safety device or falsely calling a 911 emergency.
7. **Weapon Possession:** Using, possessing, controlling, or transferring a dangerous weapon as defined by Michigan law or any item which may be used to cause or threaten harm to others, or a “look alike” weapons.
8. **Inappropriate Behavior:** Bullying, hazing, or any kind of aggressive behavior or encouraging other students to engage in such behavior.
9. **Breaking and entering:** Entering any school building, facility, vehicle, property, office, room, storage space or other enclosure without authority to do so.
10. **Vandalism/Theft:** Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property. (Valued \$100.00 or more)
11. Violating any criminal law, including but not limited to, assault, sexual assault, battery, arson, theft, gambling, eavesdropping, and hazing.
12. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
13. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as “sexting.”

*For purposes of these rules, the term possession includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Level 3 Infractions

Level 3 Prohibited Behavior	Level 3 Consequences
<p>*Disorderly Conduct Fighting Gross Insubordination</p> <p>*Gross Misbehavior (Major) Group Initiations/Hazing Possession of a Lighter/smoking paraphernalia Releasing of Dangerous Substance</p> <p>*Theft</p> <p>*Use/Possession of Tobacco Products</p> <p>*Vandalism</p>	<p>1st Offense: 3 Day Suspension 2nd Offense: 5 Day Suspension 3rd Offense: 10 Day Suspension (Possibility of Expulsion)</p> <p><i>*Any Level III violation may be reported to the Local Law Enforcement/School Resource Officer at the school's discretion depending on severity.</i></p>

Memphis Jr/Sr High School Student Vape/Tobacco Possession/Use Policy

Memphis Jr/Sr High School recognizes the importance of the general health, safety and welfare of all stakeholders and believes it is in the best interest of all stakeholders to restrict the ability to possess and/or use tobacco or nicotine related products, including vape and vape related products, on school property at all times. In accordance with Memphis city ordinance #204, Memphis Jr/Sr High School will begin enforcing a new policy on tobacco/vape products and related products beginning Monday, April 8, 2019. The policy is in place to ensure that students, staff and guests of Memphis Community Schools are able to learn, work and enjoy extracurricular activities in a healthy environment.

Possession of vape or tobacco on school property:

- **First offense Possession:** Ticket from liaison officer (\$50) and warning.
- **Second offense Possession:** (same school year): Ticket from liaison officer (\$50) and 1 day OSS with a restorative contract.
- **Third offense Possession:** (same school year): Ticket from liaison officer (\$50) and 2 days OSS, restorative contract review with student/parent and school officials.
- ***Fourth offense Possession** (same school year): Ticket from liaison officer (\$50), meeting between the principal, liaison officer and/or superintendent and the student and parents.

Use of vape or tobacco on school property:

- **First offense use:** Ticket from liaison officer (\$50) and 1 day OSS with a restorative contract.

- **Second offense use:** (same school year): Ticket from liaison officer (\$50) and 2 days OSS, a restorative contract is reviewed with student, parent and school officials.
- **Third offense use:** (same school year): Ticket from liaison officer (\$50) and 3 days OSS, a restorative contract is reviewed with student, parent and school officials.
- ***Fourth offense use:** (same school year): Ticket from liaison officer (\$50), meeting between the principal, liaison officer and/or superintendent and the student and parents.

*Behavioral intervention will be decided upon completion of a student meeting. The student will not attend school until the meeting is held.

Interviews of Students by Police or Other Public Agencies

The school district endeavors to cooperate with law enforcement agencies.

Students under the age of (17) seventeen will have parent notification or parents present prior to questioning by police or law enforcement agency.

The School Officer Liaison may be present during interviews led by school administration, and may assist school personnel as needed.

Progressive Discipline Standards

Memphis Community Schools will consider the following seven (7) factors in every case of suspension or expulsion except for firearms:

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

Administration/Staff may use intervention strategies such as teacher/student/parent conferences, behavior contracts, removal of special events, daily/weekly progress reports, restitution/restoration, after school or Saturday detentions, or in house suspensions for Level I violations.

Staff will refer Level II and III violations directly to administration because of their serious and/or unlawful nature.

The severity of the offense will determine the recommended disciplinary action. Steps may be skipped at the discretion of the administration for excessively severe major offenses.

Each offense will result in the next disciplinary step.

