



**Wilkinson Middle School
Student Handbook
2022-2023**

Responsible, Respectful, Safe

ARTICLE I-INTRODUCTION

The primary objective of the Madison District Public Schools is to assist each student to develop into a responsible, self-controlled individual, willing to assume his/her role as a productive member of society. An important aspect of this learning process is learning to respect the rules and regulations that are established for the protection of the rights of all members of the school community.

Wilkinson Middle School is dedicated to creating and maintaining a positive learning environment for all students. Teachers, administrators, parents, and students must assume a responsible role in providing a system that supports students' efforts to manage their own behavior.

The Student Code of Conduct sets forth student rights and responsibilities while at school and school-related activities, and the consequences for violating school rules. When determining the appropriate action to be taken as a consequence of student misconduct, school officials may use intervention strategies and/or disciplinary actions, depending upon the severity or repetition of misconduct: age and grade level of the student, circumstances surrounding the misconduct, impact of the student's misconduct on others in the school community, and any other relevant factors.

The Student Code of Conduct will be administered uniformly and fairly, without partiality or discrimination.

ARTICLE II-SCHOOL ATTENDANCE

A. Student Attendance-General Procedure

Daily attendance is important if the student is to receive the full benefit of his/her educational opportunities. “The law in Michigan governing compulsory attendance requires a parent, legal guardian, or other person having control or charge of a child age six to sixteen to send the child to school during the entire year, except under limited circumstances” specified in section 380.1561, subsection three (<http://legislature.mi.gov/doc.aspx?mcl-380-1561>).

B. Student Attendance Policy

Excused Absence-An excused absence is one that is authorized by the parent/guardian via note or a phone call to the Main Office the same day as the absence. Examples of absences that may be excused are those for illness, doctor’s, appointments, funerals, family emergencies, court appearances, or religious holidays.

Unexcused Absence-An unexcused absence is any absence not authorized by the parent/guardian via a note or phone call. A student may make up work if an absence is unexcused providing the student communicates with the teacher in a timely manner.

Student Attendance/Make-Up Work

Attendance in school is mandated by Michigan School Code. Poor attendance and failure to complete make-up work often results in low grades. Any student who has an absence may have the opportunity to make-up work missed providing he/she arrangements with their classroom teachers. The student will be responsible for approaching the teacher regarding make-up work. A student will be allowed the number of days absent plus one to complete make-up work unless special arrangements are made with the specific teacher. Teachers will determine conditions for successful make-up.

C. Truancy

Attendance at the Middle School is recorded for each class period. Truancy is an unexplained absence from school class or classes or a pattern of excessive absences (10% or more missed school days). This also includes a history of poor attendance from one academic year to another. When a pattern of truancy is seen, the following steps will be taken:

- The Administrator or designee will work with the student and parent to improve attendance;
- The School official informs the appropriate counselor of the attendance problem. The counselor meets with the students once they have reached 10 absences and an attendance

letter is mailed home. A referral to an outside agency may be made.

- If the attendance pattern continues, the school completes a truant referral to the Truancy Officer.

D. Tardy Policy

All students must check in/sign-in at the Office before going to class. Excessive tardiness for any reason will result in the student placed on the trancy intervention list. Chronic offenders will be subject to principal review.

Tardy Definition-A student is considered tardy if not in the classroom when the bell rings. Individual teachers may require students to be in their seats when the bell rings.

WMS Tardiness Policy (Cumulative Per Hour)

- 1st-4th Tardy-teacher intervenes with student to eliminate tardiness pattern. Parent may be contacted.
- 5th Tardy-referral, warning and parent phone contact.
- 6th Tardy and beyond-referral for excessive tardiness and Administrative Intervention. Consequences will be determined by school administrators.

ARTICLE III-STUDENT HEALTH

Ideally, all medication should be given to students at home. The second most desirable would be for students to administer their medication themselves. Since that is not always possible, school personnel can assist a student during the school day. Only those medications which are necessary to maintain the student in school, and which must be given during school hours, will be administered. **In order for school personnel to administer medication (even aspirin) to a student, the School District's "Medication Authorization Form" must be completed and on file in the school office. The "Medication Authorization Form" must be completed annually for students receiving ongoing medications.**

ARTICLE IV-STUDENT RIGHTS, RESPONSIBILITIES & LIMITATIONS

A. Student Expression

A student may express his/her personal opinions whether in the context of a class or general discussion, a campaign speech for student government office, or an editorial in a student publication. School District administrators and teachers may exercise control over or otherwise limit student expression that may be reasonably attributed to the School District by the general public, parents or students for any legitimate educational reason. Additionally, other types of student expression that occur on school premises may be controlled or otherwise limited in order

to avoid material and substantial interference with school work, student discipline, the rights of others, or the proper functioning of the educational process.

