STUDENT

CODE OF CONDUCT

OXFORD COMMUNITY SCHOOLS

WHERE THE GLOBE IS OUR CAMPUS

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The mission of Oxford Community Schools is to provide a world class education which challenges all students to achieve their maximum potential and prepares them to succeed in a global society.

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Student Code of Conduct
Adopted by the Oxford Board of Education
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Introduction and Philosophy

The Board of Education of Oxford Community Schools believes that in order to effectively support the District's mission, a code of conduct must address itself to two fundamental objectives. First, the code must preserve for *all* students an educational atmosphere which is ordered, safe and conducive to effective teaching and learning. Second, it must promote for *each* student his or her optimum development as a responsible, productive and self-disciplined citizen, both in school and in preparation for adulthood.

In meeting these objectives, the Board believes that effective discipline is more often positive than negative and more often corrective than punitive. It believes that disciplinary policies must be based on humanitarian principles which recognize the dignity and worth of each individual. It insists that disciplinary practices recognize the age, maturity, abilities, experience and other pertinent characteristics of the student involved, as well as the nature and circumstances of the offense in question. It also recognizes, however, that when students violate school regulations so as to disrupt the orderly conduct of the school or jeopardize the educational rights of others, that they must be dealt with firmly, and if necessary, be temporarily or permanently separated from school membership.

The disciplinary steps that are prescribed in this document are designed to:

1. provide students with ample opportunity to modify inappropriate behavior as the steps progress from milder to more severe actions;

2. provide advance knowledge to students, parent(s) and staff members of the course of action to be taken in handling disciplinary matters;

3. provide consistency in the administration of discipline in that comparable misconduct will result in similar action.

This document originally grew out of the combined efforts of students, parents, teachers, community members, school administrators and the Board of Education to develop an initial framework for implementation of the above philosophy. It is hoped and intended that each of the above groups will continue to contribute to judicious modification of the document as dictated by their experience. The Board of Education affirms its support of the professional staff in the appropriate implementation of the following code.

Legal Basis for School Discipline
The Revised School Code

Section 11a (3) A general powers school district has all of the rights, powers, and duties expressly stated in this act; may exercise a power implied or incident to any power expressly stated in this act; and, except as provided by law, may exercise a power incidental or appropriate to the performance of any function related to operation of the school district in the interests of public elementary and secondary education in the school district, including, but not limited to, all of the following: ... (b) Providing for the safety and welfare of pupils while at school or a school sponsored activity or while en route to or from school or a school sponsored activity. . .

Section 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 gross misdemeanor or persistent disobedience if, in the judgment of the school board or its 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, the pupil shall be evaluated immediately by the intermediate school district of which the school district is constituent in accordance with section 1711.

(2) If a pupil possesses in a weapon free school zone a weapon that constitutes a dangerous weapon, commits arson in a school building or on school grounds, or commits criminal sexual conduct in a school building or on school grounds, the school board, or the designee of the school board as described in subsection (1) on behalf of the school board, shall expel the pupil from the school district permanently, subject to possible reinstatement under subsection (5). . .

Section 1311 a (1) If a pupil enrolled in grade six or above commits a physical assault at school against a person employed by or engaged as a volunteer or contractor by the school board ... then the school board, or the designee of the school board, shall expel the pupil from the school district permanently, subject to possible reinstatement under subsection (5).

Section 1312 . . . (3) A person employed by or engaged as a volunteer or contractor by a local or intermediate school board or public school academy shall not inflict or cause to be inflicted corporal punishment upon a pupil under any circumstances.

(4) A person employed by or engaged as a volunteer or contractor by a local or intermediate school board or public school academy may use reasonable physical force upon a pupil as necessary to maintain order and control in a school or school-related setting for the purpose of providing an environment conducive to safety

and learning. In maintaining that order and control, the person may use physical force upon a pupil as may be necessary: (a) To restrain or remove a pupil whose behavior is interfering with the orderly exercise and performance of school district or public school academy functions within a school or at a school-related activity, if that pupil has refused to comply with a request to refrain from further disruptive acts. (b) For self-defense or defense of another. (c) To prevent a pupil from inflicting harm on himself or herself. (d) To quell a disturbance that threatens physical injury to any person. (e) To obtain possession of a weapon or other dangerous object upon or within the control of a pupil. (f) To protect property.

General Considerations

- The first time a student is involved in a rule infraction, disciplinary action will be imposed according to the grade of that student, and the category of his or her offense.

- Once a student has been involved in an infraction resulting in disciplinary action, he/she may, at the discretion of the building administrator, be advanced one category for each subsequent infraction requiring further disciplinary action.

- The provisions of this Code of Conduct are applicable to all students enrolled in the Oxford Community Schools. The following, however, should be noted:

  Special education students are expected to comply with the Code of Conduct. However, behaviors which result in a cumulative total of more than 10 days per school year may require that an Individualized Educational Planning committee be convened to develop a behavior intervention plan to assist the student in correcting the behavior(s) in question.

  The alternative education program, housed on the grounds of Crossroads for Youth, serves student populations with special needs. The administrators in charge of this program may authorize judicious deviations from specific policies and procedures outlined in this Code of Conduct where necessary to meet these special needs. Such deviations should preserve the overall intent of the Code and must maintain the due process and other legally required provisions of the Code in all respects, while ensuring a safe environment for both students and staff that is conducive to learning.

