



# **Avondale Middle School**

## **Student Code of Conduct**

**2020-2021**

**1445 West Auburn Road  
Rochester Hills, Michigan 48309  
(248) 537-6300**

**Absence/Attendance Line  
(248) 537-6310  
Fax (248) 537-6305**

**District Website Address: [www.avondaleschools.org](http://www.avondaleschools.org)**

## Table of Contents

|   |       |
|---|-------|
| <b><u>Introduction</u></b> .....  | 3-4   |
| <b><u>Academics</u></b> .....   | 5-6   |
| <b><u>Remote Learning Guidelines</u></b> .....                                      | 7-8   |
| <b><u>General Services</u></b> .....  | 9-10  |
| <b><u>Health/Safety Procedures</u></b> .....  | 11-12 |
| <b><u>Enrichment Activities</u></b> .....   | 13    |
| <b><u>Attendance</u></b> .....  | 14-16 |
| <b><u>Transportation</u></b> .....  | 17-18 |
| <b><u>Dress Code</u></b> .....  | 19-20 |
| <b><u>Electronics</u></b> .....   | 20    |
| <b><u>Disciplinary Considerations</u></b> .....                                     | 21-22 |
| <b><u>Mandatory Suspension or Expulsion</u></b> .....                               | 23    |
| <b><u>General Considerations</u></b> .....  | 24    |
| <b><u>Guidelines for the Imposition of Appropriate Disciplinary Steps</u></b> ..... | 24-25 |
| <b><u>Disciplinary Infractions</u></b> .....  | 26-32 |
| <b><u>Definitions and Legal Considerations</u></b> .....                            | 33-38 |
| <b><u>Citizenship Matrix</u></b> .....  | 39    |

## INTRODUCTION

This handbook has been developed as a reference for the students and parents of Avondale Middle School (AMS).

### TO OUR PARENTS

We ask that you review this handbook with your student. If you have any questions, please contact the school at (248) 537-6300. You are encouraged to visit the school and participate in Parent-Teacher Conferences and other building programs. Consistent communication between home and school is vital for an effective school. Newsletters, emails, phone calls, and important date reminders are sent home in an effort to keep you informed about important school information.

### WELCOME TO OUR STUDENTS!

On behalf of the staff of Avondale Middle School, we are pleased to welcome you to a new school year. We have an excellent staff of teachers to guide and instruct you in completing your program. We encourage you to become actively involved in your studies and extracurricular activities available at our school. Completing class work, following the guidelines of the handbook and having a positive attitude will help you to make this a great school year for all of us!

### MIDDLE SCHOOL PHILOSOPHY

Avondale Middle School is dedicated to providing for the needs of the middle school student. We recognize that the middle school is unique in its diverse social, emotional, and physical development of students. Our primary goal is to facilitate student transition from early adolescence to responsible future adulthood. We are devoted to fostering academic excellence, skills for growth and development in a technological society, and the enhancement of a positive self-image in our students.

We believe the success of the student is contingent on the teamwork of the family, school and community.

### PURPOSE

The purpose of AMS is to develop students' academic proficiency and responsible citizenship in an atmosphere of collaboration among students, teachers, and parents.

### VISION STATEMENTS

- Avondale Middle School provides a curriculum that is creatively aligned to state standards and benchmarks which directs student learning.
- Avondale Middle School provides ongoing common or formative assessments that are used to design and adapt instruction that ensures quality learning.
- Avondale Middle School provides instructional strategies that reflect best practices, promote engagement and ensure learning for all students.
- Avondale Middle School provides curriculum, instruction and assessment that are student-centered and foster a school culture which promotes collaboration.

### BELIEF STATEMENTS

We believe...

- student learning is the focus of everything we do.
- all students can learn and achieve.
- the inclusion of all forms of diversity adds value and strength to the Avondale Middle School community.
- all students can achieve a high quality education in a middle school committed to excellence.
- Avondale Middle School is focused on a school culture which promotes collaboration, open-communication, and trust.
- a well-rounded middle school experience prepares all students for academic success as they continue their education.
- a safe and secure environment is critical for success.
- differentiating instruction is essential in order for all students to learn.
- extra-curricular opportunities enrich the middle school experience for all students.
- parents are essential to their child's learning and social development.

## AMS SCHOOL COMPACT

Avondale Middle School believes significant learning by a student occurs when there is an effective partnership between the school and the student's parents. Students perform better when their parents are actively involved in their learning. The following are focus areas for open and effective communication and the avenues for parents to be involved and stay connected to their son/daughter's school.

### Communication:

- \* Avondale Middle School Marquee
- \* AMS newsletters
- \* AMS website
- \* District & school wide messages
- \* Mustang Connection video announcement broadcasts (available on school website after live broadcast)
- \* PTO – Parent Teacher Organization – meetings

### Other ways for parents to stay connected or get involved:

- \* Volunteer opportunities for parents through PTO and district approved events
- \* Parent teacher conferences
- \* Monitoring of student academic progress through Parent Portal
- \* Coffee with Superintendent, Principal, or Assistant Principal
- \* School Board meetings
- \* Sign-Up Genius requests via PTO
- \* Various school & community committees

### Parent Portal and Progress Reports

Parents are urged to regularly check the Parent Portal to monitor their child's progress. Teachers will keep grades up to date regularly so that parents and students will know how students are progressing. Parent Portal login information is available through the counseling office. Please contact the teacher and/or the counselor to confer about student progress.