B. Academic Freedom

Without minimizing the importance of established truths and values, it shall be the policy of the District to foster dispassionate, unprejudiced, scientific studies of controversial issues in an atmosphere free from bias and prejudice throughout the scope of the District's curriculum and instructional program. Students and parents shall be encouraged to serve on curriculum committees and systematically advise the administration of new areas of interest directed toward developing more comprehensive and meaningful learning experiences

C. Learning Materials

The Board of Education shall encourage the development of programs and the selection of materials, which will foster socially responsible citizenship in the students through precept, example, and practice. The content of all such materials shall be such as to constitute fair treatment for all racial, religious, and multi-ethnic groups.

D. Student Dress Code and Grooming

The style and manner in which a student dresses while he/she attends school shall be the responsibility of his/her parents. Parental discretion shall be the major criteria for student dress. **The District, however, maintains the right to impose reasonable restrictions on dress for the following reasons:**

1. If the style of dress or grooming is disruptive to the educational process;
2. If the style of dress or grooming is detrimental to the health, safety, or welfare of the student or other students with whom he/she attends school.

Good grooming and appropriate dress is EXPECTED from all students. Appropriate dress is expected at ALL school related events, including, but not limited to: assemblies, banquets, athletic events, and field trips.

WMS Dress Code

1. Clothing should be clean, in good condition and appropriate for the educational environment. Personal hygiene and cleanliness are important in the classroom.
2. Tank tops, mesh tops, off the shoulder tops, halter tops, tube tops, cropped tops, spaghetti strap dresses and tops, see-through shirts and backless shirts are **not permitted**. Tops that are low cut or show a bare midriff at any time are not acceptable. All shirts and blouses must cover the waist.
3. Pants, shorts, skorts, and skirts should be proper fitting and should not show undergarments,

the torso or back at any time. Shorts, skirts (including the slits in skirts) or skorts should fall below fingertips.

4. Yoga-style, LuluLemon or other form-fitting athletic pants are permissible ONLY if the student also wears a skirt, skort, shirt or sweater that falls no less than mid-thigh over the pants.

5. Hats, do-rags, bandanas, sunglasses, slippers and pajama or sleep clothing may not be worn in school without permit/permission.

6. Boys must wear pants and shorts with a properly fitting belt. Saggy pants or pants worn below the waist or hips are not acceptable. Wearing an untucked shirt to cover saggy pants is not acceptable. Wearing gym shorts or shorts of any kind under pants and allowing the shorts to be exposed is not permitted.

7. Clothing or objects that advertise or display alcoholic beverage, tobacco products, drugs, obscene language, racist slurs or sexual or anti-social behavior **are prohibited**.

8. Shoes must be worn in school at all times. Bare feet and stocking feet are not permitted.

9. All gang-related or identifying symbols, chains, studs, spikes are prohibited. All other items determined by administration to be unsafe, illegal or inappropriate for school are not permitted.

10. Appropriate clothing must be worn in gym classes along with safety glasses in lab classes.

If a student's attire does not meet these requirements, he/she shall be referred to the administration. The student may be asked to modify his/her attire in some way to comply with the above stated policy or the student may be sent home (with parent contact) to change his/her clothes before returning to school. Additional disciplinary action, ranging from administrative intervention to suspension may occur. The student may also be excluded from classes for the day if a change of attire is not possible.

E. Student School Board Relationships

Your Board of Education solicits your views and encourages your attendance at the public Board Meetings. Accordingly, the Board invites student representatives from each secondary school to attend its meetings.

F. Student Records

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents and students 18 years or older with certain rights with respect to the student's education records. These rights are fully explained in Board of Education Policy 8330.

G. Search and Seizure

From time to time, school property, such as lockers and desks, is assigned to a student. Students do not, however, acquire a reasonable expectation of privacy in such property. *The District reserves the unrestricted right to search and seize property assigned to a student at any time, for any reason, with or without notice to the student.* The privacy rights of students shall be respected regarding any items that are not illegal or against school policy. District personnel may, to the full extent permitted by law, search and seize students and their personal effects. Illegal items and items inappropriate in the educational environment may be confiscated by District personnel and, when appropriate, delivered to police authorities.