- In the event a student's behavior and/or achievement indicates possible chemical use or abuse, an administrator may refer the student to appropriate agencies. Parent(s) or guardian(s) shall be notified if school officials have reason to believe a student may be abusing chemicals.

- Students who violate the Code of Conduct due to chemical use or abuse or dependency, and who agree to an evaluation and/or counseling by an approved agency may receive a modification of the disciplinary action

normally prescribed. The building administrator may at his/her discretion require documentation of a student's successful completion or participation in a treatment program.

- Referrals to outside agencies and related recommendations are intended to provide students with an additional source of assistance. The school system accepts no responsibility for the diagnosis made, the course of treatment received or any failure of said treatment. Nor does the school district assume any responsibility for the payment of outside agencies or individuals, or for making arrangements for such payment. Any services or materials rendered or provided by outside agencies or individuals not school employees will be the responsibility of the student involved and/or the student's parent(s) or guardian(s).

Disciplinary Infractions

While no comprehensive list of student misconduct can be compiled, an attempt has been made in this section to indicate rule infractions which are regarded as most significant, and to categorize them from least (Category A) to most (Category G) serious. Unless otherwise specified or apparent, the infractions are applicable on all school property (including school transportation), at all school related activities (including educational, athletic and social events held away from school), and at all times (including outside of school hours).
The district adheres to rules and regulations governed through IDEA for students with a disability.

Acceptable Use Policy
Computer Equipment and Networks

Students are responsible for their conduct while using school computer equipment, networks, or accounts assigned to them. The normal school rules governing acceptable behavior and communications apply equally in this forum. Infractions will result in the loss of access to computer equipment and networks, disciplinary action under this Code, and/or referral for legal action.

While students have a right of access to school computers, computer systems and computer networks, these rights entail corresponding responsibilities. As a minimum, it is assumed that students will comply with such written standards as stated in the Acceptable Use Policy, and will honor agreements that they and/or their parents are required to sign.

	Infraction	Category
1.	Misuse, unauthorized use of computer equipment, including: exposing equipment to damage; posting personal contact information about oneself including one's name, address, telephone, school address, work address, etc.; unauthorized use of other students' computer files; tampering with computer equipment; unauthorized or improper use of computer bulletin boards; intentional acts to bypass installed internet content filters; using school technology to arrange an online meeting for social purposes; providing your password to another person; using your personal e-mail account for non-educational purposes.	B-D
2.	Unauthorized use of hard drive, network or program files belonging to the school or the school staff; trespassing into unauthorized area of any computer system; hacking or vandalism of equipment or systems; installing software to the computer or system; deliberately attempting to disrupt the computer system or destroy data by spreading computer viruses or by any other means.	G
3.	Posting private information about another person, including his/her name, address, telephone, school address, work address, picture, etc.	E
4.	Forgery; falsely writing or altering the signature of another individual; unauthorized use of school passes, permits, etc.; falsifying times, dates or other data on school related records or forms for fraudulent purposes.	C
5.	Plagiarism; misrepresenting the work of another individual as one's own. Cheating; attempting to improve one's performance on tests or other schoolwork through the use of unauthorized materials, by copying from another individual, or knowingly providing materials to be used for the purpose of cheating.	C
6.	Tardy - failure to report to school or class on time.	A
7.	Truancy; failure to attend any or all scheduled classes without legitimate reason (including leaving class without proper authorization); closed campus violation;	B-C

	leaving the building without parental approval and permission from the office, regardless of age.	
8.	Loitering; lingering in hallways, restrooms, parking lots or other areas inside the school building without legitimate purpose and/or proper authorization.	A
9.	Trespassing; being in an unauthorized place and/or failing to leave when so directed by school personnel; entering or remaining on the school campus or grounds without authorization and with no lawful purpose.	E
10.	Gambling; participating in games of skill or chance for money or profit.	A
11.	Intentional nuisance including the misuse of any laser device.	C
12.	The use of a cell phone or any electronic device, during school hours, unless approved by a building administrator and/or teacher.	C
13.	Possession, display or sale/distribution of pornographic material with the intent of harassing, intimidating and/or embarrassing specific individuals. A police report will be made.	B-G
14.	Use of obscene or profane language or gestures; use of racial or ethnic slurs, when incidental and not specifically directed toward another invididual.	B
15.	Fleeing from school personnel to avoid a disciplinary investigation, obstructing an investigation; intentionally providing misleading information to school officials or their agents.	C-G
16.	Intentionally littering or failure to maintain a clean school environment including leaving trash on lunch table.	A
17.	Disrespect toward school personnel expressed by word, attitude, tone of voice or behavior.	C
18.	Inappropriate public intimacy.	B

19.	Disregard for the educational environment; disorderly conduct; behavior that interferes with, interrupts, or causes disruption to the educational process for self or others and/or the orderly conduct of school events. Breach of public peace, failure to follow lawful and proper instructions of school personnel or falsely identifying self to school personnel.	D
20.	Failure to properly register a motor vehicle driven to school; improper parking of a motor vehicle driven to school.	A
21.	Reckless or improper driving of a motor vehicle on school property.	C
22.	Behavior potentially dangerous to any school bus or the safety of any passengers therein.	B
23.	Possession, use or distribution of fireworks on school property including in locker or vehicle or at school sponsored events.	C-D
24.	Use or intent to use explosives or incendiary devices which cause or have the potential to cause major physical damage or great bodily harm.	G
25.	Vandalism; damage to school property or to personal property while on school premises.	E
26.	Placing 911 calls; the intentional and malicious placement of a 911 emergency call from any ground phone in school property. Tampering with a fire alarm or other firefighting equipment or systems; setting off a false fire alarm. Police with be contacted.	F-G
27.	Arson - willful or intentional damage or attempt to damage any real or personal property by fire or incendiary device. Intentional setting of a fire in a school building or on school grounds. Police will be contacted.	G*
28.	Bomb threat - any threat (verbal or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, or causing damage to	G

a school building or school property, or to harm students or staff. Police will be contacted.