### Parent-Teacher Conferences -

Parent-Teacher Conferences are scheduled at two different times during the year. All parents are encouraged to attend. Each teacher has a scheduled conference period every day and may be contacted by calling the office. Parents are welcome to contact the school if any questions arise concerning their child's progress.

## ACADEMICS

The curriculum at Avondale Middle School addresses the needs of all students. The six-period day provides opportunities for exploratory classes for middle school students.

### **Sixth-Grade Course Offerings:**

#### **Required Core Academic Courses:**

- English 6
- Math 6 (or placement into Advanced Math 6)
- World Geography 6
- Science 6

#### **Electives**

- Required Trimester Elective: STEM 6
- Other Trimester Electives: Art 6, Drama, French 6, Physical Education
- Full Year Elective: Band or Choir 6
- Academic Assistance Elective: ELA Lab, Math Lab, Academic Center

### **Seventh-Grade Course Offerings:**

#### **Required Core Academic Courses:**

- English 7 (or placement into Advanced English 7)
- Math 7 (or placement into Advanced Math 7)
- Science 7
- Social Studies 7

#### **Electives**

- Required Trimester Elective: STEM 7
- Other Trimester Electives: Art 7, Music Technology and Composition, Physical Education, Spanish 7
- Full Year Electives: Advanced Art, Symphonic Band or Choir 7
- Academic Assistance Elective: ELA Lab, Math Lab, Academic Center

### **Eighth-Grade Course Offerings:**

#### **Required Core Academic Courses:**

- English 8 (or placement into Advanced English 8)
- Math 8 (or placement into Algebra I or Geometry which may be scheduled at Avondale High School)
- Science Stem 8
- U.S. History 8

#### **Electives:**

- Trimester Electives: Art 8, Multi-Media 8, Leadership 8, Mustang Connections 8, Physical Education 8, or AMS Publications 8 (Pilot Program)
- Full Year Electives:
  - Wind Ensemble or Choir 8
  - Foreign Language: French I, Spanish I, German I
  - Advanced Art
- Academic Assistance Elective: Academic Center

### **Advisory Period-**

Students at AMS begin their day with a 32 minute advisory period referred to as “Mustang Roundup”. Student advisory groups are made up of 20-25 students that are led by teacher mentors. The goal of Mustang Roundup is to provide a personalized connection to our learning environment where all students will be well known by at least one adult advocate. This relationship and connection to school is fostered through intentionally scheduled lessons, group activities, and one-to-one interactions with the advisor. The structure of this program will provide opportunities for character education, bullying prevention lessons, positive behavior support, independent reading, academic monitoring, organizational meetings, school wide initiatives, and fun cooperative team building activities. Some students will have the opportunity to be involved in an academic intervention Roundup. Students in academic intervention Roundup will work in a small group environment to increase work completion.

### **Honor Roll -**

Students who receive a B- or above in all subjects and a 1 or 2 in citizenship are eligible for the honor roll. The honor roll is published after each trimester and is posted in the school and on the building website. Students receive a letter and a pin each time they make the honor roll and awards are given at the end of the year to students who have been on the honor roll three times during the school year.

### **Report Cards -**

Report cards are issued at the end of each trimester. Trimester report cards will include academic grades, citizenship, attendance and teachers’ comments. Trimester report cards posted on Parent Portal. Parents must request mailing through the counseling office.

### **Grading Practices and Final Exams**

Avondale Middle School grading practices and grading scales for all classes will be included in the course syllabi. For full year courses, an average of all three trimester grades will be calculated at the conclusion of the school year. Trimester I represents 30%, Trimester II represents 35% and Trimester III represents 35%. Any exams given at the end of each trimester will be averaged into that trimester grade. The weight of those exams is at the discretion of each grade level department with administrative approval. All of these exams will be common across all teachers in the department and all students will take the same exam. **Courses for High School credit may vary.**

### **Citizenship Marks**

Citizenship marks are assigned each trimester for every class by the classroom teacher based on student participation in the assigned course. The AMS Citizenship Matrix is included on page 39 of the student handbook.

## REMOTE LEARNING GUIDELINES

In the event that school is closed for an extended period of time, Avondale Middle School will continue instruction and student services via remote learning.

**Attendance** - While students' responsibility may vary for daily classroom participation during a school closure, there is still an important need to participate on a regular basis. Student learning and the success of our learning community depend upon participation. Be aware of the guidelines and expectations set forth by your teacher at the beginning of the course.