H. Police Investigations and Arrest

The District's practice is to cooperate with local police authorities in the interest of the welfare of all citizens and the school community. Parents will be notified if police arrest or wish to question students in school. The timing of parental notification will depend on the circumstances taken as a whole.

I. Student Identification

Every secondary student will be issued a student identification card, which must be on the student's person at all times, while the student is on school premises. The student may also be required to show his/her I.D. card in order to be admitted to certain after-school functions.

J. Acceptable Use of Technology and Network Policy

Madison District Public Schools encourages and promotes the educational use of technology in our schools. To ensure students, staff, and parents take full advantage of the technologies available; all uses of technology in the School District must have proper authorization and adhere to District policies. All use of technology is a privilege, not a right, and must be in support of and consistent with the purposes and stated goals of the School District. There are no inherent warranties for technological resources that Madison District Public Schools is providing. Madison District Public Schools reserves the right to monitor network activity.

Guidelines:

- Students will use technology as authorized by appropriate school personnel.
- Only software legally owned and/or authorized by the District may be put on District computers and Chromebooks.
- All network activities will be legal and appropriate use.
- Prior approval of the building principal and District web manager is needed to place anything on the building or District web pages.

Technology users will:

- Comply with District policies, rules and regulations.
- Use networks and technology in support of Madison District Public Schools' educational goals. Obey all District, state and national copyright laws.
- Report to the building administrator or teacher any misuse of networks and/or technology.
- Use District equipment responsibly; respect individual work, files, programs and security.
- Hold harmless Madison District Public Schools from any and all claims or damages of any nature arising from **access**, use or inability to access or use the technology or network system.

Technology users will NOT:

- Intentionally tamper with computer or network components in a way that makes them temporarily or permanently inoperable.
- Access, vandalize, or modify anyone else's account, data, files and/or password without authorization of the network administrator or building principal.
- Use District technology for commercial or 'for profit' purposes.
- Use District technology to impersonate another, obtain illegal copies of software or audio, text or video materials for which Madison District Public Schools does not have ownership.
- Use District technology to send or intentionally receive messages that are inflammatory, harassing in nature, sexist, racist or otherwise inappropriate.
- Disclose confidential information, passwords, or access codes.
- Post personal information (such as address or phone number), credit card numbers, bank account numbers, or any other financial information. Use District technology to distribute material that:
 - Violates the Family Education Rights and Privacy Act, which affords students certain rights with respect to their education records.
 - Jeopardizes the health and safety of students; is obscene, pornographic or libelous.
 - Causes disruption of school activities.
 - Plagiarizes the work of others.
 - Is a commercial advertisement.
 - Has not been approved by the building administrator, network administrator or web manager.

Any attempt at performing one of the aforementioned prohibited acts is also prohibited.

K. Use of Cellular Phones and Other Electronic Devices

Cell phones may not be used, seen, or heard during school hours. Students may use wireless communication devices only before school and after school. Students who have cellular phones, tablets, laptops, smart watches, MP3 players, I-pods, and/or other electronic devices and chargers at school do so at their own risk. **The school or the District assumes NO responsibility for theft, loss, damage, or vandalism to wireless communication devices brought onto its property, or unauthorized use of such devices.** See Policy 5136-Wireless Communication Devices for complete details on the use of WCD. In addition, cell phones may not be used to take inappropriate photos or videos, for posting on social media, or for anything that would be considered unacceptable during school hours, as determined by school officials.

Penalty:

- A. **1st Offense**-Student will receive a behavior referral for possession of electronic device. The device will be confiscated by a school official and returned to the student at dismissal.
- B. **2nd Offense**-Student will receive a second behavior referral. The device will be confiscated by a school official and returned to parent or guardian upon parent meeting.
- C. **3rd Offense**-Student will receive a third referral. The device will be confiscated by a school official and progressive discipline will be determined by the school administrator.

Law enforcement may be contacted if a student takes inappropriate photos or videos or post inappropriate content to social media using an electronic device while at school, on school transportation, or at a school-sponsored event. In addition, student conduct using electronic devices (such as texts, emails, and/or posts to social media) that violates the Code of Conduct or Board Policy, even when occurring outside of school, may be subject to discipline if there is a sufficient nexus between the conduct and school or if the conduct causes a material and substantial disruption to the school environment.