Students with a pattern of detentions will be recommended for the following progressive discipline:

- When a student reaches his/her 5th detention during a semester, the student will be suspended from school for one (1) day.
- 6th detention in one semester, that student will be suspended from school for three (3) days.
- 7th detention in one semester, that student will be suspended from school for five (5) days.
- 8th detention in one semester, that student will be suspended from school for ten (10) days.
- Should a student receive further detentions in one semester, that student will be recommended to the superintendent for possible expulsion from school on the grounds of incorrigibility.

NOTE: Any student suspended from school will not be allowed to attend or participate in any school sponsored activity, including graduation activities, prom or athletic contests.

NOTE: Drug and weapon related offenses pose an immediate threat to student safety. Out of school suspension length may be increased for first offense.

NOTE: Fighting related offenses pose an immediate threat to student safety. Out of school suspension length may be increased for first offense.

SUSPENSION AND EXPULSION

The school is a part of the total community. School rules and regulations are established for the protection of all of its members. Violations of school rules and regulations (on school property, en route to or from school or school activities, on school vehicles, and during or in connection with school-sponsored activities or off-campus misconduct of a serious or criminal nature) are cause for disciplinary action. It should be noted that days will mean school days.

Prior to implementation of suspension or expulsion the student will be informed of claimed infraction and will be given an opportunity to respond to the charges. The student must always be advised of his or her right to appeal.

1. LEGAL BASIS FOR SCHOOL DISCIPLINE (School Code of 1976)

“Sec. 1300. The Board of a school district shall make reasonable regulations relative to anything necessary for the proper establishment, and carrying on of the public schools of the district, including regulations relative to the conduct of pupils concerning their safety while in attendance at school or en route to and from school.”

“Sec. 1311. (1) Subject to Subsection (2), the School Board, or the school district superintendent, a school building principal, or another school district official if designated by the School Board, may authorize or order the suspension or expulsion from school of a pupil guilty of a gross misdemeanor or persistent disobedience if, in the judgment of

the School Board (or designee), as applicable, the interest of the school is served by the authorization or order. If there is reasonable cause to believe that the pupil is handicapped, and the school district has not evaluated the pupil in accordance with rules of the State Board to determine if the student is handicapped, the pupil shall be evaluated immediately by the Intermediate School District of which the school district is constituent in accordance with Section 1711.”

2. TYPES OF DISCIPLINARY ACTION

a. IN-SCHOOL SUSPENSION

In-school suspension is exclusion from regular class(es) and school activities for up to three (3) full days with the requirement that the student attend the In-School Suspension Program

- (1) This action may be taken by the building principal (or designee).
- (2) Cause for this action is a violation of school rules and regulations.
- (3) Parent(s) and/or legal guardian(s) and the student, if 18 years of age, will be notified of this action by phone and/or letter. The school administration will determine the need for a parent conference, prior to student readmission. If, however, the parent requests a conference, the administrator will honor this request.
- (4) Students placed on in-school suspension will be allowed to make-up class work.
 - Students will be responsible for obtaining assignments from their teachers prior to the suspension date.
 - They will take all needed materials to the in-house suspension room.
 - Completed assignments will be turned in on the day following the suspension.
 - If a student arrives at in-house suspension without work, parents will be contacted to pick up their student and the day will be treated as an out
 - of school suspension day (or the following day if pick up is not possible).

b. OUT-OF-SCHOOL SUSPENSION

Out-of-school suspension up to ten (10) days is exclusion from school premises, classes and activities for a period not to exceed ten (10) days.

- (1) This action may be taken by the building principal (or designee).
- (2) Cause for this action is a violation of school rules or regulations.
- (3) Parents and /or legal guardians and the student, if 18 years of age, will be notified of this action by phone and letter. The school administration will determine the need for a parent conference prior to the student re-entering. If, however, the parent requests a conference, the administrator will honor this request.

c. TEACHER SUSPENSION Public Act 103 of 1999

A teacher may suspend a student from the teacher's class, subject or activity for up to one full school day in accordance with state law and board policy, if the student engages in any of the following types of conduct or other disruptive behaviors during the class, subject or activity:

1. Physically fighting.
2. Possessing, using or under the influence of alcohol or a controlled substance.
3. Having a dangerous weapon: as defined by the Revised School Code.
4. Directing profanity, vulgar language, obscene gestures, racial or ethnic slurs toward the teacher or other students.
5. Destroying or defacing school property.
6. Refusing to obey safety rules, wear safety glasses, or other safety required attire.

