

MAYVILLE MIDDLE SCHOOL
STUDENT CODE OF CONDUCT HANDBOOK
GRADES 6-7
2023-2024



WILDCATS

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Middle School 6-7th Grade

2023-24 Student Code Of Conduct Handbook

Mandated Reporter

Policy 5701 “Mandated reporter” means a physician, dentist, physician’s assistant, registered dental hygienist, medical examiner, nurse, person licensed to provide emergency medical care, audiologist, psychologist, marriage and family therapist, licensed professional counselor, social worker, licensed master’s social worker, licensed bachelor’s social worker, registered social service technician, social service technician, a person employed in a professional capacity in any office of the friend of the court, school administrator, school counselor or teacher, law enforcement officer, member of the clergy, or regulated childcare provider who has reasonable cause to suspect child abuse or child neglect mandates that staff must report their suspicions of child abuse or neglect immediately. Also, file a DHS-3200 report of actual or suspected child abuse of neglect.

- **Staff must report incidents to their direct supervisor/principal in charge.**
- **Staff must email the building principal AND superintendent of schools for accountability and follow up procedures.**
- Mayville Community Schools will continue providing Professional Development of the Mandated Reporter requirements with SafeSchools training at the beginning of every school year and provide follow up reminders throughout the school year.
- Channel of communications for parents to address building and /or district concerns.
 - Parent platform bi-weekly meetings available in both buildings with principal. Day and time determined and published ASAP.
 - Parent platform monthly meeting available with Superintendent. Day and time determined and published ASAP.
- For more information please see PDF. on how to Report https://mea.org/wp-content/uploads/2020/09/mandated_reporter.pdf
- Form DHS3200- [DHS-3200, Report of Actual or Suspected Child Abuse or Neglect](#)

Form can be faxed or emailed- Fax this form to 616-977-1154 or 616-977-1158 Or email this form to DHS-CPS-CIGroup@michigan.gov

General Discipline Purpose

“Educators and other school-based staff are critical to provide an important foundation of social, emotional, behavioral, and academic support for all students. Without that support, students may experience more challenges, higher rates of discipline, and increased mental health concerns.” (Center, T-2023) Discipline's primary function is to understand, reflect, develop and implement a plan to return the student to the classroom as quickly as possible. The Vision of Mayville Middle School is to create a safe and equitable learning environment for ALL students including those students who have made bad or unsafe choices. “If the goal is to change student behavior, a substantial body of research has found no evidence that exclusionary discipline accomplishes this, and some research has found that it may make future misbehavior more likely. If the goal is to improve student behavior, then the interventions should be focused on teaching and supporting appropriate behavior with evidence-based, nonpunitive interventions and supports.”(Center, T-2023) All Staff members must build classroom discipline procedures and set clear expectations for ALL students. Every effort must be made to ensure emotional and physical safety within the classroom. Minor Disciplinary Procedures should be handled within the classroom as much as possible. If minor behavior persists please review systematic procedures clearly outlined with the Behavioral Specialist. If behavior requires immediate attention or is

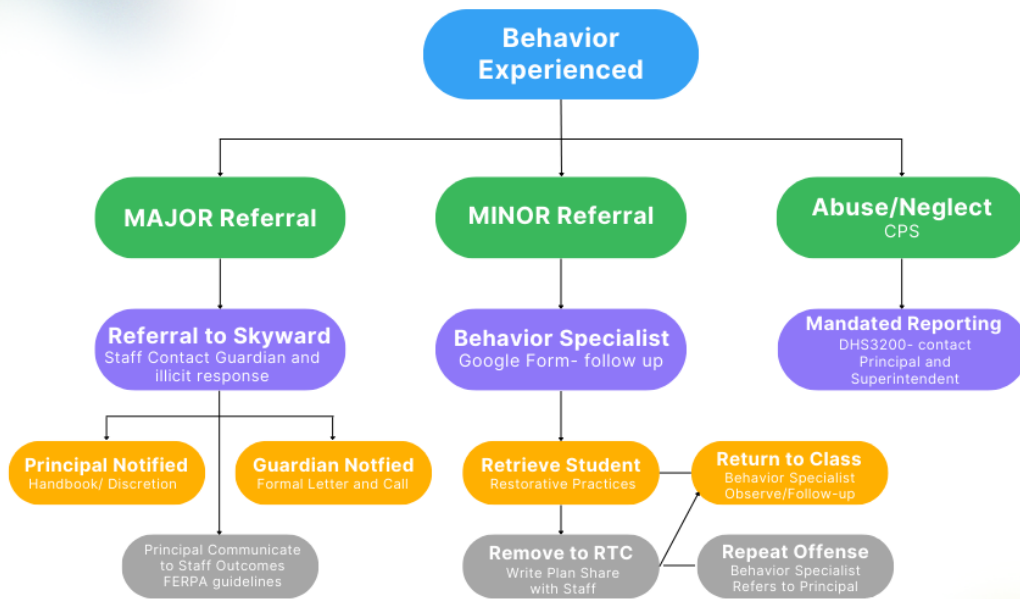
MAJOR in nature please refer to standard Mayville Handbook Policy and record behavioral concern in SkyWard for Principal involvement. Note: if SkyWard discipline reporting is used Guardians must be notified by teacher either by email or phone and a response MUST be elicited by Guardian to ensure proper communication is achieved. Additionally, please ONLY refer to students disciplined by name as all other students involved must remain anonymous and/or be redacted from the record per FERPA guidelines.