Extended absence from a remote learning platform (failure to hand in assignments, post to discussion boards, communicate with instructors, etc.) will quickly impact your grade as well as your ability to finish the course in a timely manner. The minimum attendance requirement as well as the minimum assignment expectations will be established by Avondale Middle School. All students will be expected and encouraged to access educational supports and resources to keep pace with established learning targets.

If an unexpected situation such as illness should arise and there is an extended leave from the course, contact your teacher, counselor, or administrator. They will discuss an appropriate support plan for course completion.

**Discipline** - All Code of Conduct rules for Avondale Middle School are applicable to online platforms including but not limited to appropriate use of district technology, plagiarism, profanity, and respect.

**Google Classroom** - Avondale Middle School will use Google Classroom as the primary platform to communicate all assignments. Students are also expected to post completed assignments to Google Classroom. Some assignments may require students to use additional sites such as ixl, Newsela, Edupuzzle, or Khan Academy. Student login credentials are supported by the course teacher.

**Course Completion** - Upon completion of online work, students should submit assignments through the Google Classroom. The teacher will post feedback on the Google classroom for completed assignments. The teacher will work together with administration and counselors to determine your credit earned and course grade. It is the student's responsibility to make sure that all written assignments are properly submitted for grading. It is recommended that students keep electronic copies, when available, of all assignments in the event that there are technical difficulties with assignment submissions.

**Credit and Grade Posting** - The teacher in collaboration with administration and counselors, will determine credit and grades for each course depending on the circumstances and duration of the school closure. Grades will be posted according to the reporting procedures for Avondale Middle School. Academic eligibility is required for participation in school sponsored athletic events.

**Harassment Reporting** - If you feel you are being harassed in your course environment, it is important to report it immediately to your instructor or the administration. Harassment comes in many forms, including spam (unsolicited emails not pertaining to the course), threatening communications; offensive ecommunications or any other kind of communication that makes you feel uncomfortable. Be cautious about e-mail messages from anyone, particularly unknown senders asking you for personal information, attempting to arrange meetings, or engaging in personal contact. Disclose to your counselor and online teachers any message you receive that is inappropriate or makes you feel uncomfortable. Never give out personal information -- including your full name (first names are best), home phone number, home address or other data -- anywhere on the Internet, including your email.

**Security** - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem in the school's computers, network or Internet connection, notify the Administration. Never access anyone's files but your own. Cases of suspected user file tampering will be dealt with through the loss of a student's ability to connect online for an extended or permanent period of time.

Think about the social consequences of any program you write. Never create harmful computer viruses. These actions are illegal and will be subject to corrective measures. Any viruses detected as originating from a student will result in appropriate school based or authority intervention action against the student.

Passwords are private. Protect your password. Keep it to yourself or share it only with your parent(s). Users are subject to all acceptable use policies. Anything posted to the online platforms will be treated as public comments and are thus subject to authority intervention or criminal prosecution if they so warrant. Avondale Schools will cooperate fully with local, state or federal officials in any investigation related to any negligible or illegal activities conducted through Internet access.

### **Things to Avoid At All Costs**

- Intentionally insulting someone
- Sending Spam
- Making offensive remarks
- Making inappropriate comments
- Posting or distributing inappropriate language or images



## GENERAL SERVICES

**Locks and Lockers** - All students will be assigned a locker with a combination. If students have trouble with their lockers, they should see an office staff member, administrator, Safe Ed member, or custodian. Students are fully responsible for the condition of the lockers inside and out. Students are also assigned gym lockers if they are enrolled in PE class. Students may not change lockers unless permission is given by a building administrator. Students may not place a pad lock on their locker. Students who damage lockers may lose the privilege of having a locker.

The following rules pertain to the use of lockers:

1. Lockers should be kept locked and clean at all times.
2. Student may NOT change lockers without permission from the administration. Permission is granted only in cases of emergencies.
3. Students will be issued a locker number and combination.
4. The administration, with reasonable suspicion, has the right to open and inspect the contents of lockers.
5. Students in physical education classes should lock their belongings in the lockers provided. A combination lock will be provided to students in physical education per trimester. All personal belongings must be locked up. Avondale Middle School is not responsible for lost or stolen items.
6. If there is damage to the locker, a fee will be charged to the student assigned to the locker.
7. Lockers must be closed properly and not be jammed or left half open.
8. Students are not allowed to rig lockers to disable/bypass the combination lock.

Although lockers are assigned to students for their use and convenience, the lockers remain the exclusive property of the Avondale School District. School district administrators and staff reserve the right to inspect and search a locker if they deem necessary, with or without prior notice to students.

**Lost and Found** - Lost and Found is located in the auditoria. Students are discouraged from bringing expensive items such as jewelry, watches, games, electronics, and large amounts of money to school. Students are encouraged to practice honesty and respect of others' property by turning "found" articles into the office. When something of value is lost or found, it should be reported to the office right away.

**Breakfast** - Breakfast is ordered in Mustang Roundup a week in advance. Students will have their breakfast items brought to their Roundup class. Breakfast will be charged to the student account according to items ordered by the student. The cost of breakfast is published by our food services program. Students who are eligible for free or reduced lunch will also be eligible for free or reduced breakfast. Free and reduced lunch applications are available online or in the main office. Students attending Avondale High School during first hour have access to breakfast at AHS before the start of school.