L. Book Bags

Book bags are not permitted during the school day. Book bags are to be stored in lockers in the morning. Book bags are permitted on the buses. Students must keep their book bag under control at all times. Do not leave valuable items in book bags. The school will not be responsible for lost items or those taken out of book bags. Students are not allowed book bags that have wheels as they present a hazard in crowds of students.

M. Candy, Food, and Beverages

Food is only to be eaten in the cafeteria at lunch or in designated area (i.e: classroom) for breakfast with the exception of a water bottle in a clear plastic container during passing time. Food and beverages may not be consumed in the classrooms, outside of breakfast. All students must eat and drink what they purchase before leaving the cafeteria. No food, opened or unopened may leave the cafeteria. Energy drinks are not permitted at any time on school grounds. **Food**

brought in from an outside source (i.e. McDonalds, Subway, etc) is prohibited. Violation of any of these food/beverage policies will result in confiscation and possible discipline.

N. Bullying/Hazing/Cyber Bullying and Threats

Bullying is a form of harassment. For the purposes of this policy, bullying shall be defined as a pattern of abuse over time and involves a student being “picked on.” Bullying includes but may not be limited to physical intimidation or assault; extortion; oral or written threats; teasing; put-downs; name-calling; threatening gestures or actions; cruel rumors; false accusations; and social isolation.

Hazing shall be defined for the purposes of this policy as performing an act, or coercing another, including the victim, to perform any act of initiation into any class, group, team, or organization that causes or creates a risk of causing physical or emotional harm.

Bullying and hazing activities of any type are inconsistent with the educational process and WMS prohibits all such activities at any time in school facilities, on school property, and at any district-sponsored event. Students are expected to report bullying to a school adult.

O. Bicycles

Students riding bicycles to school will park them in the bike rack. Bicycles will not be ridden during school hours. Bicycles should be locked as protection against theft.

P. Dance Regulations/School Sponsored-Events

All school dances must be sponsored by regular school organizations and approved by sponsors and the principal. Staff sponsors are required to be in attendance and parent chaperones are highly recommended. Students will be held accountable for their behavior based on all school rules. **Students not in school on the day of a dance may not attend unless a principal has specifically excused the absence in advance.** This does not apply to school related absences (i.e: field trips, sports, etc). Students who are on suspension are **not** to attend school dances or school sponsored events.

Q. Inappropriate Touching

Students are expected to observe proper and appropriate conduct toward one another. Inappropriate physical touching, sexually suggestive remarks and comments, demeaning name-calling, and open displays of physical affection are unacceptable in the school setting and will not be tolerated. Keep your hands, feet, and objects to yourself.

R. Instigating/Inciting Disobedience

Students who target, or subject other students to verbal or physical abuse, either individually or as part of a group, will be subject to disciplinary action.

S. Hall Passes

Any student who is in the hall at any time during class periods must have a pass from the staff person who excused him/her. At no time should a student be sent out of a classroom where it would cause a disruption to their instructional period.

T. Lockers

It is expected that the students will cooperate in keeping their locker neat and clean. Lockers are assigned at the beginning of the school year and are not to be changed during the school year.

Lockers are property of the school and may be checked at any time. The school is not responsible for materials taken from lockers. Students are not to give their locker combination to anyone. It is against school policy to share lockers.

U. Parents and Visitors at Wilkinson Middle School

We welcome parents and guardians to school. Be involved in your student's education and enjoy the school as your community school. Parents who wish to visit classrooms would be asked to contact the teacher 24 hours before coming to visit. **All parents, guardians, and visitors are required to check in at the main office and obtain a Visitors Pass before entering the general building and classroom areas. This is a practice designed to control the school environment and promote student safety.**

ARTICLE V-FREEDOM FROM DISCRIMINATION

It is the policy of the Board of Education and the School District not to unlawfully discriminate on the basis of sex, race, color, national origin, religion, height, weight, marital status, handicap or disability. The School District reaffirms its long-standing policy of compliance with all applicable federal and state laws and regulations prohibiting discrimination, including, but not limited to, Title VI and Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990; Michigan Handicappers' Civil Rights Act; and the Elliott-Larsen Civil Rights Act. The Board of Education will not tolerate harassment of students by fellow students or by any of its employees, Board members, vendors, contractors or others doing business with the School District, parents, visitors, invitees, guests, etc. Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct relating to a student's sex, race, color, national origin, religion, height, weight, marital status, handicap or disability is strictly prohibited and disciplinary action will be taken against the offender, regardless of the offender's position with the School District. Any student who believes that he/she has suffered harassment shall report the incident to his/her principal and the student is guaranteed that he/she will not suffer any form of reprisal by school officials for reporting the incident. The School District has the responsibility of investigating and resolving all complaints of harassment and discrimination.