Restorative Practices - Michigan Department of Education- Whole Child Mandate

“When we think of a child having a caring and engaging learning environment, we need to look at the "Whole Child," beyond the child as a student in our schools. The Michigan Department of Education (MDE) has defined the Whole Child as "a unique learner comprising interacting dimensions such as cognitive, physical, behavioral, social and emotional." The whole child lives within multiple and interconnected environments including home, school, and community.” (MDE- Whole Child Definition- 2023)

The purpose of reporting disciplinary actions is to assess and create a plan that enables the student to re-join the classroom and the learning process as soon as he or she is able. The system of disciplinary procedures must take into account the nature of the “whole child” and not strictly focus on the inappropriate behavior but insist that a plan is established to create a pathway back into the classroom and that the behavior is modified.

Behavioral Issue Flow Chart



Behavior Specialist Role- Minor Vs. Major Discipline and Procedure and Flow Chart

Teachers and Staff must evaluate whether an understood/witnessed behavior is Major or Minor. General Rule- if a Staff member questions the violation, treat the behavior as MAJOR.

An office for the Behavioral Specialist will be assigned in the Middle School establishing a formal destination for RTC (Responsible Thinking Classroom) for in person referrals and communication. (note-FERPA guidelines must be adhered to and followed for any and all communication.) Students WILL NOT be sent to the RTC office but rather retrieved, conferred with, with the purpose of classroom restoration as quickly as possible. NOTE- If a student is removed from the classroom (snap suspension), the student must check into the office and be referred to in school suspension guidelines and a MAJOR disciplinary report must occur.

The Behavioral Specialist will assist in the development, implementation, and evaluation of intervention programs that address the needs of at-risk students. Formally records of all disciplinary issues and creates a log, recording basic information, date and conversation will be maintained. (FERPA rules must apply) The Behavior Specialist forms a variety of administrative duties to assist the Principal in managing the schools behavioral challenges. Assists the Principal in providing behavioral leadership in the school. Communicates regularly with the Principal about behavioral challenges and coordinates with staff best practices to achieve success.

The Behavioral Specialist administers disciplinary procedures in accordance with district policies and state laws; receives GOOGLE FORM communication for MINOR referrals from all STAFF and *after the teachers makes every attempt to curb behavior using Classroom Discipline tools including contacting guardians.* The Behavior Specialist confers with students, parents, teachers, and community agencies; responds to and resolves parent, student, and staff concerns and complaints. The Discipline Referral Google Form will be found on the School Districts Website under Staff Resources. The Vision and Mission statement will be followed creating an avenue for restorative practices that achieves best results for student behavioral and academic success. Relays all perceived MAJOR disciplinary concerns to the SkyWard for formal documentation.

Supervises students on campus; monitors students during lunch, recess, passing periods, and other activities; instructs students in appropriate behavior; disciplines students in accordance with established school handbook guidelines.

Monitors and organizes; prepares letters, calls parents, and attends meetings as needed, regarding absent or tardy students; provides leadership for truancy improvement efforts.

Provides direction to a variety of faculty, staff, and student programs and services; participates in formal and informal classroom visitations and observations; provides recommendations and suggestions for improvement as appropriate.

STUDENT CODE OF CONDUCT FOR 6th & 7th GRADES

(All Minors can become a Major with repeated offenses)

****PRINCIPAL HAS THE AUTHORITY TO MODIFY ANY AND ALL CONSEQUENCES OF THE SCHOOL CODE****

A major component of the educational program at Mayville Schools is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards. Each teacher at the end of every marking period will evaluate the student's conduct. While actions such as missing assignments or class participation may have an impact on academic grades, they do not affect conduct grades. Conduct will be evaluated as follows:

ACADEMIC MISCONDUCT - Major

A student will not plagiarize, cheat, gain unauthorized access to, or tamper with educational materials. Discipline under this section may result in academic sanctions, in addition to other disciplines.