The teacher must have good reason to believe that the student's conduct in the class, subject or activity constitutes one of the types of conduct listed above, unless the student's conduct would require expulsion by law. For all other conduct, the teacher must handle the matter in accordance with the standard disciplinary process used in the school building. The teacher may also elect to not exercise the teacher suspension rights provided in this policy and handle the matter in accordance with the standard disciplinary process used in the school building.

If the teacher suspends the student, the teacher shall immediately report the suspension and the reason for the suspension to the school principal or the principal's designee for appropriate action consistent with the code of conduct. If the student remains in school, the student shall be under appropriate supervision. The student will not be returned that school day to the class, subject or activity from which he or she was suspended without the concurrence of the suspending teacher and the school principal.

As soon as possible after the teacher imposed suspension, the teacher shall contact the student's parent/guardian and schedule a parent-teacher conference to discuss the suspension. If possible, the parent-teacher conference should be scheduled during the teacher's non-instructional time, or before or after school. The teacher must report the outcome of the parent-teacher conference to the principal in writing. Whenever practicable, a school counselor, school psychologist, or school social worker should attend the conference at the teacher's, or the parent/guardian's request. A record of the teacher-imposed suspension will be kept on the form provided.

These guidelines do not diminish the due process rights of any student, including a student who has been determined to be eligible for special education programs and services under Federal Law.

d. INDEFINITE SUSPENSION, AS DEFINED BY THE MEMPHIS COMMUNITY SCHOOLS, IS TO BE INTERPRETED AS FOLLOWS:

- (1) Removal from school pending action at a higher level, or awaiting disposition of civil authorities.
- (2) This action may be taken by the Superintendent of schools (or designee) upon the recommendation of the principal.
- (3) Causes for this action are “gross misdemeanor” or “persistent disobedience,” “the student’s inability to be educated in the school environment, or conduct which endangers the welfare of other pupils or the welfare of property of other persons or the welfare of school district property.
- (4) Parents and/or legal guardians and the student, if 18 years of age, will be notified in writing of this action.
- (5) The Superintendent (or designee) will notify the Board of Education of the student’s suspension. A hearing will be held within ten (10) days unless an extension of time is authorized by the board president where there is sufficient reason for extension.

e. COUNTING SUSPENSION DAYS

Suspension days will be counted starting on the day the student is denied participation in school activities other than Recreation Department activities.

- (1) The day the student is removed from school should be counted as a day of suspension providing he or she was denied class participation or school activities before noon of that day.
- (2) Times when school is not officially scheduled are not to be counted as part of the suspension time.

f. APPEAL FOR SUSPENSION

Appeals of disciplinary actions or discrimination based on race, sex or handicap may be initiated by students or parents of minor students. Appeals must first be directed to the building principal, who will specify the appropriate level for the appeal to begin.

There will be no appeal process beyond the building level for suspensions of three or fewer days.

The following appeal levels are available in cases of in-school suspensions and out-of-school suspensions of four (4) to ten (10) days:

- First Level – Building Principal
- Second Level – Superintendent

The following appeal levels are available in cases of out-of-school suspensions of eleven (11) or more days:

- First Level – Building Principal
- Second Level – Superintendent
- Third Level – Board of Education

- (1) A request for an appeal will be made within three (3) school days of the date disciplinary action was taken and must be made in writing, stating the adjustments being requested and the reasons. (An oral appeal may be made if three or fewer days remain in the semester.)
- (2) Based on the review of the appeal, the building principal within five (5) school days will notify in writing the adult student or the parents or legal guardian of a student under the age of 18 years of his or her decision to adjust, revoke or sustain the disciplinary action.
- (3) The student and/or the student's parents and affected teachers or coaches have a right to be present at all review hearings and must be notified in advance of the time and place. Both the affected student and the school administration have the right to present a witness at all review hearings.
- (4) Unless the student's presence in school is considered dangerous or disruptive, he or she will be allowed to remain in school and participate in all activities pending the outcome of the appeal.
- (5) Appeal to the next level must be made in writing within three (3) days of receipt of the decision at the lower level and the review hearing at the next level must be held within five (5) days of receipt of the appeal.

g. EXPULSION

Expulsion, as defined by the Memphis Community Schools is to be interpreted as follows:

- (1) Removal from school and exclusion from school district programs and facilities for more than the remainder of the semester by action of the Board of Education. The student must petition the Superintendent for readmission and the written petition must evidence satisfactory elimination of the cause for removal, and compliance with, all reasonable conditions established for readmission.
- (2) This action may be taken by the Board of Education only after an opportunity for hearing is given.
- (3) Causes for expulsion are those defined in the Michigan School Code.
- (4) The school administration will recommend cases for expulsion to the Board of Education through the Superintendent.
- (5) Parents and/or legal guardians and the student, if 18 years of age, will be given notice in writing of the recommendation.
- (6) The Board of Education is vested with final authority in all cases of expulsion.
- (7) The Superintendent will notify the parents and/or legal guardian and the student, if 18 years of age, in writing of the decision of the Board of Education.
- (8) Notice will be considered given when administration sends written notice to the student's most recent address stated in his or her student record via first class mail.

h. EXPULSIONS REQUIRED BY STATE LAW

The Michigan Legislature has mandated that students be permanently expelled for particular offenses. School Authorities have no discretion to reduce or modify that punishment. The state law prohibits other public

school districts from enrolling expelled students except under special circumstances.

Expulsion is required for at least 180 days for students in sixth grade or above, and at least 90 days for fifth grade or below, for the following offenses:

- Possession of a dangerous weapon, defined as firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket-knife opened by a mechanical device, iron bar or brass knuckles.

Similar penalties apply to:

- Arson
- Criminal sexual conduct
- In the case of sixth graders or above, physically assaulting a school employee, volunteer or contractor.

i. EXPULSION PROCEDURES

- (1) INITIATION OF EXPULSION - The building principal will recommend in writing to the Superintendent that expulsion be considered.
- (2) HEARING FOR EXPULSION – The Board of Education will hear expulsion cases. The hearing date will be set by the Board President. The Superintendent will conduct a hearing in accordance with this *Uniform Code of Conduct*.
- (3) NOTICE OF HEARING FOR EXPULSION – The Superintendent will provide written notice to the parents or legal guardian of the student if under 18 years of age and to the student only if 18 years of age or older. The notice will be mailed to the record address of the student at least five (5) days prior to the scheduled hearing date and will specify:
 - (a) The charges which have been made and the recommendation for expulsion which has been submitted to the Board of Education;
 - (b) The date, time and place for hearing;
 - (c) The student has the right to be represented at the hearing by legal counsel;
 - (d) The right of the student to present witnesses on the student's behalf and to cross examine witnesses called by the administration; and
 - (e) Will advise the student that the hearing will be open to the public unless a request is made in writing by the student or the parents of a minor student that it will be a closed hearing.
- (4) PROCEDURE AT HEARING FOR EXPULSION – If the student (or representative) attends the hearing, the Superintendent (or designee) of the Board of Education will advise the student and/or parents of the charges. The student will then be advised that the purpose of the hearing is to determine the validity of these charges. The student will be advised that the student or the student's attorney will have the right to question witnesses who will be present to give testimony in support of the charges.

The student will be advised of the right to present witnesses on his or her own behalf. The student will be asked if he or she is represented by counsel.

- (a) The student will then be asked if, understanding the charges, he or she admits or denies those charges. If the student admits or does not contest the charges, it will not be necessary for the hearing panel to proceed with the hearing. However, it will be permissible for the student or his or her counsel to make a statement on his or her behalf and for the Superintendent (or designee) and/or the Board of Education to question the student as to the reasons for his or her behavior. This procedure is intended to assist the Board in arriving at a determination of the appropriate penalty.
- (b) If the student denies or contests the charges, the hearing will proceed with the appropriate school official presenting witnesses to give testimony as to the charges. The student or his or her attorney will have the opportunity to cross examine each witness. The student or his or her attorney will also be given the opportunity to present his or her own witnesses, including the opportunity for the student to testify. The members of the Board of Education and/or the Superintendent (or designee) may ask questions of any witnesses.
- (c) A recording secretary will be present at the hearing.
- (d) Upon conclusion of the presentation of evidence, the Board of Education findings on each of the charges which have been brought. In the event the student is found to have committed some or all of the acts charged, the Board of Education will determine the appropriate disciplinary action.
- (e) The student or the parent(s) or legal guardian(s) of a student who is under the age of 18 years will be notified in writing of the decision of the Board.

If neither a student nor his representative appears, the Board of Education will permit the administration to summarize the evidence it intended to present. The panel will conclude the hearing and proceed with the requirements of paragraph four (4), (d) and (e).