CODE OF CONDUCT

ARTICLE VI - STUDENT DISCIPLINE

A. Preamble

The Student Code of Conduct establishes the rules governing the most serious and obvious types of student misconduct. The prohibited acts listed in this Student Code of Conduct are not to be construed as an all-inclusive list or as a limitation upon the authority of school officials to deal appropriately with violations of a school building's individual rules and regulations, or other types of conduct which interfere with the good order of the school system, the proper functioning of the educational process, or the health and safety of students.

The Student Code of Conduct does not cover the School District's attendance and tardiness policies, the School District's requirements for credit and graduation, or the School District's authority to regulate the participation of students in extracurricular and athletic activities.

Each prohibited act listed in the Student Code of Conduct sets forth the discipline which may be imposed for a violation. The discipline for violating some prohibited acts ranges from administrative intervention to expulsion; for other prohibited acts, the penalty ranges from suspension to expulsion; and for violation of the most serious prohibited acts, the penalty is expulsion. In cases where the stated penalty is not expulsion but is set forth in terms of a range, then the actual penalty imposed will depend upon the nature and severity of the offense, the particular facts involved, the age of the student, the student's prior behavioral record, the persistent and/or chronic nature of the misconduct, the recommendation of school personnel, and all other circumstances **deemed relevant**.

A student violating any of the prohibited acts listed in this Student Code of Conduct shall be deemed to be guilty of a gross misdemeanor and will be disciplined. Additionally, a student who engages in a prohibited act, which violates law, may be referred to the appropriate police authority.

The prohibited acts and penalties listed below are applicable when a student:

1. engages in a prohibited act on school property;
2. engages in a prohibited act in a motor vehicle being used for a school related purpose;
3. engages in a prohibited act at a school-related activity, function or event;
4. engages in a prohibited act enroute to or from school;
5. engages in a prohibited act involving another student who is enroute to or from school;
6. engages in a prohibited act off school premises, which act, in the judgment of the building

administrator, is of such seriousness that the student's continued attendance in school would present a danger to the health and safety of students or employees and/or would endanger the proper functioning of the educational process; or

7. engages in a prohibited act when the student was not enrolled in the Madison District Public Schools or was enrolled in another school district, if the act of misconduct would constitute a sufficient basis for suspension or expulsion had it occurred while the student was attending the Madison District Public Schools.

B. Definitions of Discipline

1. Administrative Intervention - Disciplinary action which does not result in a student being suspended from school. Administrative intervention may include the removal of a student from a class period, in-school suspension, a reprimand, detention and/or work assignment before or after school, additional classroom assignments, and revocation of the privilege of attending after school functions and activities, events, etc.

- **Detention**-requiring a student to receive an alternate lunch placement or after school detention under the supervision of school officials. After school detention will be assigned with prior parental permission. Physical duties may be assigned during detention periods. During detention, transportation will be the responsibility of the parent or legal guardian.
- **In-School Suspension**-the removal of a student from regular school activities, hourly, or for an assigned period of time by confining the student to a separate location in school and placing the student under supervision of school authorities or designee.

2. Suspension - Exclusion of a student from school for a specific period of time or exclusion of a student from school which exclusion terminates upon the fulfillment of a specific set of conditions.

- **Short-Term Suspension**-to exclude a pupil from school and school sponsored activities for disciplinary reasons for a period of one (1) to ten (10) school days. A school principal or other school administrator has the authority to suspend a student for ten (10) or fewer school days.
- **Long-Term Suspension**-to exclude a pupil from school and school sponsored activities for disciplinary reasons for more than ten (10) but less than 60 days.

3. Expulsion - The permanent exclusion of the student from the school system for disciplinary reasons by action of the Board.

C. Restorative Practices

Wilkinson Middle School utilizes Restorative Practices. Restorative Practices means practices that emphasize repairing the harm to the victim and the school community caused by a student's

misconduct. Before suspending long-term or expelling any student (except a student who possesses a firearm in a weapon-free school zone), teachers, administrators, and the Board must first determine whether restorative practices would better address the student’s misconduct, recognizing the Board’s commitment to minimize out-of-school suspensions and expulsions. Likewise, when suspending long-term or expelling a student, teachers, administrators, and the Board must consider whether restorative practices should be used in addition to the suspension or expulsion. Restorative practices, which include a victim-offender conference, should be the first consideration to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, and damage to property, class disruption, and harassment and cyberbullying.