- **1st OFFENSE** – Detention/Zero on assignment/test
- **2nd OFFENSE**– Possible failure of marking period and/or semester
- **3rd OFFENSE**– Failure of class

AFTER-SCHOOL DETENTION (ASD)

After-School Detention may be assigned by school staff or administrators. The following are examples, but do not constitute limitations, of reasons for being assigned to ASD:

- Violation of classroom rules
- Violation of handbook rules
- Failure to complete assignments
- Tardies
- Make up time for excessive absences

AGGRESSIVE BEHAVIOR - Major

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

Disciplinary action can be up to expulsion.

ARSON - Major

Arson is defined as starting a fire that endangers school property, its occupants or their property. Arson is a felony and State Law requires the Board of Education to expel any student who commits arson on school grounds or at a school-sponsored event. A student will not intentionally, by means of starting a fire, cause harm to any property or person, or participate in the burning of any property or person. If a student commits arson in a school building, on school grounds or other school property, the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311(5). (MCL 380.1311[2]). "Arson" means a felony violation as set forth in Chapter X of the Michigan Penal Code. (MCL 750. To MCL 750.80). Possession of a lighter or matches is prohibited.

BATTERY/PHYSICAL ASSAULT - Major

"Physical assault" means intentionally causing or attempting to cause physical harm to another through force or violation. (MCL 380.1310[3][b], MCL 380.1311a[12][b]).

If a student enrolled in grade 6 or above commits a physical assault at school against another student then the school board or its designee shall suspend or expel the student from the school district for up to 180 school days. (MCL 380.1310[1]).

If a student enrolled in grade 6 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 its designee shall expel the student from the school district permanently, subject to possible reinstatement under MCL 380.1311a(5),

*MCL 380.1211a[1].

BEVERAGES - Minor

Administration reserves the right to restrict the consumption of food and drinks to the cafeteria. Students may not bring outside beverages into the building with the exception of water. However, a one-twelve ounce can of caffeine-free: sugar-free beverage may be brought in to be consumed at lunchtime in the cafeteria. Students must have their teacher's permission to bring breakfast or lunch foods into the classroom. Glass containers or other potentially hazardous items are prohibited on school grounds. All food purchased in the cafeteria must be eaten in the cafeteria. Special permission may be granted by a staff member.

1st OFFENSE-Detention

2nd OFFENSE-2 hour detention to suspension

3rd OFFENSE-Suspension 1-3 days

BUS DISCIPLINE PROCEDURE - Minor

BUS RULES AND CONSEQUENCES:

Every bus rider must abide by the following rules. Bus riding is a privilege. Students not following the rules will not be allowed to ride the bus. Safe behavior is required at all times. The bus driver is in charge of the bus and **MUST** be obeyed.

1. Be at the bus stop 3 to 5 minutes ahead of the scheduled pick-up time. This will avoid delays at the individual stops. It is the **PARENT'S** responsibility to provide necessary supervision to and from the bus stop.
2. Expect to walk some distance to the bus stop.
3. **PARENTS** are responsible for safe behavior at the bus stop.
4. Form a line to get on the bus.
5. Bus riders must wait until the bus is stopped and has its door open before approaching the bus.
6. Drivers may have assigned seats, which the student **MUST** occupy.
7. While on the bus, keep feet on the floor and out of the aisle.
8. **Everyone MUST remain in his/her seat while the bus is moving.**
9. Keep hands, heads, etc. inside when windows are open.
10. Use a quiet voice and appropriate language.
11. All riders will help keep the bus clean and sanitary.
12. All damage to the bus will be paid for by the person doing the damage.
13. Students must ride their assigned bus and get off at their regular stop unless arrangements have been made in advance. A written request from the parent/guardian is required to make changes. In case of an emergency, a written request will be waived. **ABSOLUTELY NO BUS PASSES**
14. Parents are to call the Transportation Supervisor at (989) 843-6115 ext. 35401 when there are driver concerns or questions. The drivers **ARE NOT ALLOWED** to make route or stop changes without authorization. Contact the Middle or High School office with student related issues.

CONSEQUENCES FOR VIOLATING BUS RULES:

1. **FIRST OFFENSE:** In most cases the driver will verbally warn the student to behave.
2. **SECOND OFFENSE:** The driver will bring the Bus Conduct Report to the principal. A warning letter will be sent home with the student informing the parent/guardian of the incident. The parent/guardian is to review the bus rules with the student and sign the letter to indicate that he/she has done so.

The child must return the letter with the parent/guardian's signature to the driver before he/she can ride again.

3. **THIRD OFFENSE:** The driver will bring the Bus Conduct Report to the principal. The student will be suspended from riding the bus for the next three days that he/she attends school.
4. **FOURTH OFFENSE:** The driver will bring the Bus Conduct Report to the principal. The student will be suspended from riding the bus for the next 10 days that he/she attends school.
5. **FIFTH OFFENSE:** The driver will bring the Bus Conduct Report to the principal. The student will be suspended from riding the bus for up to four weeks or the end of the semester, whichever is longer.
6. **SIXTH OFFENSE:** The student will be suspended from riding the bus for four weeks or at the end of the school year, whichever is longer.