29. Larceny/Burglary; theft of money, school property, or personal property on school premises and/or theft involving unlawful entry into lockers, desks, cabinets, etc; breaking and entering of a school building or portion of a school building for the purpose of committing larceny or a felony. Police will be contacted. D

30. Robbery/extortion: Armed Robbery: The taking of property from a person by force or threat while armed with a weapon or article representing a weapon. Unarmed Robbery: The taking of property from a person by force or threat. Extortion: Threating another person for the purpose of extorting money or property, or to compel the threatened person to do an act against the threatened person's will. Police will be contacted. F

31. Possession or use of tobacco including cigarettes, electronic cigarettes (also known as e-cigarettes), personal vaporizers or PV, chewing tobacco or other tobacco products, regardless of age, on school property or at a school related event. C

32. Unauthorized possession of over-the-counter drugs. A

33. Illicit Drug: Drug related incidents are events involving trafficking (including the intent to arrange for distribution, sale, or use), sale, purchase, possession or use of substances (including steroids, all prescription drugs for which the student does not have a prescription and inappropriate use of nonprescription drugs and other substances, Spice, K2). Drug-related offenses will include the following: Possession or use of marijuana, hashish, other cannabinoids, or other illicit drugs on school grounds or at school activities; being under the influence of marijuana or illicit drugs on school grounds or at school activities; inappropriate use of medication on school grounds or at school activities; trafficking or possession for sale of marijuana or other illicit drugs on school grounds or at school activities. Police will be contacted. G

34. Alcohol: Alcohol-related incidents are incidents where G

students: possess or use alcohol on school grounds or at school activities; were under the influence of alcohol on school grounds or at school activities.

35.	Intimidation; including but not limited to: Verbal, oral or written name calling, taunting, teasing, insulting, intimidating remarks, sarcasm, prejudicial comments, use of obscene or profane language or gestures, racial slurs or ethnic slurs directed toward another individual; indirect spreading of rumors about someone with malicious intent, excluding someone from social groups.	D
36.	Bullying Behavior: Repeated behaviors that have been previously addresssed by school personnel which are malicious and specifically intended to bully, intimidate or harass another person, which may or may not be because of that person's race, color, creed, religion, gender, or national origin. Cyber Bullying: Electronically sending or posting messages or images which are intended to hurt, intimidate, harass, or embarrass another person, create a hostile school environment, regardless of where or when the messages were sent.	F
37.	Verbal assault; any willful spoken threat to inflict physical injury under circumstances which create a reasonable fear of imminent injury, coupled with the apparent ability to inflict injury, against another student, district employee, volunteer, or contractor on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event.	E-F
38.	Dress or appearance; clothing and grooming must conform to school dress code policy.	A
39.	Indecent exposure, nudity, or similar conduct disruptive to the educational process or violating the civil code.	E
40.	Inappropriate sexual comments and behavior including the pulling down (commonly referred to as pantsing) or up of another's clothing resulting in the exposure of undergarments leading to indecent exposure or nudity.	D-G

41.	Sexual harassment; unwelcome sexual advances, any form of improper physical contact; unwelcome sexual remarks or other offensive speech or actions.	G
42.	Sexual Conduct: consensual sexual behaviors occurring on school property, a school bus, or at a school sponsored event/activity. WARNING: The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a CRIME under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and LIFETIME inclusion on sexual offender registries.	F
43.	Criminal sexual conduct: rape; sexual assault in a school building or on school grounds, on a school bus, or at any school sponsored activity. Police will be contacted.	G*
44.	Physical assault; causing or attempting to cause physical harm to another student through force or violence.	G
45.	Physical assault; causing or attempting to cause physical harm to a district employee, volunteer or contracted employee on school district property, on a school bus or other school related vehicle, or at a school-sponsored activitiy or event.	G*
46.	Fighting; any quarrel involving the striking of blows or other bodily contact when: the student is physically provoked; spontaneous or the outgrowth of prior circumstances or disagreements; planned or prearranged or if involving gangs or groups of students.	D-F
47.	The possession or use of a weapon (other than those listed below in No. 48) including but not limited to: bb guns, air soft guns, knife with a blade less than 3 inches) in a school building or on school property. The term weapon shall mean an object or instrument the principal	G

use of which is to inflict injury or physical harm upon the person of another or the use of which may result in pain or suffering. The term weapon shall also include a fascimile of objects or instruments which are weapons. The term weapon shall additionally include an object or instrument which is not in and of itself a weapon as defined above, but where the possession or use of same is coupled with an intent by a student to inflict injury or harm upon another person.