SCHOOL BUS TRANSPORTATION STUDENT DISCIPLINE

Since it is very important for the safety of our students while being transported on a school bus, it is the philosophy of the Memphis Community School District that behavior on a bus is an extension of the students conduct in the classroom. Discipline problems on a school bus will be dealt with the “School Response to Level I, II, or III Violations” listed in the Uniform Code of Conduct. In addition the following disciplinary measures may be implemented by the Principal or designee:

Regular Bus Runs:

Any student who is deemed to cause a disturbance on the bus, thereby impairing the safety of other passengers and himself, may be given a Bus Violation Ticket. Tickets will be issued under the following guidelines:

Elementary School

Warning Notice – Parental notification of inappropriate student behavior.

First Ticket – One day off of the school bus, but may result in a period of suspension, depending on the severity of the violation.

Second Ticket – Three school days off of the bus.

Third Ticket – Five school days off of the bus.

At the time of the second or third ticket, either the bus driver or the parent may request a meeting with the parties involved.

If the need arises for a fourth ticket, it may result in no less than ten (10) school days off of the bus, and may result in up to ninety (90) school days off the bus. These suspensions will carry over to the next school year. Parents will be notified before the suspension is enforced.

Jr/Sr High School

First Ticket – One to Three school days off of the bus, but may result in a period of suspension, depending on the severity of the violation.

Second Ticket – Three to Five school days off of the bus.

Third Ticket – Five to Ten school days off of the bus.

If the need arises for a fourth ticket, it may result in no less than ten (10) school days off of the bus, and may result in up to ninety (90) school days off the bus. These suspensions will carry over to the next school year. Parents will be notified before the suspension is enforced.

TEC Center Runs

Riding the TEC Center bus is an earned privilege. Proper behavior must be displayed at all times, from all students. A meeting will be held within the first two weeks of school with the students to discuss discipline on the TEC Center bus. A letter requiring student and parent signatures will be issued and returned that will verify knowledge of student discipline procedures.

When a student is suspended from the bus, it will be the parent's responsibility to transport the student to and from the TEC Center or any school event scheduled for days of bus suspension. (athletics, band)

If in the opinion of an administrator, the severity of the ticket warrants a greater number of days off the bus, then the greater number shall be given. (Example: lighting a match or cigarette, fighting, gross insubordination, etc.) These suspensions will carry over to the next school year. Parents will be notified before the suspension is enforced.

If a student has to be removed from a bus during a run, it may result in further school discipline, such as detentions or suspensions.

Hearing

Students suspended from the bus are entitled to a hearing within five days of the violation. The hearing will be with the building Principal, Transportation Supervisor, Bus Drive, Union Representative, the Student and his/her parent/guardian.

At a parent's request a meeting will be scheduled if necessary with the school administration, transportation director and bus driver to discuss bus behavior or concerns.

The success of Memphis Athletic programs depends upon the understanding and the commitment for excellence by our administration, coaches, athletes, and parents. Within this commitment we need full cooperation, by all involved, in carrying out the basic athletic policies of the Board of Education while realizing that participation in athletics is a Privilege, not a right!

Memphis Community Schools' interscholastic athletic programs are affiliated with the Michigan High School Athletic Association (MHSAA). The standards of this handbook meet or exceed the standards of the MHSAA.

WHAT IS AN ATHLETE?

A student athlete is any student participating on an interscholastic athletic team or associated in an athletic program such as a team member, manager, student trainer, etc. A student athlete is a representative of the school's ideals in matters of citizenship, integrity, and sportsmanship.

WHAT CONSTITUTES A SEASON?

A sport is considered to be in season with all eligibility rule conduct standards to be in effect as follows:

- Fall Sports (Football, Cheerleading, Volleyball, Boys and Girls C. C. and Boy's Soccer) - Beginning with the first official workout, as decided by the coaching staff of that sport, and ending with the awards presentation at the end of the fall season.
- Winter Sports (Cheerleading, Girl's Basketball, Wrestling, and Boy's Basketball) - Beginning with the first official workout, as declared by the coaching staff of that sport, and ending with the awards presentation at the end of the winter season.
- Spring Sports (Baseball, Softball, Girl's Soccer, and Golf) - Beginning with the first official workout, as declared by the coaching staff of that sport, and ending with the awards presentation at the end of the spring season.

All rules and regulations as printed in any Memphis Community School Handbook apply to student athletes during a season. Training rules apply 24 hours per day, in and out of school.