In the case of a serious offense, the driver or administrator may skip steps in the procedure.

CELL PHONES - Minor

Schools have been challenged with the increased disruption to the educational environment brought forward by student use of cell phones.

Cell phones should be kept OFF and OUT OF SIGHT, secured in a locker, book bag, purse, vehicle, or in a pocket throughout the duration of the instructional day, including passing time, seminars, and assemblies.

From 7:50 until 2:50 there will be a NO PHONE ZONE in the entire school.

Checking Text Messages, Email

Is permitted during lunch and/or upon adult approval. Students will be allowed to check text, email messages however; they MUST get permission from an adult authority to respond to the text in a proper location determined by the adult.

Checking Voicemail

Students will be allowed to check voicemail however; unlike text, email messages they MUST get permission from an adult authority to check the voicemail in a proper location determined by the adult.

Phones may never be used to take pictures or record.

Any student who is found to have made a false 911 call from any phone on school property will be suspended from school and reported to law enforcement authorities.

Students in violation of this policy will have their cell phones confiscated and turned over to an administrator.

1st OFFENSE- Students may pick up their cell phone at the end of the school day, 2:50-3:30 in the main office.

2nd OFFENSE- Two hours before/after school detention.

3rd OFFENSE- Four hour detention and parent/guardian may pick up cell phone during school office hours between 7:50 am and 2:50 pm in the main office. Parents will also pick up a form that states that their child/student has now lost the privilege of bringing a cell phone to school. Any subsequent offenses after the third offense will result in suspension and confiscation of the phone until meeting with parents.

CLOSED CAMPUS RESTRICTIONS - Major

Students may not leave school property once they have arrived without written permission from the Principal's office. Violations of this policy are cause for disciplinary action.

- **1st OFFENSE:** One (1) day of out-of-school suspension.
- **2nd OFFENSE:** Two (2) days of out-of-school suspension.
- **REPEAT OFFENSES:** Out-of-school suspension for up to ten (10) days.

CONTROLLED SUBSTANCE AND ALCOHOL USE -Major

Possessing, using, transferring, or under the influence of any substance which produces abnormal behavior; at any school function or activity or on school grounds at any time. Possessing, using or transferring of alcoholic beverages, narcotics, or drugs which produce abnormal behavior. Drug related paraphernalia are prohibited. The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity - sale, use, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. If caught the student could be suspended or expelled and law enforcement officials may be contacted.

1st Offense - Suspension of 10 days - Agency Assessment Counseling - Possible Expulsion

Repeat Offenses- Suspension of 10 days and/or expulsion

DESTRUCTION OR MISUSE OF SCHOOL PROPERTY - Major

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

Damage to, or loss of, school equipment and facilities wastes taxpayers money and undermines the school program. A student will not willfully cause defacement of, or damage to, property of the school or others. Actions such as writing in school textbooks or library books, writing on desks or walls, carving into woodwork, desks, or tables, and spray painting surfaces, intentionally clogging the plumbing system, breaking fixtures, and damaging school equipment to the point where repair is necessary are acts of destruction. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Conduct Code.

1st OFFENSE- Full restitution, detention and/or suspension of 3-10 days

2nd OFFENSE - Filed charges mandatory. Suspension pending court determination

DISCIPLINE OF DISABLED STUDENT

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (IDEA) and the Americans with Disabilities Act (ADA).

DISORDERLY CONDUCT - Minor

A student will not harass others or misbehave in a manner that causes disruption or obstruction to the educational process. Disruption caused by talking, making noises, throwing objects, or otherwise distracting others constitutes disorderly conduct. Behavior is considered disorderly if a teacher is prevented from starting an activity or lesson, or has to stop instruction to address the disruption.

1st OFFENSE- Warning and a written referral.

2nd OFFENSE-Detention to suspension

3rd OFFENSE-1-3 day suspension

4th OFFENSE-3-5 day suspension

DISPLAY OF AFFECTION - Minor

Display of affection between students is limited to holding hands. Any other display of affection is not acceptable.

1st OFFENSE: Warning and a written referral.

REPEAT OFFENSES: Detention up to out of school suspension.

DISRESPECT - Minor

Mayville Community School District is dedicated to providing a safe and pleasant environment for all students and staff. In order to accomplish this MCS has developed a zero tolerance policy concerning disrespect in any form. Any student observed making physical or verbal abuse toward another person or property will:

1st OFFENSE: Warning and a written referral.

REPEAT OFFENSES: Detention up to out of school suspension.

BEING DISRUPTIVE FOR A SUBSTITUTE TEACHER WILL BE HANDLED AS FOLLOWS:

1st OFFENSE: Detention to out of school suspension.