D. Prohibited Acts (Level I-V)

Level I Infractions	School Response to Level I Infractions
Cheating/Academic Dishonesty	Loss of credit for assignment and parental notification
Electronic Device Infraction	See Cell Phone Policy Use
Outside food or beverage brought into school	Food or beverage thrown into trash to Administrative Intervention
Cutting in cafeteria line	Moved to end of line to detention
Dress Code violation	See Dress Code Policy
Littering/Not cleaning up after oneself	Warning to Administrative Intervention
Gambling (May include but not limited to: cards and dice)	Warning to Administrative Intervention
Possession of unauthorized materials (May include but not limited to: squirt guns, laser pointers, etc)	Confiscate items to Administrative Intervention
Swearing/Slip of the tongue	Warning to Administrative Intervention
Horseplay	Administrative Intervention to 1 Day OSS
Inappropriate Display of Affection	Warning to Administrative Intervention

Level II Infractions	School Response to Level II Infractions
Possession of Tobacco Products or Lighter	Confiscate Items/Administrative Intervention to 1-3 Days OSS (State Laws will be followed)
Skipping class/Trespassing (May include but not limited to: found in a place where one is not authorized to be)	Administrative Intervention to OSS and possible exclusion to after school activities such as dances and games.
Leaving class without permission	Administrative Intervention to 1 Day OSS
Insubordination/Unruly Conduct-refuse to comply with directions or instructions given by school authorities	Administrative Intervention to 1 Day OSS
Class Disruption	Administrative Intervention to OSS

Disruptive with a Substitute	Administrative Intervention to 1 Day OSS
Hazing	Administrative Intervention to 1 Day OSS
Swearing and/or Vulgar language, Obscenity toward others (orally, writing, photographs or drawings, electronically or in any other manner)	Administrative Intervention to OSS
Failure to serve detention	Make-up missed detention to OSS
Excessive Tardiness	Detention to OSS and possible exclusion to after school activities such as as dances and games
Leaving Campus	Administrative Intervention to 1 Day OSS
Lying/Falsifying Information	Administrative Intervention to 1-3 Days OSS
Technology Ethics Violation (May include but not limited to: unauthorized uploads to social media, inappropriate cyber messaging, etc)	Administrative Intervention to 1-3 Days OSS

Level III Infractions

School Response to Level III Infractions

Gang Insignia/Activity	Administrative Intervention to Expulsion (contingent upon the activity and the administrator's discretion)
Violent Threats (May include but not limited to: spitting, threatening bodily injury, etc.)	1 Day OSS to 5 Days OSS
Verbal Assault to Staff/Student	1 Day OSS to 5 Days OSS
Aggressive insubordination/disruptive conduct	Academic Intervention to 5 Days OSS
Obstruction (May include but not limited to: running to a fight, not leaving an incident, keeping staff from a fight, etc)	Academic Intervention to 5 Days OSS
Vandalism	Academic Intervention/Restitution to 1-3 Days OSS
Inciting or Provoking a Fight (May include but not limited to: arranging hostility, carrying information, videotaping a fight, confronting a peer, etc.)	Academic Intervention to 1-3 Days OSS
Racial or Sexual Harrassment (May include but not limited to: gestures, written expressions, slurs, etc.)	Academic Intervention to 3 Days OSS
Bullying	See Bullying Policy
Use of tobacco Products or Vaping	Confiscate items/Conference/1 Day OSS to 5 Days OSS (Police Report)

Level IV Infractions

School Response to Level IV Infractions

Indecent Exposure	1 Day OSS to 10 Days OSS
Persistent Disobedience	1 Day OSS to 10 Days OSS

Drug Paraphernalia	1 Day OSS to Recommended Expulsion (Police Report)
Burglary or Attempted Burglary	1 Day OSS to Recommended Expulsion
False Fire Alarm or Creating Mass Panic Situation	3 Days OSS to 10 Days OSS
Fighting or Violent Altercation	3 Days OSS to 10 Days OSS
Plotting and Planning Harm to School, Staff, or Students (This goes beyond threatening)	3 Days OSS to Recommended Expulsion
Disruptive Demonstrations (participating in a walk-out, starting group activities that interferes with school, etc)	3 Days OSS to Recommended Expulsion
Possession or Use of Illegal Drugs or Alcohol	3 Days OSS to Recommended Expulsion
Sexual Activity	3 Days OSS to Recommended Expulsion