48. Possession or use of a dangerous weapon in a school building or on school grounds. The term "dangerous weapon" means a firearm, dirk, dagger, stiletto, iron bar, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, and brass knuckles (MCL 380.1313(4). The definition of "fiream" in section 380.11 refers to the definition of that term in the federal Gun-Free Schools Act of 1994, which will, or is designed or may readily be converted to, expel a projectile by the action of an explosive: G*

- Any weapon (including a starter gun) which will, or is designed or may readily be converted to, expel a projectile by the action of an explosive;
- The frame or receiver of any such weapon;
- Any firearm muffler or firearm silencer; or
- Any destructive device.

49. School incorrigibility - Any student who repeatedly violates school rules. G

50. Gang Related Activity - affiliation through symbols, colors, promotion or acting on behalf of a gang. G

**Disciplinary action for all infractions marked with an asterisk are defined and set by Michigan state law for students in grades six and above, and will be disciplined at Category G Step 8. Police will be contacted.*

Guidelines for the Imposition of Appropriate Disciplinary Steps

The chart below prescribes the disciplinary steps to be assigned to each category at the various grade levels. To use this chart, find the infraction in the list on pages 8 through 15. Note the category listed after the appropriate infraction. Find that category on the chart below and move down the column to the proper grade level for the student in question. You will see numbers listed such as, 1-3. These are disciplinary steps, and are described on pages 15-17.

Disciplinary Steps Imposed for Infractions

	Cat. A Infraction	Cat. B Infraction	Cat. C Infraction	Cat. D Infraction	Cat. E Infraction	Cat. F Infraction	Cat. G Infraction
Kindergarten	Step 1	Step 1-2	Step 1-3	Step 1-4	Step 1-5	Step 1-7	Step 2-8
Grades 1-2	Step 1	Step 1-2	Step 1-3	Step 1-4	Step 1-5	Step 2-7	Step 3-8
Grades 3-5	Step 1	Step 1-2	Step 1-3	Step 1-4	Step 2-5	Step 3-7	Step 4-8
Grades 6-8	Step 1	Step 1-2	Step 1-3	Step 2-4	Step 3-5	Step 4-7	Step 5-8
Grades 9-12	Step 1	Step 1-2	Step 2-3	Step 3-4	Step 4-5	Step 5-7	Step 6-8

Disciplinary Steps

The disciplinary steps listed below will be followed in the administration of all disciplinary action. Corrective measures may be altered per administrative discretion for situations not defined within.

Step 1: Preliminary Corrective Measures

Whenever possible, school authorities will use corrective measures in assisting students to modify inappropriate behavior prior to the use of the more punitive actions described in later steps. Such corrective measures might include, but are not limited to:

- Verbal or written reprimands
- Counseling by school personnel
- Student-teacher conference
- Parent-student-teacher conference
- Recommendation for health evaluation
- Recommendation for placement in special program
- Referral to non-school service agencies
- Transfer to different teacher(s) or class(es) within a building
- Assignment of extra classwork
- Assignment of appropriate work details

- Assignment to detention outside school hours
- Loss of bus riding privileges
- Loss of extracurricular privileges
- Loss of driving and parking privileges
- Loss of lunch room privileges
- Temporary class closure
- Monetary restitution

When appropriate, such corrective measures may be used in conjunction with, as well as preliminary to, other disciplinary actions.

Step 2: Administrative Conference with Student and Parent

An administrative conference with student and parent will usually occur subsequent to the preliminary corrective measures described in Step 1, and may include a review of suspension/expulsion procedures.

Step 3: Temporary Suspension for One School Day

The duration of this suspension is for one school calendar day. The student is suspended from all classes, school related activities and transportation for one school calendar day.

Step 4: Temporary Suspension for Three School Days

The duration of this suspension is for 3 school calendar days. The student is suspended from all classes, school related activities and transportation for one school calendar day.

Step 5: Temporary Suspension for Five School Days

The duration of this suspension is for 5 school calendar days. The student is suspended from all classes, school related activities and transportation for 5 school calendar days.

Step 6: Temporary Suspension for Ten School Days

The duration of this suspension is for 10 school calendar days. The student is suspended from all classes, school related activities and transportation for 10 school calendar days.

Step 7: Long Term Suspension

The duration of this suspension is for a definite number of days in excess of 10 school calendar days and up to 180 school calendar days.

Step 8: Expulsion

Expulsion is the permanent exclusion from school subject to potential readmission.

Bus Regulations and Responsibilities

Regulations have been established to govern bus usage in order to avoid disruptions in transportation or school schedules, to prevent unnecessary damage or wear to vehicles and - most importantly - to protect student health and safety. These regulations are provided to students in detail each year, and they are urged to review them carefully. Buses are operated for the convenience and protection of students, and they are expected to observe all regulations if they wish to maintain bus riding privileges.

Disciplinary Steps Imposed for Bus Infractions

	Cat. A Infraction	Cat. B Infraction	Cat. C Infraction	Cat. D Infraction	Cat. E Infraction	Cat. F Infraction	Cat. G Infraction
Kindergarten	Steps 1-3	Steps 1-3	Steps 1-3	Steps 1-4	Steps 1-5	Steps 1-7	Steps 2-8
Grades 1-2	Steps 1-3	Steps 1-3	Steps 1-3	Steps 1-4	Steps 1-5	Steps 2-7	Steps 3-8
Grades 3-5	Steps 2-3	Steps 1-3	Steps 1-3	Steps 1-4	Steps 2-5	Steps 3-7	Steps 4-8
Grades 6-8	Steps 1-3	Steps 1-3	Steps 1-3	Steps 2-4	Steps 3-5	Steps 4-7	Steps 5-8
Grades 9-12	Steps 1-3	Steps 1-3	Steps 2-3	Steps 3-4	Steps 4-5	Steps 5-7	Steps 6-8

Disciplinary Steps

The disciplinary steps listed below will be followed in the administration of all bus disciplinary action. Corrective measures may be altered per administrative discretion for situations not defined within.