REPEAT OFFENSES: Out of school suspension up to 3 days.

DRESS CODE - Minor

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines. It is the belief of the Mayville Middle/High School Administration and staff that appearance, clothing and grooming influence student attitude and behavior. Students should be dressed in clean clothes, bathed and properly groomed for school in such a way as to reflect credit to themselves, their family, and the school. Any appearance, which is extreme or inappropriate for school, will not be permitted. Parents will be contacted to bring a change of clothing to the school. Any clothing with obscene, suggestive writing, or deemed to be in bad taste or gang related, as determined by school staff may not be worn. Clothing that advertises/suggests/promotes drugs, alcohol, tobacco, or other illegal or immoral references are not allowed. Holes in jeans are okay. Mutilation that appears 1 hand width above the knee may not show skin. Patches or coverings attached to the jeans must cover the holes or mutilation. Pockets and spandex are not suitable patches.

Students who wear inappropriate clothing will be sent to the general office. If students have appropriate clothing with them, they may change clothing- this means the inappropriate item(s) will be replaced by other clothing. Putting something on over the inappropriate item will not suffice. Any items (including clothing) that are prohibited from school will be confiscated and stored in the general office until the final day of school or a parent may come and claim the property during office hours.

Repeated wearing of inappropriate clothing will be considered insubordination and dealt with according to the handbook.

Students who are representing Mayville Schools at an official function or public event may be required to follow specific dress requirements. Usually this applies to athletic teams, cheerleaders, bands, and other such groups.

The following guidelines have been adopted for all Middle/High School students:

- A. Hats, bandanas, head coverings (including hoods), and sunglasses are not to be worn within the school building during regular school hours (**Start of first hour through the end of last hour**). These items will be confiscated and returned on the last day of school. Exceptions include;
 - Religious reasons
 - Medical requirements, and
 - Special occasions that are announced.
- B. Coats that are designed for outerwear are not to be worn in the classroom. Please keep a sweater or sweatshirt in your locker to wear should you become chilled.
- C. Shirts, blouses and dresses should have sleeves as long as they **are appropriate and do not disturb the educational process**.
- D. **No bare midriffs**. Shirts and blouses need to be long enough to cover the midriff, especially when a student raises his/her hand.
- E. **Chest, back and underarm areas must be covered**. Mesh or see-through may only be worn over appropriate shirts or dresses.
- F. Bottom wear that exposes the buttocks at any time whether standing, sitting, or otherwise is inappropriate. Undergarments must not be visible. Pants are to be worn at the waist line. If pants are too big, the student must wear a belt to keep them up or will be given twine for that purpose.
- G. **Footwear must not present a health or safety hazard**.
- H. **Shorts, skirts, or dresses are appropriate if it does not disturb the educational process**.
- I. **Leggings, skinny jeans, pajama bottoms, etc. are appropriate if it does not disturb the educational process**.
- J. Chains, beads or any accessory that may present a health or safety hazard are prohibited.

Administration will have the final say on the dress code.

DUE PROCESS

When a student is being considered for suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will be given an opportunity to explain her/his side and the administrator will then provide the student the evidence supporting the charges. After the informal hearing, the Principal will make a decision whether or not to suspend. If the student is suspended, she/he and her/his parents will be notified in writing within one (1) day of the reason for and the length of the suspension. The suspension may be appealed within ten (10) days after the receipt of the suspension notice to the Superintendent of Schools. The request for an appeal must be in writing and given to the school office.

During the appeal process, the student is allowed to remain in school unless safety is a factor. The appeal shall be conducted in a private meeting and the student may be represented.

Suspension from co-curricular and extra-curricular activities may not be appealed. When a student is suspended, she/he may make up for work missed while on suspension.

Any learning that cannot be made up such as labs, field trips, skill-practices and the like, or any learning that the student chooses not to make up, may be reflected in the grades earned.

A student being considered for more than ten (10) days suspension will be given due process as described in the expulsion section below.

ELECTRONIC EQUIPMENT - Minor

The school supplies electronic equipment that is necessary in school. Students are not to bring electronic devices without the permission of the teacher in whose room the device will be used and kept. These items will be confiscated and disciplinary action may be taken. Repeated violations of this rule could result in suspension or expulsion. Lost or stolen items will be the responsibility of the student.

EXPULSION OR LONG-TERM SUSPENSION FROM SCHOOL

When a student is being considered for expulsion, a formal hearing before the Board of Education is scheduled by the Superintendent of Schools, during which the student may be represented by her/his parents, legal counsel, and/or by a person of her/his choice. The student's parents will receive a formal letter of notification of the hearing from the Superintendent or designee, which will contain:

- The Charges
- The time and place of the Board meeting
- The length of the recommended long-term suspension or expulsion
- A brief description of the hearing procedure
- A statement that the student may bring parents, guardians or counsel
- A statement that the student may give testimony, present evidence, and provide a defense, and
- A statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction.