Level V Infractions

School Response to Level V Infractions

Chronic Discipline-Exceeding suspension limits	Recommended Expulsion
Possession a Dangerous Weapon (See Weapons Policy)	Recommended Expulsion (Police Report)
Physical Assault on Staff Employee	Recommended Expulsion (Police Report)
Arson or Attempted Arson	Recommended Expulsion (Police Report)
Criminal Sexual Conduct or Assault	Recommended Expulsion (Police Report)

*Administration reserves the right to move to a greater consequence level at their discretion. Maximum level may be a 10 day suspension and/or recommendation for expulsion.

Inappropriate Behaviors

A. Gang

A student shall not wear or possess any clothing, jewelry, symbol or other object that may reasonably be perceived by any student, teacher or administrator as evidence of membership in or affiliation with any gang; a student shall not commit any act, verbal or nonverbal (gesture, handshakes, etc.) that may reasonably be perceived by a teacher or administrator as evidence of membership in or affiliation with any gang; a student shall not commit any act, verbal or non-verbal, in furtherance of the interests of any gang or gang activity, including, but not limited to, a) soliciting others for membership in any gang or gang related activity, b) requesting any person to pay protection or otherwise intimidating or threatening any person, c) committing any other illegal act or violation of School District rules or policies, or d) inciting other students to act with physical violence on any person.

The term "gang" means a group of two or more persons whose purpose or activities include the commission of illegal acts or violations of this Code of Conduct, School District rules or policies, or whose purpose or activities cause disruption or is likely to cause disruption to the educational process.

B. Dangerous Weapons

A student shall not possess a dangerous weapon in a weapon free school zone. A "dangerous weapon," for purpose of this section only, means a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocketknife opened by a mechanical device, iron bar or brass knuckles. The word "firearm," for purposes of this section only, means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by action of any explosive; or any destructive device which includes any explosive, incendiary or poison gas (i) bomb, (ii) grenade, (iii) rocket having a propellant charge of more than four (4) ounces, (iv) missile having an explosive or incendiary charge of more than one-quarter ($1/4$) ounce, or (v) mine. A "weapon free school zone" means school property, which includes a building, playing field or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school or vehicle used by a school to transport students to and from school property.

C. Arson Prohibited by Law

A student shall not commit an act of arson, prohibited by MCL 750.71 through MCL 750.80.

D. Criminal Sexual Conduct

A student shall not commit criminal sexual conduct, as defined by MCL 750.520 b-e and g.

ARTICLE VII - DUE PROCESS PROCEDURES

A. Introduction To The Rules Of Due Process

The following due process procedures only govern the suspension or the expulsion of a student from the School District's regular educational program. Discipline in the form of administrative intervention is solely within the discretion of the building principal or his/her designee and is not subject to the procedures of due process as provided in this Student Code of Conduct.

If a student charged with violation of this Code of Conduct has been returned to the regular school program pending a decision by either the principal or Superintendent, such action of reinstatement shall not limit or prejudice the District's right to suspend or expel the student following a decision by the principal or Superintendent.

The initial judgment that a student has engaged in a prohibited act under this Student Code of Conduct shall be made by the building administrator.

B. Suspension for Ten School Days or Less

As a general rule, prior to any suspension of the student, the building administrator shall provide the student with the following due process:

a. The administrator shall inform the student of the charges against him/her and, if the student denies the charges, the administrator shall provide the student with an explanation of the evidence the administrator possesses.

b. The student shall be provided an opportunity to explain to the administrator his/her version of the situation.

If a student's presence in school poses an immediate danger to persons or property or an ongoing threat of disruption to the educational process, the building administrator may immediately suspend the student and, as soon thereafter as reasonable, provide the student with his/her due process rights as set forth in subparagraphs a and b, above.

If, after providing the student with his/her due process rights, the administrator determines that the student has engaged in a prohibited act under this Student Code of Conduct, then he/she may impose a disciplinary penalty of a suspension not to exceed ten (10) school days.

The principal, or his/her designee, shall inform (in person or by phone) the student's parent of the suspension and of the reasons and conditions of the suspension. A District "Student Suspension Notice" is to be completed, with copies going to the parent and the student's file.