Step 1: Preliminary Corrective Measures

Whenever possible, school authorities will use corrective measures in assisting students to modify inappropriate behavior prior to the use of the more punitive actions described in later steps. Such corrective measures might include, but are not limited to:

- Verbal or written reprimands
- Counseling by school personnel
- Assignment of appropriate work details
- Assignment to detention outside school hours
- Loss of bus riding privileges
- Loss of extracurricular privileges
- Temporary class closure
- Monetary restitution

When appropriate, such corrective measures may be used in conjunction with, as well as preliminary to, other disciplinary actions.

Step 2: Administrative Conference with Student and Parent

An administrative conference with student and parent will usually occur subsequent to the preliminary corrective measures described in Step 1, and may include a review of suspension/expulsion procedures.

Step 3: Bus and/or School Suspension for One School Day

The duration of this suspension is for one school calendar day. The student is suspended from all classes, school related activities and transportation for one school calendar day.

Step 4: Bus and/or School Suspension for Three School Days

The duration of this suspension is for 3 school calendar days. The student is suspended from all classes, school related activities and transportation for 3 school calendar days.

Step 5: Bus and/or School Suspension for Five School Days

The duration of this suspension is for 5 school calendar days. The student is suspended from all classs, school related activities and transportation for 5 school calendar days.

Step 6: Bus and/or School Suspension for Ten School Days

The duration of this suspension is for 10 school calendar days. The student is suspended from all classes, school related activities and transportation for 10 school calendar days.

Step 7: Bus and/or School Long Term Suspension

The duration of this bus and/or school suspension is for a definite number of days in excess of 10 school days and up to 180 school days.

Step 8: Expulsion

Expulsion (bus and/or school) is the permanent removal of bus riding privileges subject to potential readmission.

Description of Disciplinary Steps

Temporary Class Closure

Class closure is the temporary denial of a student's right to attend a particular class or classes while a matter of immediate concern related to said class or classes is being resolved.

1. Classes may be closed by a principal or assistant principal for a period not to exceed three school days.
2. The student will be notified by the administrator of the class closure, of the reasons therefore, and of the requirements necessary for his/her readmission to class or classes.
3. If the matter of concern is not resolved within the specified period, alternate disciplinary action must be taken.

Loss of Extracurricular Privileges

1. Building administrators may suspend students from participating in, or being present at, extracurricular activities.
2. Coaches and sponsors of extracurricular activities shall have the authority to determine whether a student may participate in said activities, but only on the basis of predetermined rules which have received proper administrative approval.
3. Professional staff members present at any extracurricular activity have full authority to require a student to leave such activity when the student's behavior violates established school rules. A report of said student's misconduct and of the action taken will be made to the appropriate school administrator at the

earliest opportunity, and no later than the beginning of the next subsequent school day.

Teacher Initiated Suspension*

A teacher may suspend a student from a class, subject, or activity for up to one (1) full school day for violations of Categories B & C, which could result in a suspension under the provisions of the District Student Code of Conduct.

1. The teacher shall immediately send the student to the principal and specify the reason for the suspension.
2. As soon as possible after the suspension, but not later than the next school day, the teacher shall schedule a parent/guardian-teacher conference, regarding the suspension. If feasible, the counselor, psychologist and/or social worker shall attend the conference. The principal must attend upon request of the teacher or parent/guardian.
3. The student shall not be returned to the class, subject or activity that school day without the consent of both the teacher and the principal.
4. Students attending separate class periods throughout the school day shall be permitted during the term of the suspension to attend other classes in the school building.

*MCLA 380.1309

Temporary Suspension

Temporary suspension is the exclusion of a student from the premises and the denial of his/her attendance at, or participation in, classes and other school related activities for a period of up to ten school days.

1. A temporary suspension will normally begin on the day an infraction occurs, or on the school day immediately subsequent, though its commencement may be deferred for up to three school days at the discretion of the administrator involved. The nature of the infraction, the ability to provide timely notification to parents, the availability of transportation for the student, and the portion of the day remaining at the time of the infraction are among the factors to be considered in this decision.

2. No minor shall be sent home on suspension during the school day until a parent, guardian or other responsible adult has been contacted and assumes responsibility for the student.

Temporary suspensions may be imposed by an administrator pursuant to the guidelines in this Code and according to the following procedures:

1. The student will be advised of the charge(s) providing the basis for testimony supporting the charges.

2. If the student denies the charge(s) he/she will be afforded an opportunity to present information relevant to his or her defense.

3, If the student is suspended, his/her parent(s) will be notified as soon as possible of the suspension, the circumstances leading to the suspension, its length, the conditions necessary for the student's reinstatement, and their rights of appeal.

4. A written notice summarizing the above information will also be sent to the parent(s) as soon as possible, with a copy of the same maintained in the school office.

5. A conference will be held with the parent(s) to plan the reinstatement of the student in the regular school program.

Students on temporary suspension will be provided an opportunity to keep up with their school assignments subject to the following conditions:

1. It will be the responsibility of the student and/or the student's parent(s) to initiate a request for assignments.

2. The student or parent(s) will bear the responsibility for securing the asignments in a manner prescribed by the school.