Students being considered for long-term suspension or expulsion may or may not be immediately removed from school, pending the hearing. The Board of Education's decision to suspend or expel is final. All opportunities to earn credits ends when the student is expelled.

EXTORTION/INTIMIDATION -Major

Extortion is the use of threat, intimidation, force or deception to take or receive something from someone else. Extortion is against the law. Violations of this could result in out-of-school suspension or expulsion.

FIGHTING - Major

Fighting is forbidden on school grounds and at school activities. Violations of this could result in out-of-school suspension or expulsion.

FIRE REGULATIONS, EXPLOSIVES, FIREWORKS, ETC. - Major

No student shall pull a fire alarm that is not necessary. No student shall possess or use any pyrotechnic device (firecrackers, sparklers, smoke bombs, lighters, matches, etc.) on any school property. Violations of this could result in out-of-school suspension or expulsion.

PLEASE NOTE: Possession of explosive devices that qualify as dangerous weapons, or any explosive device used as a weapon, will result in a recommendation for expulsion as required by State Law.

FORGERY - Major

This is the act of fraudulently using, in writing, the name of another person, or falsifying times, dates, grades, addresses, or other data on school forms. Violations of this could result in out-of-school suspension or expulsion.

GAMBLING - Major

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

GENDER/ETHNIC/RELIGIOUS/DISABILITY HARASSMENT - Major

VERBAL:

Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the District.

NONVERBAL:

Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District.

PHYSICAL:

Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member or other person associated with the District.

Any student who believes that she/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District should immediately take the following steps:

- If the alleged harasser is a student, staff member, or other person associated with the District other than the student's Principal, the affected student should, as soon as possible after the incident, contact his/her Principal. If the alleged harasser is the student's Principal, the affected student should as soon as possible after the incident, contact the Superintendent.

Violations of this could result in out-of-school suspension or expulsion.

HARASSMENT/BULLYING/HAZING - Major

It is the policy of Mayville Community Schools to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

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

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior. This policy applies to all "at school" activities in the district, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

NOTIFICATION

Notice of this policy will be annually circulated and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure. Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file. To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

IMPLEMENTATION

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy. This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

PROCEDURE

Any student who believes he/she has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

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

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

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

NON-RETALIATION/FALSE REPORTS

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

DEFINITIONS

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

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

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

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

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

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

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

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

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

“**Staff**” includes all school employees and Board members.

“**Third Parties**” include, but are not limited to, coaches, school volunteers, parents, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For further definition and instances that could possibly be construed as:

Harassment, see Board Policy 5517;

Hazing, see Board Policy 5516.

MCL 380.1310B (Matt’s Safe School Law, PA 241 of 2011)

Policies on Bullying, Michigan State Board of Education

Model Anti-Bullying Policy, Michigan State Board of Education

STOP-WALK-TALK

All students and staff have been taught how to deal with harassing and bullying situations. Students are asked to follow the Stop, Walk, and Talk method of dealing with these incidents. Staff members are given specific steps to use to intervene when a student “talks” to them.

STOP- Harassed verbally indicates to the harasser to “stop” and uses the open hand stop signal.

WALK- If the harasser does not respond to “stop”, the harassee will walk away.

TALK- Harassee reports an incident to an adult if the harasser continues the behavior. Adults will notify administration in writing by email or referral. All bullying must be reported to the administration.

After the students and staff have intervened and the harassment or bullying does not stop: Violations of this could result in out-of-school suspension or expulsion.

INDECENT EXPOSURE - Major

Indecent exposure is the deliberate exposure by a person of a portion or portions of their body.

1st OFFENSE: Written referral and meeting with parents and possible violations of this could result in out-of-school suspension or expulsion.

REPEAT OFFENSES: Students will be reported to the appropriate authority and possible violations of this could result in out-of-school suspension or expulsion.

INSUBORDINATION - Minor

This is when a student refuses to obey a reasonable request by a teacher or other school personnel.

1st OFFENSE: Depending upon the seriousness of a single offense, the student will be counseled by the teacher or referred to other school personnel. The teacher or school person involved will contact the parents/guardians.

REPEAT OFFENSES: Written referral and possible suspension and/or expulsion.

INTERFERING WITH SCHOOL STAFF - Minor

Interfering is an action where the student engages in any conduct that interferes with the staff member doing their job, removing items, hindering movement of the teacher or causing undue attention toward themselves instead of the teacher. This will result in a discipline referral and violations of this could result in out-of-school suspension or expulsion.

LEAVING THE ROOM WITHOUT PERMISSION - Minor

If a student leaves the room without the permission of the teacher, this will result in a discipline referral and possible further discipline.