A building administrator's decision to impose a penalty of ten (10) school days or less may be appealed, in writing, to the Superintendent of Schools within five (5) school days. The Superintendent will consider the appeal and may choose to meet with the student, parents, and the building administrator. The Superintendent shall render a written decision, either upholding, modifying or reversing the discipline, within five (5) school days. The decision of the Superintendent is final and not subject to further review or appeal.

C. Suspension for Eleven (11) or More School Days and Expulsion

Step One: If the building administrator decides that a suspension for eleven (11) or more school days or expulsion is warranted, the student and the parent(s) or guardian shall be notified of:

- a. the charges against the student;
- b. the recommended disciplinary action;
- c. the fact that a hearing will be held before the Superintendent or his/her designee; and
- d. the time, place, location and procedures to be followed at the hearing.

If the building administrator decides that the student's presence in school would present a danger to the student, or to other students, school personnel or the educational process, then the student shall be suspended pending the decision of the Superintendent. If the building administrator determines that the student would not present a danger as described above, the student may be returned to school pending the decision of the Superintendent. If the student is suspended pending a decision of the Superintendent or designee, the hearing shall commence within ten (10) school days following the initial suspension of the student. If the student is not suspended pending the decision of the Superintendent, then the Superintendent or designee shall schedule the hearing to be held within fifteen (15) school days following the completion of the building principal's investigation of the charges. The timelines for commencement of the hearing may be enlarged upon the request of the administrator, student, parent(s) or guardian.

Step Two: A hearing before the Superintendent or his/her designee will be held for the purpose of determining the truth or falsity of the charges against the student and, if the charges are found

to be true, the appropriate disciplinary measures to be imposed. The student and/or his/her parent(s) or guardian may notify the School District that they waive their right to a hearing. In such cases, the principal's recommended disciplinary penalty shall be imposed. Provided, however, if the recommended penalty is expulsion, the Superintendent will nevertheless make the final decision on expulsion.

The Superintendent or designee may amend the principal's charges upon motion of the building administrator, student, parent(s) or guardian, or amend the charges upon his/her own motion to conform to the evidence presented at the hearing. Additionally, the Superintendent or designee may impose a greater or lesser penalty than that imposed or recommended by the building administrator.

Step Three: The Superintendent's decision shall be given orally to the student and parent(s) or guardian not later than five (5) school days after the close of the hearing. A written decision shall be mailed at that same time. These timelines, however, may be enlarged by the Superintendent or designee due to extenuating circumstances.

Step Four: Where a hearing has been held before the Superintendent or his/her designee under this Article VII.C., an appeal to the Board of Education may be taken by the student, parent or guardian by filing a written notice with the Secretary of the Board within five (5) school days of the decision. The appeal will be heard in open or closed session, as elected by the student and/or parent(s) or guardian(s).

An appeal will not involve further testimony or new evidence. During the appeal hearing, the Superintendent shall share the results of the hearing at his/her level and make a recommendation to the Board of Education in terms of disciplinary action against the student. The student, parent(s) or guardian(s) or a legal representative will have an opportunity to address the Board of Education. The Board of Education may ask questions of either the Superintendent or the student and will render a written decision on the appeal within ten (10) school days.

ARTICLE VIII - MISCELLANEOUS PROVISIONS

A. Voluntary Agreements of Discipline

At any time during the disciplinary proceedings, the Superintendent or his/her designee may enter into a written contract with the student and/or his/her parent(s) or guardian setting forth the parties' agreement in settlement of the disciplinary charges. In such cases, the written agreement shall be final and binding and may not be later challenged by the Superintendent or his/her designee or the student and/or his/her parent(s) or guardian.

B. Suspended/Expelled Students on School Property or Attending School Activities

A suspended or expelled student who enters onto school property without the permission of a building administrator shall be deemed to be trespassing.

C. Maintaining Class Progress

A suspended student has the right to maintain progress, when practical in the judgment of the building principal, during the period of suspension.

Consent Form and Acknowledgement of Handbook Receipt

I have read and received a copy of the Wilkinson Middle School Handbook for 2022-2023. I understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of the School District. I also understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences in this handbook.

School Sponsored Travel Permissions

I give permission for my child to take all school-sponsored academic, athletic, and extracurricular trips during the 2022-2023 school year. Parents will be notified in advance prior to the school sponsored trip.

By signing below I acknowledge that I have read, agree to and understand the terms of all items concerning the Handbook and Travel as stated above.

Student's Name _____

Student's Signature _____

Parent/Guardian's Name _____

Parent/Guardian's Signature _____

Phone # _____

Date _____