3. Work on assignments may commence during a suspension period which exceeds three days, but will in all cases be completed and turned in within a reasonable deadline following reinstatement as prescribed by the school.

Community service in lieu of out-of-school suspension may be issued as a consequence when students are issued a number of days of suspension greater than the days of school remaining in the school year.

Students being promoted from one grade to the next, who receive a suspension during the final days of a school year, may be issued all or part of their days of suspension in the form of community service during the summer. Students who fail to complete assigned community service hours during the summer will be required to complete their remaining hours of suspension during the initial days of the following school year.

Seniors who are suspended in the final days of the school year, or during the time period between the last day of school and commencement, may be issued all or part of their suspension in the form of community service. All community service hours must be completed prior to the start of the commencement rehearsal (typically 1-2 days prior to commencement). Failure to complete all hours will result in the student being prohibited from participating in commencement.

Building level administration will determine the activity and dates for service which may occur on school grounds during school hours. All service must take place under the supervision of an adult assigned by the building administrator. Community service that is scheduled off site will require the building administrator to communicate with the supervising adult for approval of the dates and activities prior to the start of the service.

A 6 hour day of service replaces one day of suspension. All service will include labor that does not allow the student to be at rest when not on an approved break. Students must be on time, stay on task, and follow all school rules during the assigned service. Failure to do so will result in the denial of the opportunity to complete any remaining community service required, and the initial consequence of suspension will be enforced. This includes seniors being prohibited from participating in graduation. An in-school-suspension may not be considered as community service.

Seniors who commit an infraction of the student code of conduct that would result in a 10 day suspension (and occurs after the last day of school and prior to commencement) must serve a minimum of 30 hours of community service.

Infractions of the student Code of Conduct that require a disciplinary hearing before the Board of Education will prohibit building level administration from issuing the alternative consequence of community service. At the hearing, the Board of Education may, at their discretion, issue community service as part or all of a consequence.

Suspension Appeal Procedure

Suspensions not exceeding 3 days

Building Level

A student or student's parent(s) may request a review of any suspension not exceeding 3 school days. The review will be to the building principal.

1. Building level reviews will be conducted by the building principal, except in cases where that administrator is a witness against the student relative to the suspension. In such cases, the Superintendent of Schools will designate another building administrator to conduct the review.
2. Building level reviews will be held within 3 days of the day on which the suspension is scheduled to begin.

Suspensions exceeding 3 days and up to 10 days

A student or student's parent(s) may request a review of any suspension exceeding 3 school days and up to 10 school days. All such reviews will begin at the building level, but may proceed to the superintendent or designee. Imposition/continuation of the student's suspension will be deferred during any appeal process unless his/her presence at school will endanger the welfare or property of other persons or of the school district.

Building Level

1. Building level reviews will be conducted by a building administrator except in cases where that administrator is a witness against the student relative to the suspension. In such cases, the Superintendent of Schools will designate another building administrator to conduct the review.

2. Building level reviews will be held within 3 days of the day on which the suspension is scheduled to begin.

3. If the student or the student's parents are dissatisfied with the outcome of a building level review, and if the suspension involved exceeds 3 school days and up to 10 school days, they may request a district level review.

District Level

1. District level reviews must be requested within one school day after completion of the building level review.

2. District level reviews will be conducted by the Superintendent of Schools or his/her designee, and will be held within 3 school days of the request for same.

Long Term Suspensions and Expulsions

1. A long-term suspension is a suspension for a definite period of school days exceeding 10 days.

a. The superintendent or designee has the authority to impose a long-term suspension based upon a finding of misconduct, and a recommendation from the building administrator.

2. An expulsion is the total and permanent exclusion of a student from the Oxford Community Schools, subject to the potential for readmission described below in Paragraph 4.

a. The Board of Education has the authority to expel based upon a finding of misconduct and a recommendation from the Superintendent or designee.

3. Procedure

a. A long term suspension or expulsion shall not be imposed absent an investigation by a building administrator or the Superintendent's designee. In the investigation, the student shall be advised of the misconduct with which he/she is charged, the evidence supporting the charges, and shall be given the opportunity to present his/her version of the alleged incident(s). At the discretion of the investigator, other persons may be interviewed, and may be requested to attend the hearing or otherwise requested to provide information which will tend to assist in the resolution of the charges.

b. Where, upon the conclusion of an investigation of the charges the

investigator determines that the student has engaged in misconduct which merits the imposition of a long-term suspension or expulsion, the investigator shall recommend, in writing, to the Superintendent or designee who has not investigated the charges that the student be so disciplined, identifying the basis upon which the recommendation is founded. The investigator may also, upon making such determination, impose an immediate suspension of the student, pending further review of the recommendation.

c. Upon receipt of a recommendation from the investigator for a long-term suspension or expulsion of a student, the Superintendent or designee shall review such recommendation and shall determine whether to retain the matter for a hearing to determine the appropriateness of long-term suspension, forward the matter to the Board of Education for a hearing to determine the appropriateness of expulsion, or take other such action as is appropriate.

d. If the Superintendent or designee determines that it is appropriate to pursue either a long-term suspension or expulsion, then the Superintendent or designee shall schedule a hearing before the Superintendent or designee, when long-term suspension is at issue, or before the Board of Education, when expulsion is at issue.