TRAINING RULES

Athletics is one of the most important activities in the life of young people in their formative years; therefore, the training rules are established and enforced for the following reasons:

1. Health
 2. Legal (In Accordance With Michigan Laws)
 3. Self Discipline
 4. Self Commitment
 5. Role Model - You Are A Reflection of the Community & School
 6. It's Your Choice to Be an Athlete and Participate In Sports
- Being an Athlete Is a Privilege - Not a Right

ACADEMIC STANDARDS

All student athletes, high school and junior high school, must meet the minimum academic standards established by the Michigan High School Athletic Association and the weekly eligibility rules set forth at Memphis Community Schools. We expect our student athletes to excel both in the classroom and on the field and courts and, therefore, the implementation of the following academic standards: Expectations

Students earn passing grades in all classes each week to be eligible for participation in extracurricular activities. In the event that a student athlete receives a failing grade, the following procedure will be followed:

ELIGIBILITY PROCEDURES

An academic and behavior check will be done every week during the season starting with the second week of practice. Students' grades and behavior will be evaluated by their teachers each week and reported to the school office. The Athletic Department will notify coaches and athletes of their grades. Parents will be notified of any failing grades. The eligibility week runs Monday through Sunday and will use the following guidelines.

Students' behavior will be rated on a scale of 1 (excellent) to 5 (unsatisfactory).

1. excellent behavior, not a disruption, good worker
 2. good overall behavior, some minor talking, stays on task
 3. acceptable behavior, usually on task
 4. poor behavior, constant interruption, rarely on task (has received recorded notices i.e. referrals, detention notice)
 5. unacceptable behavior – behavior interferes with the education of others.
- (Students receiving a “4” for two consecutive weeks will be given a “5” and considered ineligible.)
 - Students receiving a “4” will be given a warning, a rating of “5” will be considered failing and the ineligibility rules will apply for the student.
 - Students receiving a grade of D+, D or D- (69% - 60%) will be given a warning (W)
 - Students receiving a failing grade (below 60%) in any class will be put on probation (P) for one week. Students will only be allowed one week of probation for the entire sports season.
 - If the student receives a failing grade thereafter, he/she will be placed on week one of ineligibility (I1). If the student continues to receive a failing grade, in any class, two consecutive weeks, he/she will be placed on week two of ineligibility (I2). Any student that receives a failing grade for three consecutive weeks, regardless of the class, will be removed from the team (I3).
 - Teachers will be allowed to give students a rating of “N.A.” This will reflect that the student has not had sufficient work to be given a grade or the student has not had an opportunity to raise his failing grade, due to an insufficient amount of work. A student that is ineligible in a class and receives an “N.A.” for that class will return to the probation status, unless otherwise recommended by the teacher.

Teachers will also have the opportunity to base eligibility on effort and behavior for a period of one week.

W – Warning: student's grade is low but no punishment is rendered.

P – Probation: student has a failing grade for the first time of season; he/she is given one week to raise a grade above 60%.

I1 – First Week of Ineligibility: student has failing grade for 1st week, following probation; student athlete shall participate in practice sessions, but will not participate in any games.

I2 – Second Week of Ineligibility: student has a failing grade for the 2nd consecutive week, not including probation; student athletes may not participate in practice sessions or games.

I3 – Third Week of Ineligibility: student has failing grade for the 3rd consecutive week; student will be dropped from the team.

The Athletic and ExtraCurricular Committee, in conjunction with the superintendent, principals, and Athletic Director, recommend this eligibility policy be enforced for all extra curricular activities. Extra curricular activities shall be defined as any activity that requires a paid coach or advisor and is not a class related activity.

A STUDENT ATHLETE IS STILL CONSIDERED A MEMBER OF THE TEAM AND MUST OBEY ALL TEAM AND ATHLETIC RULES DURING THE PERIOD OF INELIGIBILITY.

CITIZENSHIP RULES

The conduct of a student athlete while representing a team, traveling to or from a contest, as well as in the community during the time they are a member of a squad, is a direct reflection upon the athletic program and the general reputation of the school. Any student athlete who discredits his/her position by unmannerly conduct, discourtesy, poor citizenship, violation of training rules, or acts of immoral nature shall jeopardize their athletic career.