LEAVING SCHOOL - Major

Students are never to leave school without written permission from the principal or principal designee. If a student becomes ill or has a doctor's appointment, he/she must be signed out by his/her parents at the main office before leaving the building. Mayville Community Schools will not be responsible or liable for any student skipping or leaving school without permission. This will result in a discipline referral and possible further discipline.

LITTERING - Minor

The student body is expected to actively participate in maintaining a clean and healthy environment in all buildings and grounds of Mayville Community Schools. Failure to do so will be a form of insubordination. This will result in a discipline referral and possible further discipline.

PERSISTENT MISBEHAVIOR - Major

When a student has persistent behaviors disrupting their and/or other students' educational process (To be determined by the Administrator) will be referred to the Board of Education for a long term suspension or expulsion.

PETTY THEFT - Minor

This is an act of stealing an item in value of \$5.00 or less.

1st OFFENSE: The student must return or replace the stolen item and will result in a discipline referral and possible further discipline. The victim may refer to the incident to the police.

REPEAT OFFENSES: Will be considered chronic misbehavior and will result in an out of school suspension or expulsion.

PROFANITY - Minor

Profanity or vulgar language is forbidden on school property and at all school events. Obscene gestures or drawings are also not allowed.

1st OFFENSE: In-school suspension, up to out-of-school suspension.

REPEAT OFFENSE: Out-of-school suspension.

RECORDING - Major

Student Audio & Video Recording

Prohibited Recordings by Students - Unless otherwise authorized by this Policy, law, or a District employee, students may not make recordings on school property; when on a vehicle owned, leased, or contracted by the District; or at a school-sponsored activity or athletic event.

Any student recording must comply with applicable state and federal laws, codes of conduct, and Board Policy. No recordings may be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy.

Violations of this could result in out-of-school suspension or expulsion.

SEXUAL HARASSMENT - Major

Verbal:

Making written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the District.

NONVERBAL:

The placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the District.

PHYSICAL CONTACT:

Threatening or causing unwanted touching, contact, or attempts, including pinching, pushing of the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the District.

IMPORTANT NOTE: Michigan law requires that any student committing an assault that the Board of Education deems to be criminal sexual conduct on school property or at any school-sponsored event be expelled permanently from school.

Violations of this could result in out-of-school suspension or expulsion.

SKIPPING - Major

Any student absent from class without her/his parent's knowledge will receive an unexcused absence. Unexcused absences cannot be made up and may result in the loss of credit for the class. Mayville Community Schools will not be responsible or liable for any student skipping or leaving school without permission.

Any student who decides to walk out of class without permission and who comes immediately to the general office will be assigned one (1) hour in school suspension and will not receive credit for the work assigned that day. Should the student not come to the general office immediately, she/he will lose credit for the day's work and will receive an unexcused absence for the hour.

SNAP SUSPENSION

Class, Subject, and Activity Suspensions

A teacher is authorized to immediately remove and suspend a student from a class, subject, or activity when the student's behavior is so unruly, disruptive, or abusive that it materially interferes with the teacher's ability to effectively teach the class, subject, or activity, or the student's behavior interferes with the ability of other students to learn. Any student suspended pursuant to this policy shall not be allowed to return to class, subject, or activity from which she/he was suspended or participate in after-school extracurricular activities until passage of one (1) full school day from the time of the student's infraction unless otherwise permitted by the teacher who ordered the suspension. Students attending separate class periods throughout the day shall be permitted during the term of the suspension to attend other classes taught by other teachers only when the student's action does not rise to the level of requiring a multiple suspension or expulsion in accordance with the Board of Education Policy and the school's Student Code of Conduct.

Any student suspended from the same class, subject, or activity for ten (10) cumulative days during the school year shall be given formal procedural hearing for each additional suspension beyond the tenth day in accordance with due process requirements required by Board Policy for suspensions of ten (10) days or more.

This policy shall be applied in a manner consistent with the rights secured under federal and state law to students who are determined to be eligible for special education programs or services.

TAMPERING WITH STAFF MATERIALS - Major

Under no circumstances should a student take, hide, remove, or destroy materials that are needed by the teacher for instruction. This will result in a discipline referral and could result in out-of-school suspension or expulsion.

TARDINESS - Minor

Students who arrive up to 10 minutes late for school will be marked tardy & must sign in at the school office before going to their locker or class. They must obtain a pass from the office and present the pass to their teacher before they will be admitted to class.

A student is tardy if he/she is not in his/her assigned seat when class begins. During each marking period the procedure listed below will be followed:

- When a student receives his/her third tardy, the teacher will inform the student and the student will contact the parent
- When a student receives his/her fourth tardy, the teacher will refer the student to the Administrator.
- If the tardiness persists, the student will be suspended from school for up to ten (10) days.