The hearing shall take place within ten (10) school days following the commencement of the student's suspension or within ten (10) school days of the date of a manifestation determination review.

When expulsion is at issue and a hearing cannot be scheduled before the Board of Education within the ten (10) school-day period, or it appears to the Superintendent or designee that the Board of Education may not be able to conclude the hearing within the ten (10) school-day period, the Superintendent or designee shall offer the student and his or her parent(s) or guardian(s) an opportunity for an intermediate hearing before the Superintendent or designee, within the ten (10) school-day period or request an extension of time until the next scheduled board meeting, on the merits of the charges and the propriety of continuing the suspension until the Board of Education may conduct a hearing.

e. At a hearing or intermediate hearing as described in the preceding subsection before the Superintendent or designee, evidence in support of the charges shall be presented by the investigator. The hearing officer shall not be bound by formal rules of evidence and may limit disclosure of the identity of students providing information relative to the charges in accordance with statutes and case law concerning student discipline proceedings. All witnesses who testify at the hearing shall be sworn. The student may be represented by counsel and may present witnesss in his or her behalf as well as cross-examine witnessees who testify at the hearing in support of the charges. Following the conclusion of the evidence and within ten (10) school days following the commencement of the student's suspension, the Superintendent or designee shall render a decision. Appeal is to the Board of Education.

f. If the student and/or parent(s) or guardian(s) elect to have a hearing

or take an appeal before the Board of Education on the charges, either with or without first participatiang in an intermediate hearing before the Superintendent or designee, the hearing shall be convened in open or closed session, as elected by the student and/or parent(s) or guardian(s). The Board may designate a hearing officer who may, but need not, be a member of the Board who shall preside over the hearing until such time as deliberations begin and whose rulings on evidence and procedure shall stand unless overruled by a majority of the Board on motion.

In any such hearing, the administrator shall present evidence in support of the charges. The rules of evidence applicable to judicial proceedings shall not be strictly applied. Instead, such evidence as is relevant and material to any understanding and determination of any disputed fact may be admitted. The Board may limit disclosure of the identity of a student providing information relative to the charges in accordance with statutes and case law concerning student discipline proceedings. All witnesses who testify at a hearing shall be sworn. The student may be represented by counsel and may present witnesses in his or her behalf as well as cross-examine witnesses who testify in support of the charges.

g. At the conclusion of the evidence, the Board of Education shall deliberate and may, if the hearing is in closed session, do so in private. Following such deliberations, the Board of Education shall, through an appropriate resolution adopted by a majority vote of its members, either dismiss the charges or order the suspension or expulsion of the student, as the Board of Education deems appropriate and within the limits of its discretion, based upon a finding that the charges have been established through the evidence presented at the hearing.

h. If the Board of Education decides to expel the student, a copy of the Board resolution shall be sent to the student and his or her parent(s) or guardian(s). If there is a reasonable cause to believe that a student who has been charged with misconduct is handicapped, and the student has not previously been evaluated by a school district or agency authorized by the law to do so, an evaluation shall occur prior to the implementation of any long-term discipline which would otherwise be imposed. In the event that it is determined that the student is handicapped, and in the case of a student who has previously been determined to be handicapped, the IEPC shall be convened to determine whether the events which are the subject of the charges were proximately related to the handicapping condition. In the event it is determined that either the student is not handicapped or, if handicapped, the events which are the subject of the charges were not proximately related to the student's handicap, the foregoing procedures shall resume from the point at which they were were suspended. In the contrary event, the charges shall be dismissed and an appropriate special education placement shall be determined.

4. Potential Readmission

a. A student who is expelled may be readmitted to any school within the Oxford Community Schools at the discretion of Administration, unless the Board of Education decides at the time of expulsion that the student must petition the

Board for reinstatement. Following expulsion the Board may, but is not required to, authorize administration to render services to the expelled student such as admission to a community education program wtihin the district for continuation of academic classes or assistance in obtaining placement in alternative programs in or out of the district. After the expulsion period, the student or, on behalf of the student, the student's parent(s) or guardian(s) may seek readmission by applying to the Board of Education through the Superintendent or designee. The Board of Education may, in its discretion and subject to paragraph (b) below, choose to readmit the student if the student can satisfactorily demonstrate that he or she had made a sincere effort at rehabilitation subsequent to the expulsion, will not represent a threat to the safety and welfare of the students, and will not disrupt the educational process of the Oxford Community Schools. The Board of Education shall base its decision in part on the severity of the incident leading to expulsion. The Board of Education may further qualify readmission upon specified conditions which it determines are appropriate. Such applications shall be filed no earlier than forty-five (45) days prior to the commencement of the semester for which readmission is sought. The decision of the Board of Education on a question of readmission is final.

b. A student who is found to have physically assaulted a staff member, committed criminal sexual conduct, arson, or to have been in possession of a dangerous weapon in a weapon-free school zone, as those terms are defined in the Revised School Code, shall not be admitted to school in the District except in accordance with Section 1311(5) of the Revised School Code.

The seriousness of a long-term suspension imposes stringent due process requirements for the protection of the suspended student's rights, and thse should be scrupulously adhered to.