**Lunch** - Hot lunches are served daily to students at a cost published by our food service program. Students are asked to pay for lunches daily. Parents may pay for lunch in advance with PayPal on ParentConnection. Parents are also able to complete Free/Reduced lunch applications to qualify for free or reduced lunch prices. A monthly menu is available on the Avondale School District website and in the office informing parents of the cafeteria's offerings. Students who bring cold lunch may purchase milk for a cost published by our food services program. Students may not charge their lunch. Students may not purchase food during class time. Students are responsible for cleaning their table of all food items before leaving the cafeteria. Food is never allowed outside the cafeteria. Outdoor recess is contingent on weather and grade level lunch performance.

**Lunchtime Visitor Guidelines** - Parents or other family members may bring lunch up for students if it has been forgotten. Any restaurant, fast food, or special occasion lunches will have to be eaten in the office. Parents may pre-arrange to eat with their student in the office. Parents, visitors, non-approved school volunteers, or non-staff members will not be permitted to enter or eat in the auditoria. Please contact the office in advance if you plan to eat lunch with your child in the office in order for AMS to support your visit. Any non-staff visitors to common areas of the building, must be pre-arranged and the adult visitors must complete and pass a background check. There are no outside food deliveries permitted to AMS for students.

**School Visitors/Appointments** - Parents are encouraged to visit the middle school. They are asked to call ahead to make arrangements for the visit. All visitors to Avondale Middle School must present valid identification and check-in at the security and welcome station. It is a good idea to make an appointment if you wish to confer with a teacher or an administrator. Any parent that plans to attend class with a student will be accompanied by an administrator and have the visit pre-arranged and agree on a mutual time with the teacher of record.

All visitors must sign in at the security desk and provide a valid identification. Valid forms of identification include government issued identifications such as driver's license, State ID, or passport. Names will be run through a security system to ensure the safety of our students. Visitors may be escorted as necessary.

Students may not have guests attend school with them. Visitors can be disruptive to the educational process. Students who attend Avondale High School may visit the middle school with prior approval from administration.

**Valuables** – The school cannot be responsible for items missing from lockers. Therefore, we strongly urge students NOT to carry large amounts of money, valuables, personal items, electronic equipment, or jewelry. Students are not to be carrying large monetary bills with them during school time. Students should not be carrying more than \$5.00 at any given time at school unless they have a prepaid check for a designated activity. Any money brought to school to pay for an activity should be in a signed envelope with the student's name on it. When exceptions are necessary, students may arrange for safekeeping with the school office. Student lockers should be kept locked at all times. Locker combinations should be known only to the student to whom the locker is assigned.

**Library Media Center** - The Middle School Library Media Center is staffed by a media manager who is a member of the district's para educators association. It is open during the lunch periods most days. Students need to get a pass to attend during lunch. Most materials may be checked out for a two-week period. Late fines are assessed at 5¢ per day with a one-day grace period. Students who vandalize books or computers will have their privileges revoked, and students may be held responsible for replacement costs. Please check the school library media center web page for research help.

#### **Mustang MANIA Recognition** -

Students are selected each trimester on the basis of how well they demonstrate our Mustang MANIA expectations of *being respectful, doing their best, and being responsible*. Students are chosen by staff and are acknowledged with a special ceremony during school to recognize their achievements. Students receive a certificate, a lanyard, and pins in recognition for their adherence to the Mustang MANIA values. Weekly Mustang MANIA ticket raffles for students and staff support success and are sponsored by the PTO.

**Access to Student Records**- The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. In most circumstances, these records cannot be released to other parties or agencies outside of the school system without the written consent of the student, if legally an adult, or the student's parent(s) or guardian(s). The Avondale School District will release student records to courts when required by law, and upon request, to other schools in which a student seeks or intends to enroll. They also release directory information (i.e. name; date and place of birth; dates of attendance, current grade placement and/or date of graduation; scholarships, awards, and honors earned; participation in officially recognized sports and activities; height and weight if a member of an athletic team; addresses and telephone numbers for inclusion in school or parent-teacher organization directories only) at their own discretion, unless specifically requested not to do so by parent(s), guardian(s), or an adult student. Information regarding the requirements, procedures and opt-out options of the above act will be made available to students and parent(s) or guardian(s).

## HEALTH AND SAFETY PROCEDURES

**Accidents at School** - If a student is injured at school, the injury should be reported to the main office where an incident report will be completed in the office, a parent will be notified, and necessary supports will be contacted.

**Clinic** - Ill or injured students should report to the clinic or office after notifying the classroom teacher. If unable to report to the clinic or office, students should stay where they are until help arrives. Any student seeing someone who needs help should inform the nearest teacher. Clinic is staffed by the school secretaries and administration. Parents or one of the persons listed on the emergency card will be contacted when necessary. School personnel may not distribute any medication, including over-the-counter medication, without a medicine form as described below. Ice and band-aids are available if needed. Students showing signs of illness or a pattern of concern will be instructed to call home. Symptomatic students may need to be separated from others and picked up from school for further testing.