Because of involvement, the Athletic Director and coach will determine the extent of the action to be taken according to the Athletic Code. This determination may be appealed to the Athletic Board. Student athletes involved in criminal/civil incidents are also in violation of the Athletic Code. Because student athletes are representatives of their community and school system, we have implemented the following guidelines:

- Any student athlete found in violation of the school theft policy shall be suspended for that sport season.
- Any student athlete involved in the sale of, or conspiracy to sell any illegal or legal drug or medicine shall be suspended from sports for a calendar year.
- Any student athlete served with a school suspension shall also be suspended from their sport for the same period of time.
- Any student athlete found in violation of defacing or destruction of school property is subject to school penalty and shall be suspended from their sport for the same period of time.
- Student athletes must return all equipment that is issued. It is expected that the student athlete will take good care of the equipment and be responsible for its care. If athletic equipment or facilities are damaged, stolen, lost, or strayed, the athlete will be expected to pay for the damage. In addition, the student athlete will be suspended from athletic competition until restitution is made.

SUBSTANCE ABUSE

The following rules deal with substance abuse. Any student in violation of the following rules shall be suspended* for the remainder of that sports season. Students who are honest and forthcoming regarding their violation of the athletic code and are willing to enroll in a substance abuse program will be eligible to have up to 50% of their season restored. If a partial season suspension is not fully administered using regular and postseason contests, the remainder of the penalty will be applied to the next interscholastic sport season in which the athlete participates. Police incidents involving said substances will be handled as criminal/civil problems and are also in violation of the athletic code.

Violations

1. No drinking of any alcoholic beverages, M.I.P. situations, possession of false or altered personal identification, or any alcohol related violation/offenses.
2. No use or possession of mind altering drugs or illegal substances.
3. Any time an athlete is in the presence of alcohol/drugs where minors are in violation of either rules #1 or #2 the student athlete must immediately leave the situation. Failure to do so is a violation.
4. No smoking, use or possession of tobacco products.
5. No use or possession of anabolic steroids.
6. Any time a student athlete exhibits unbecoming conduct of a Memphis School athlete, the student athlete will be disciplined. The extent of the discipline will be determined by the coach and/or Athletic Director. (For any non-season ending violation, the extent of the discipline will be determined by the coach and/or

Athletic Director.)

*Suspension - the total exclusion of practice or participation in that sport, or any other sport, during that season. If suspension for the season occurs, no post season awards or recognition will be given.

ATTENDANCE

A student athlete must be present every hour on the day of a contest. Students must be present all day on the Friday prior to weekend competitions. Also, a student athlete must be in attendance, at least one half day, on any given day, to be eligible to practice for the sport that they are involved in, (exceptions: verified doctor appointments, funeral, and special circumstances may be approved by the Athletic Director.)

TRANSPORTATION

All members of the athletic squad shall travel both to and from athletic contests in the school supplied transportation. In order for a student athlete to travel by another means, either to or from an event, a note written by a parent must be approved and signed by a school official prior to the contest. A copy will be kept on file in the athletic office and a copy must be given to the athlete's coach.

TEAM RULES

In addition to the above, student athletes are subject to individual coaches specific rules, not contained in this official Athletic Handbook, as agreed upon by the coach and Athletic Director. A copy of these team rules will be signed by the student athlete and parent prior to the first athletic contest.

DUE PROCESS & APPEALS

When a student athlete has committed an infraction of the rules, the following procedure will be followed:

1. The Athletic Director will be notified of the infraction, giving date and details by the person observing the infraction.
2. The Athletic Director will notify the student athlete and his/her parents of the charges or infraction(s) and disciplinary action. If the student athlete denies the infraction, a meeting will be set up with the Athletic Director, the coach of the athlete, and the student athlete. At the meeting the charges will be stated and recorded. The evidence will be explained and the student athlete will be given the opportunity to explain his/her side of the story. Disciplinary action will be effective immediately following the meeting.
3. The student athlete then has the right to appeal to the Athletic director's decision to the principal.
4. The principal's decision will be final for all infractions that result in up to a three (3) game suspension.
5. Suspensions of more than three (3) games may be appealed to the Athletic Committee. A student athlete will have three (3) school days, from the date of notification of disciplinary action, to appeal, in writing, to the Athletic Committee. All decisions made by the Athletic Committee will be final.

ATHLETIC COMMITTEE

The Athletic Committee, chaired by the Athletic Director, shall consist of:

1. An Appointed Member of the Board of Education.
2. The Superintendent
3. The Building Principal
4. The Athletic Director
5. An Assigned Coach
6. A Teacher (non-coach)

SUMMARY

We, who are concerned with the educational development of youth through athletics, feel that a properly controlled, well-organized sports program meets the student's needs for self-expression, mental alertness, and physical growth. It is our hope to maintain a program that is sound in purpose and will further each student's educational maturity. A student who elects to participate in athletics is voluntarily making a choice of self-discipline and self-denial. These are the reasons we place such stress on good training habits. We are striving for excellence and do not want our athletes to compromise with mediocrity.