Access to Student Records

Any student legally an adult and the parent(s) or guardian(s) of any other student were extended the right to review, refute and/or seek the amendment of that student's school records under the Family Educational Rights and Privacy Act of 1974. In most circumstances these records cannot be released to other parties or agencies outside of the school system without the written consent of the student, if legally an adult, or the student's parent(s) or guardian(s). The Oxford Schools do release student records to courts when required by law, and upon request, to other schools in which a student seeks or intends to enroll. They also release directory information (i.e. name; date and place of birth; dates of attendance, current grade placement and/or date of graduation; scholarships, awards and honors earned; participation in officially recognized sports and activities; height and weight if a member of an athletic team; addresses and telephone numbers for inclusion in school or parent-teacher organization directories only) at their own discretion,

unless specifically requested not to do so by parent(s), guardian(s), or an adult student. Detailed information regarding the requirements and procedures of the above act will be made available to students and parent(s) or guardian(s) at the beginning of each school year.

Attendance Policy

Regular school attendance is not only consistent with Michigan law and policies of the State Board of Education, but it correlates highly with good academic achievement and helps develop valuable personal habits as well. Any absences other than those resulting from illness or family emergency are strongly discouraged, though with proper notification, they may be approved for medical or dental appointments or other important personal business which cannot be conducted outside of the school day. Because of differences in facilities, programs, student age and maturity, specific attendance regulations may vary among different grades and buildings at the elementary and middle school levels. At the high school level the Board of Education has adopted uniform policies and procedures which are spelled out in detail in the Wildcat Student Handbook. All buildings and grades will provide for the maintenance of accurate attendance records, and for the timely notification of parent(s) regarding attendance problems.

Classroom Discipline

Effective teaching and learning cannot take place in a disruptive and uncontrolled atmosphere. Teachers, therefore, have both the right and duty to maintain appropriate classroom behavior by imposing classroom discipline apart from, but consistent with, the principles described in the Code. Indeed, the extent to which formal use of the Code can be avoided is one measure of the general effectiveness of classroom discipline.

Corporal Punishment

In light of evidence that the application of physical pain for the purpose of punishing misconduct negatively affects the learning process, Michigan has enacted legislation to prohibit the use of corporal punishment in all its local and intermediate school districts.

This legislation defines corporal punishment as the act of deliberately inflicting physical pain by any means upon the whole or any part of a student body as a penalty or punishment for offensive behavior. It further provides that any person who is employed by, or engaged as a volunteer or contractor of, a local or intermediate school board shall not threaten to inflict, or cause to be inflicted corporal punishment upon any student.

Though the above does not preclude the use of reasonable force within the scope of a school employee's responsibilities to protect students, employees or others from immediate physical harm, or to take possession of dangerous objects or to

protect school property - such actions must be clearly required by the circumstances.

Generally, the preliminary corrective measures suggested earlier in this document are to be employed, along with such other steps as might assist students to understand their school related problems, and to learn successful methods for resolving them.

Criminal Acts and Police-School Relations

Certain acts of school misconduct are also violations of existing law, and are subject to legal procedures in addition to school disciplinary action. Law enforcement agencies will therefore be notified in such cases when deemed advisable by the administrator for protection of the student, other persons or public or private property. Such notifications, along with the circumstances surrounding them, will be recorded in the school office, and parent(s) of the students involved will be notified as soon as possible.

Police may enter the schools upon the request of school officials, when they have evidence of the commission of a crime, or if they have warrants for arrest or search. Police are requested to advise an administsrator of their presence in a building, and whenever possible, to provide advance notification of a proposed visit. Police questioning of students while in school will take place in private and in the presence of an administrator and/or the parent(s) of the students involved. School officials will notify the parent(s) of minor students of any such questioning or proposed questioning, preferably so as to permit their presence

Lockers

Although lockers are assigned to students for their use and convenience, the lockers at all times remain the exclusive property of the School District, and students have no reasonable expectation of privacy regading lockers. School district administrators and staff reserve the right to inspect and search a locker if they deem it necessary, with or without prior notice to students.

Previous Misconduct

In order to protect the health and safety of students and employees, and to prevent threatened disruption to the educational process, an otherwise eligible resident student may be disciplined, suspended or expelled on the basis of

- a prior act of misconduct committed outside of school hours and/or off school premises when the student was not enrolled in the Oxford Community Schools;

- a prior act constituting a gross misdemeanor, and other acts of misconduct, while the student was enrolled in another school district if the act of gross misdemeanor or other misconduct would constitute a sufficient basis for suspension or expulsion had it occurred while the student was attending the Oxford Community Schools.

(If a person previously had been permanently expelled from his/her resident district and all other districts for a statutory, mandatory offense - possession of dangerous weapons, arson, criminal sexual conducdt, or physical assault of staff - then the individual could not attend the School District in any capcaity, unless so admitted on a discretionary basis following the petition for readmission process.)

Student Rights

Students have the right to assemble, circulate petitions, and otherwise express their personal opinions orally or in writing. The exercise of these rights must be such that they do not violate existing law, disrupt usual school activities, endanger health or safety, or otherwise interfere with the rights of other individuals. Communications which are obscene, defamatory or express racial, ethnic, religious or sexual discrimination are prohibited. Each school will adopt regulations which are consistent with the above standards, and will make these available to students and parents at the beginning of each school year.

Nondiscrimination Clause

Non-Discrimination Clause: Oxford Community Schools does not discriminate on the basis of race, color, religion, national origin, sex, disability, age, height, weight, marital status or any other legally protected characteristic, in its programs and activities, including employment opportunities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Nancy E. Latowski, Assistant Superintendent of Human Resources, 10 North Washington Street, Oxford, MI 48371, (248) 969-5004.