**Emergency Cards** - When students register for school in August, parents are asked to fill out an emergency card. The card provides the school with information regarding allergies and other health conditions. Immunization records are kept with a child's CA-60 file.

**Fire Drills** - On the wall in each classroom there is an emergency sign which includes instructions for leaving the building. Students are to leave quickly and quietly and are to stay with their class.

**Immunizations** - Avondale Middle School follows the state rules for immunizations. In order to attend Avondale Middle School, all students must have documentation on file that they have received their current immunizations. Students who do not have current immunization documentation on file may be excluded from school pending completion of new immunizations. Any waivers must be approved through the Oakland County Health Department. Please be aware that all 7th grade students require an immunization to attend school.

**Tornado Drills** - In case of a tornado drill, each classroom is assigned a designated area. Students should move quietly to these areas and sit on the floor facing the wall. Teachers will go over these instructions with their classes.

**Mass Evacuation Drills** - In the case of a mass evacuation, we evacuate to the designated location nearby. Parents will be notified if parent pick up is necessary. Students must remain with their class and their teacher at all times during a mass evacuation. Teachers will take attendance upon arrival at the mass evacuation site.

**Medications** - Prescriptions: Students who have prescribed with necessary dosage during school hours must have a completed prescription medical form from their doctor with directions for the administration of the medicine. Medication must be in the prescription bottle. Student medication will be kept and dispensed in the office.

Over the Counter: Students who require access to over the counter medication must have a completed over the counter medication form from their parent with directions for the administration of the medicine. Medication must be in the original container. No pills, tablets, or other forms of over the counter medication should be in the possession of students while they are in school without notification of the office staff. Student medication will be kept and dispensed in the office.

**Physical Examinations** - Students who participate in sports are required by the State of Michigan to have a physical examination each year. The forms for the physical may be picked up in the student information section of the auditoria. Students may not practice, try-out, or attend a clinic for a sport until their physical form has been turned into the office.

**Physicals must follow the MHSAA rules.**

**Exclusion Procedure** - A student may be excluded from school if he/she has a contagious disease. A note from a doctor will be required as evidence of appropriate treatment in the case of Covid-19, head lice, pink eye, scabies and other such skin disorders. Please contact the office as soon as possible if someone in your household has recently tested positive for a contagious illness or disease.

**Physical or Social Distancing and Viral Protection** - Avondale Middle School will comply with all physical or social distancing measures when required by law or executive order. The health and safety of our students and staff is paramount and every reasonable measure will be taken to keep everyone healthy and safe. Hand sanitizer stations are available in common areas. Students and staff will follow recommendations about wearing masks during in-person instruction.

**Suicide Prevention and Mental Health**- Any student who expresses suicidal ideations at school, in writing or verbally, will be asked to seek mental health care immediately. Parents/Guardians will be asked to take their student to receive appropriate support and get a doctor's note. Avondale Middle School works closely with Avondale Youth Assistance, Common Ground, Easter Seals and other community agencies to provide support for students.

**Water Bottles** - Students may bring clear, refillable, plastic water bottles to class. Glass bottles are not permitted. They may contain water only.

**Safe - Ed** - Avondale School District employs Safe-Ed, a company entrusted to maintain safety and security at Avondale Middle School. Safe-ed employees assist in monitoring hallways, tracking visitors, reporting rule-breaking behaviors, and maintaining a safe and secure school environment. Students are expected to treat Safe-ed members with respect while following the AMS Code of Conduct.

**District Safety Officer** - Avondale Middle School employs a full-time District Safety Officer. The Safety Officer provides support to staff and students about best practices to maintain safety and security.

## ENRICHMENT ACTIVITIES

**Assemblies** - We offer a variety of programs. Typically, class assemblies are held in the fall to review general programs, rules, and regulations. Honor assemblies are held in the evening for each of the grades during the last few weeks of school. Special assemblies for safety and academic and cultural enrichment are provided. When necessary, virtual communications may take the place of in-person assemblies. All mandates regarding physical or social distancing will be respected, when appropriate.

**Field Trips** - Field trips are part of many class experiences, offering instruction not available in the classroom. During field trips, all school rules on student behavior apply, in addition to the rules of the facility visited. Students are responsible for meeting all rules and regulations established in the student code of conduct. If a student fails to meet these expectations any time during a field trip including the bus, parents may be responsible for transportation home. Incentive based field trips are at the discretion of grade level teacher teams. Field trips will be scheduled in accordance with government orders regarding gatherings and group sizes in public spaces.

**Athletics** - Sports augment a well-rounded education. Students have a variety of sports available to them. Grade level eligibility is determined by the athletic department. All athletics will follow MHSAA guidelines for practice, games, visitors, and participation as decisions are made about resuming events after the Covid-19 pandemic.