PROCEDURE FOR STUDENT INTERNET/ON-LINE SERVICES USER RULES AND AGREEMENT

The Memphis Community School District has the capability of offering Internet Access to its students. Access to the Internet enables students to exchange electronic mail messages with other users and explore thousands of libraries, databases and bulletin boards throughout the world. Use of the Internet and other online information services is a privilege extended to students, faculty and staff to enhance learning opportunities. Personal use of email, both sending and receiving, by students during school hours is prohibited.

Although the Internet offers valuable resources and opportunities for learning, some material accessible online may be illegal, defamatory, inaccurate or potentially offensive to some people. Use of the Internet and other on-line services in the district is restricted to activities, which support district educational goals and objectives.

The district respects each family's right to decide whether or not to allow their child to apply for access to the Internet and other on-line information services. Parental permission is required for students under the age of 18 to use on-line resources in the Memphis Community School District. The following guidelines have been established regarding the Internet and other on-line services:

1. Students are responsible for good behavior on school computer networks, just as they are in classrooms and school hallways.
2. Memphis Community School District administrators will deem what is inappropriate use of the Internet and other on-line information services and their decisions are final.
3. The administration, faculty and staff of the Memphis Community School District may deny, revoke or suspend student access accounts for inappropriate use of the Internet and other on-line information services.
4. The Memphis Community School District reserves the right to review any material stored in files and may edit or remove any material which the staff, in its sole discretion, believes may be unlawful, obscene, abusive or otherwise objectionable.
5. Transmission of any material in violation of U.S. or State regulations, including copyrighted, threatening or obscene materials, is prohibited, and may result in suspension and/or recommendation for expulsion and/or legal action.
6. Use for commercial activities by for-profit organizations, product promotion, political lobbying or illegal activities is prohibited.
7. The following uses of the internet and other on-line information services are not permitted:
 - a. Sending, receiving or displaying offensive messages or pictures
 - b. Using obscene language
 - c. Harassing, insulting or attacking others
 - d. Damaging computers, computer systems or computer networks
 - e. Violating copyright laws
 - f. Using another person's account and/or password
 - g. Giving your account and/or password to another person
 - h. Trespassing in another person's folders, work or files
 - i. Intentionally wasting limited resources
 - j. Employing the network for commercial purposes

- k. Divulging personal information about yourself or others to strangers (includes addresses, telephone numbers, credit card numbers, passwords or other confidential information).
- l. Unauthorized installation, removal or modification of computer hardware, software or network connections.

Violations will result in a loss of access as well as other disciplinary or legal action. School disciplinary action will be determined by the school administration in accordance with the Student Code Handbook and Board of Education policies and may result in suspension and/or expulsion and/or legal action.

STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides Technology Resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, District Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District Technology Resources by principles consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Technology Resources and students' personal communication devices when they are connected to the District computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Board-owned property or at a Board-sponsored activity (see Policy 5136).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

First, the Board may not be able to technologically limit access, through its Technology Resources, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students

to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using District Technology Resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or Technology Director may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying and other unlawful or inappropriate activities by students online, and
- D. unauthorized disclosure, use, and dissemination of personally-identifiable information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building Principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of District Technology Resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms, and cyberbullying awareness and response. All users of District Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school- assigned e-mail account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students are responsible for good behavior when using District Technology Resources – i.e., behavior comparable to that expected of students when they are in classrooms, school hallways, and other school premises and school-sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not approve any use of its Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students may only use District Technology Resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Technology Resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and Technology Director as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District Technology Resources.

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Legal

P.L. 106-554, Children's Internet Protection Act of 2000

P.L. 110-385, Title II, Protecting Children in the 21st Century Act

18 U.S.C. 1460

18 U.S.C. 2246

18 U.S.C. 2256

20 U.S.C. 6777, 9134 (2003)

20 U.S.C. 6801 et seq., Part F, Elementary
and Secondary Education Act of 1965, as amended (2003) 47 U.S.C. 254(h), (1),

Communications Act of 1934, as amended (2003)

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C.F.R. 54.500 – 54.523