Tardiness will have a direct effect on the student's conduct mark for each marking period.

THEFT - Major

This is the act of stealing an item having a value of more than \$5.00.

1st OFFENSE: The student must return or replace the stolen item and will result in an out of school suspension.

REPEAT OFFENSES: Violations of this could result in out-of-school suspension or expulsion.

THEFT FROM THE CAFETERIA - Minor

This is the taking of any food item from the food service program without first paying for it. This action will have the following consequences:

1st OFFENSE: Payment must be made for the item(s) and the student will not be allowed in the cafeteria for one (1) month. The incident may be referred to the police.

2nd OFFENSE: Payment must be made for the item(s) and will result in out-of-school suspension or expulsion.

THROWING OF OBJECTS - Minor

The throwing of objects at any school employee, student, or visitor is strictly prohibited. Flying projectiles can result in injury to another student or cause a dangerous situation. This includes the throwing of snowballs.

1st OFFENSE: Depending upon the seriousness of the event, the student may be assigned up to an out-of-school suspension.

REPEAT OFFENSES: Will receive an out of school suspension

TOBACCO - Major

Students are not to possess or use tobacco products within the school, on school property, on school buses, within one block of the school property, or at school activities off school property.

1st OFFENSE: Will result in a three (3) day suspension, and Agency Assessment Counseling

REPEAT OFFENSES: Will result in up to ten (10) days suspension from school and Agency Assessment Counseling.

VERBAL ASSAULT AGAINST A STUDENT - Major

Intimidation or threatening of anyone on school property by verbal, written, or physical means.

1st OFFENSE – Detention or Suspension of 1-3 days and/or expulsion

REPEATED OFFENSE – Suspension of 5-10 days and/or expulsion

VERBAL ASSAULT AGAINST AN EMPLOYEE - Major

A verbal assault is any willful verbal threat to inflict injury upon another person that creates a reasonable fear of imminent injury, coupled with an apparent ability to inflict injury.

IMPORTANT NOTE: If a pupil enrolled in grade 6 or above commits a verbal assault, as defined by school board policy, at school against a person employed by or engaged as a volunteer or contractor by the school board and the verbal assault is reported to the school board, school district superintendent, or building principal by the victim or, if the victim is unable to report the verbal assault, by another person on the victim's behalf, or if a pupil enrolled in grade 6 or above makes a bomb threat or similar threat directed at a school building, other school property, or a school-related event, then the school board, or the designee of the school board as described in section 1311(1) on behalf of the school board, shall suspend or expel the pupil from the school district for a period of time as determined in the discretion of the school board or its designee. A district superintendent or building principal who receives a report described in this subsection shall forward the report to the school board. Notwithstanding section 1147, a school district is not required to allow an individual expelled from another school district under this subsection to attend school in the school district during the expulsion. (MCL 380.1311a)

WEAPONS/DANGEROUS - Major

The interpretation of what a weapon is can include look-alike weapons, B.B. guns, pistols, starter pistols, knives with a blade over three (3) inches in length, pocket knife opened by a mechanical device, dagger, dirk, stiletto, iron bar, brass knuckles or other devices designed to or likely to inflict bodily harm, including, but not limited to explosive devices. Places where the school district has jurisdiction regarding possession of a weapon include to and from school, at extracurricular activities, on school buses, and during other school related activities. No pocket knives allowed.

Students need to understand that possession of a weapon can include passing the weapon from one student to another, holding it for a few minutes to look it over, or putting it into a purse or backpack to hold for a friend. This is an extremely serious problem and the school district's position is that it can lead to permanent exclusion from the educational setting.

Use of an object as a weapon; any object that is used to threaten or harm another may be considered a weapon. Intentional injury to another can be a felony and/or a cause of civil action. This violation may subject a student to suspension/expulsion.

State law requires the school board or its designee to permanently expel from the school district a student who possesses a "dangerous weapon" in a "weapon-free school zone," subject to possible reinstatement, pursuant to MCL 380.1311(5). (MCL380.13111[2]).

WEAPONS/DANGEROUS INSTRUMENTS - Major

A student will not possess, handle, transmit, or use a dangerous instrument capable of harming another person. A "dangerous instrument" means any device intended to cause injury or bodily harm; any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection. Dangerous instruments include, but are not limited to: Chemical Mace, pepper spray or like substances; stun guns, BB guns, pellet guns, razors, or box cutters.

WEAPONS/USE OF LEGITIMATE TOOLS AS WEAPONS - Major

A student will not use a legitimate tool, instrument, or equipment as a weapon including, but not limited to pens, pencils, compasses, or combs, with the intent to harm another individual.

1st Offense: The penalty for bringing a weapon to school will range from a 10 day out-of-school suspension to a 90 day or permanent expulsion as dictated by law.