To be eligible to participate in athletics, students must do the following:

- Complete and return a physical examination form.
  - Receive appropriate marks on eligibility forms.
  - Be present at least one-half of the school day on the days of practice or games.
- \*\*\*Pay for Participation rates are established on a yearly basis by the Board of Education.

**Remaining on School Grounds** - Students are not allowed to leave school grounds to any of the various commercial outlets or loiter in surrounding neighborhoods and then return to the middle school for an after school event. Students are required to go home after school is concluded and then return by parent transportation or walking back to school. Students cannot leave school grounds with the intention of returning for any sporting or extra-curricular event without going home first. After School Supervision is available for students who do not have access to school provided transportation. All students waiting for a ride must report to the After School Supervision room by 3:00. After School Supervision is not a holding area for sporting events. Students using After School Supervision may not leave to attend after school event. They may only leave when their parent or guardian picks them up.

**Extra-curricular Involvement and Grades** - It is the student's option to participate in extracurricular activities. The teachers, staff, and parents encourage all students to become involved in extracurricular activities. In order to participate in activities, students need to be responsible in maintaining work and grades. All school rules apply during after school activities.

**Publications** - All publications made by either students and/or staff for distribution or sale need to be approved by the administration. All pages including page numbers and all appropriate data and material print should be ready 2 school days before printing to be approved by the administration. Once the administration has approved the print ready publication, such as a student newspaper, there shall be no other additions or deletions. This policy will be strictly enforced. All pictures used in a publication, such as a yearbook, newspaper, etc. will also need to be given to the administration 2 school days prior to printing or 2 school days prior to the deadline with the appropriate company. These pictures must be proof ready and approved by both the club sponsor or teacher and the school administration.

**Fundraisers**- All fundraisers for any club or athletic group must complete the appropriate forms and be approved by the administration. All money collected by fundraisers must be turned in daily to the club sponsor/teacher who will submit it to the office daily for accounting and storage.

**Clubs** - Avondale Middle School is proud to offer a variety of clubs each year. All clubs must be sponsored by a school employee and pre-approved by administration with an average of twenty students in attendance. Please see the website and newsletter for opportunities.

## Entering Middle School

### **Transfers from Other Districts**

Among the “new” enrollees in middle schools are students who may have attended private, parochial, and/or other public schools. Early contacts with parents enable school personnel to assist these students in adjusting to their new situations.

### **New Residents to Michigan**

Students who enter Michigan schools for the first time must submit updated immunization records, in accordance with regulations set by the Michigan Department of Community Health. Failure to comply with the state immunization requirements will prevent students from registering for classes. A copy of the child’s birth certificate and most recent report card is required when enrolling for the first time.

### **Absence and Illness-**

Punctual and regular attendance is essential for a student to do well in school. Students are allowed at their lockers at 7:45 a.m. The school day begins at 7:53 a.m and ends at 2:46 p.m.

If an absence is necessary, parents/guardians should call our attendance number (248) 537-6310 between 6:30 and 8:30 a.m. or the night before and give a reason for the student’s absence. It is the responsibility of the parent/guardian to contact the school in the event of any absence from any portion of the school day. If parents/guardians are unable to contact the school, the student should bring a note from their parent/guardian stating the reason for the absence. Arriving late to school is considered an unexcused tardy. **Arriving late to school on a regular basis is considered an attendance problem.**

**Parents/Guardians are required to come into the building to sign their student in when they are late.**

Poor attendance will be reflected in the student’s grades and often helps determine if a student passes or fails. Students may be excluded from participation in sports and other extra-curricular activities as a result of poor attendance. Poor attendance may result in a Youth Assistance or Juvenile Court referral for truancy. Charges of educational neglect may be filed against the parents of children with excessive absences.

**Early Dismissal** - If a student needs to be excused during the day, a note, signed by a parent, guardian, or person on the student’s emergency card must be brought in from home and turned in to the office before school begins in the morning. A student may not leave the school for any reason without permission from the office.

**Emergency School Closings** - If the school should close because of an emergency, it will be announced by the media as early as possible. Parents/Guardians are discouraged from calling the school to determine if classes are being held. The Avondale Middle School Remote learning policy may be enacted for closures lasting for three consecutive days or more.

### **Homework Requests** -

Students who are absent from school for a period of two days or less will be required to make up their work upon their return to school. Students who are absent from school for a period of three days or more may request homework through the office. Please refer to the following sections for the homework request guidelines that pertain to each type of absence. In the event that the student misses a test or quiz while absent, it will be required to make up the assessment upon return. In the event that the necessary material to prepare were not provided, a student will have one day upon return to school to prepare for the assessment. This does not pertain to in-class review sessions.

**Short-Term Illness Absences (three to five days)**- An absence out of school due to illness or for medical reasons for three to five days is considered a short-term illness absence. These absences should be excused by the parent/guardian with no need for a note from a physician unless a student has already received a truancy warning letter. Homework requests can be made on the second day the student is out only if the parent/guardian knows the student will not be attending school the following day. The student is solely responsible to get all of the work missed upon returning to school for absences of 2 days or less.

The following guidelines all apply to short-term illness absences:

- Absences must be for three to five days.
- Teachers will be given one school day to assemble the work.
- Homework requests should be called in to the attendance office before 10:00 a.m. and the work can be picked up after 1:00 p.m. on the next day.
- All homework issued during the absence must be completed within two days after returning to school.
- At the teachers' discretion, some work may be given more time.
- In the event that work is given upon return, the student will have the same number of days to complete the assignment that they were absent.
- In the event that the student misses a test or quiz, no more than three school days will be allowed to make up that assessment.
- Arrangements may be needed for students to make up lab work or tests before or after school at the teachers' discretion.

**Pre-Arranged Absences (three or more days)** - Parents/Guardians are highly encouraged to plan vacations for times when school is NOT in session. The school year is approximately 180 days each year and families should do their best to plan vacations on breaks, weekends, or in the summer. A parent/guardian may request that their child be excused from school when it is deemed necessary. The pre-arranged absence form should be picked up from the office, completed, and turned in to the counseling/attendance office **3 days prior to the absence**.

The following guidelines all apply to pre-arranged absences:

- Forms must have student, parent/guardian, teacher, and administrator signatures to be considered excused.
- Absences must be for three or more school days.
- Teacher must be given two school days to assemble the work to be completed during the absence.
- Students will have some assignments listed on their pre-arranged form, and the remainder of the work will be picked up from the counseling office after 1:00 p.m. on the day before the absence.
- All homework issued prior to the absence must be completed upon return to school.
- At the teachers' discretion, some work may be given upon return.
- In the event that work is given upon return, students will have the same number of days they were absent to complete the work. (Not to exceed one week)
- In the event that the student misses a test or quiz while absent, it will be required to make up the assessment upon return. In the event that the necessary material to prepare was not provided, a student will have one day upon return to school to prepare for the assessment. This does not pertain to in-class review sessions.
- All work missed due to a pre-arranged absence must be completed prior to the end of the unit or project.
- Arrangements may need to be made for students to make up tests or lab work before or after school at the teachers' discretion.

**Long-term Medical Absences (More than five days)** - An absence due to an illness or for medical reasons for more than five days is considered a long-term medical absence. These absences should be excused by the parent with supporting documentation from a physician. Homework requests will be taken under the guidelines of short-term absences until the parent notifies the school otherwise.

The following guidelines all apply to long-term medical absences:

- Absences must be for more than five school days and must be medically documented.
- Teachers will be given two school days to put together the work for a week's time.
- Homework requests should be called in to the attendance office and work is exchanged once per week.
- All homework issued during the absence must be completed and turned in to the attendance office before new work can be picked up.
- At the teacher's discretion some work may be exempted for the student if it can't be completed within the unit or project worked on in class.
- In the event that work is given upon return, the student will have the same number of days that they were out to complete the work (**Not to exceed ten school days**).
- In the event of a lengthy absence, students may be exempted from their elective classes for that grading period and grading may transfer to a credit/no credit system at the discretion of an administrator.

-Arrangements may need to be made for students to make up lab work before or after school after the student returns to school.

**Suspension Homework Policy** - A student who is absent from school due to suspension is required to complete all of the schoolwork assigned during suspension. All work is received for credit towards a grade in each class. In the event that an assignment can't be made up due to missed time, credit may be lost for an assignment (ex. lab experiment). The student is solely responsible to get all of the work missed upon returning to school for suspensions of two or fewer days.

The following guidelines all apply to suspensions of 3-10 days:

- Parents/Guardians are required to pick up the work on the third day of the suspension.
- Teachers will be given two school days to put the work together.
- Any work assigned during the suspension must be completed upon return to school.
- In the event that work is given to the student when they return to school, there will be two days to complete that make-up work (including any assessments missed).
- At the teachers' discretion, some work may be exempted for the student if it can't be completed within the unit or project worked on in class.
- In the event that the student misses a test or quiz while suspended, it will be required to make up the assessment upon return. In the event that the necessary material to prepare were not provided, a student will have one day upon return to school to prepare for the assessment. This does not pertain to in-class review sessions.

**Tardiness** - When a student is late to school, an excuse should be submitted to the attendance office. Parents/Guardians need to sign their child in on the clipboard in the attendance office. Three unexcused tardies for any one class will result in an automatic detention. Chronic tardiness may result in other disciplinary consequences including suspension or an automatic referral to the Oakland Schools Back to School truancy liaison.

**Hall Passes** - Any student in the hallway should have a pass. Students have a passport system in their agendas and are expected to have a signed pass from a teacher to leave class. Teachers have discretion over when students will be allowed to leave class and students may be asked to wait for a break in instruction or an appropriate time to leave class.

**Truancy** - Truancy is the absence from one or more scheduled classes without authorization by a parent, guardian, or school official. This is a violation of the Compulsory School Attendance Law. Students may be given detentions, suspension, or be recommended for expulsion for chronic truancy. If a pattern of truancy develops, the administration may choose to petition the Juvenile Courts for assistance. The severity of discipline will depend on the student's record and the frequency of the offense. Parents will always be contacted and a conference may be required.

Students will receive warning letters for truancy when they have five (5) or more absences in a Trimester. Any student flagged for excessive absences (5 or more in a trimester) may have an intervention meeting with the Oakland Schools Back to School program liaison. If these intervention meetings do not result in improved attendance, families may be recommended to Juvenile Court for truancy.

Once a student arrives on school grounds, and school is in session, they may not leave without permission from school authorities and must be signed out by a parent, guardian, or a person on their emergency contact list through the Attendance Office. Students may not leave campus for the expressed purpose of obtaining lunch. Food deliveries by outside vendors are prohibited



## TRANSPORTATION TO AND FROM SCHOOL

**Bus Transportation** - Students and parents/guardians are advised of the following responsibilities:

### Responsibility of the Parents:

1. to ascertain and ensure that their children arrive at the bus stop on time in the morning
2. to provide necessary protection for their children when going to and from the bus stops and when at the bus stop including weather appropriate attire
3. to be responsible for proper conduct of their children on the way to and from the bus stops and while at the bus stop
4. to make an effort to understand and cooperate with those responsible for pupil transportation

### Responsibility of the Students:

1. to occupy the seat assigned by the driver and to refrain at all times from moving around while the bus is in motion
2. to exhibit Mustang Mania values while getting on or off and while riding the bus
3. to obey the driver and to report promptly to the school official when instructed to do so by the driver
4. to be at the designated stop in the morning, out of their parent's car, ready to board the bus at the scheduled pickup time. The driver is responsible for the maintenance of this schedule and cannot wait for tardy students.
5. to exit the bus at this same stop in the afternoon that student boards in the morning
6. to stay off the traveled roadway at all times while walking to the bus stop, waiting for a bus, and walking home from the bus stop
7. to wait until the bus has come to a full stop before attempting to get on or off
8. to leave the bus only with the consent of the driver
9. to enter or leave the bus only at the front door after the bus has come to a stop, except in case of emergency
10. to cross the traveled highway, if necessary, after leaving the bus in the following manner:
  - a. Make certain the bus is stationary
  - b. Go to front of bus within sight of the driver and wait for the proper signal for crossing
  - c. Upon signal from the driver, or from a personal escort, look both to the right and left and proceed across the highway
  - d. Walk (not run) in front of the bus when crossing the highway
11. to keep hands and head inside the bus at all times
12. to inform the transportation department when a long-term absence is expected
13. to report to the driver at once any damage to the bus that is observed
14. to help keep the bus clean, sanitary, and orderly

### **Riding A Different Bus** -

If students wish to go home with another student, they must bring a note from a parent or guardian and give it to the main office upon arrival at school. The secretary will confirm that there is space on the given bus and have the note signed by one of the building administrators. This note is then shown to the bus driver. Students may not ride any bus other than their own on the last day of school.

### **Food on Buses** -

Due to safety issues, absolutely no gum, food or drinks of any kind are to be consumed on the regular or activity buses at any time. In the event that students have any food or drink items with them, they should remain out of sight in a backpack.

### **Cell Phones/Cameras/Other Electronic Devices** -

Cell phones, speakers/sound systems, and/or cameras will be confiscated by bus drivers if they determine that the cell phone and/or camera is distracting and impacting their ability to drive safely (i.e. playing music or using the flash while taking pictures). Students will receive the confiscated item upon departure from the bus; consequences may follow.

## **Bus Conduct Reports -**

Any behavior or code of conduct violations that occur on the bus will result in a Bus Conduct Report. These reports may be issued by the bus driver, transportation department, or school administration. The Avondale Middle School Code of Conduct applies from the time a student leaves their home to go to the bus stop until the time a student returns to their home. Any Code of Conduct violations occurring on the way to or from school will be handled according to the Code of Conduct.

The following is a list of corrective measures associate with each incident on the bus.

First step: parental notification and verbal reprimand

Second step: parental notification, verbal reprimand, and assigned seat.

Third step: parental notification and suspension of bus privileges from 1-3 days with restorative re-entry meeting

Fourth step: parental notification, suspension of bus privileges for 3-5 days, and possible suspension from school, with restorative re-entry meeting

Fifth step: conference with parent, suspension of bus privileges for 5-10 days and suspension from school for 1-3 days.

-Further incidents may result in a student being removed from the bus indefinitely.

-School administration reserves the right to alter the aforementioned consequences depending upon severity of bus related incident.

## **Bicycles, Scooters, Skateboards, and Rollerblades -**

-Students may ride bicycles to school and must have their own lock to lock them up outdoors. The school will not be responsible for lost or damaged bikes or items.

-Scooters, skateboards, and rollerblades are allowed to be brought to school provided these items can be stored in their locker without it causing any jamming or damage to the locker. Items too large for locker are not permitted.

-Students must carry scooters, skateboards, and rollerblades whenever they are on school property. The school will not be responsible if any of these items are lost, stolen, or damaged.

**Commercial Transportation** - Avondale School District discourages the use of professional driving services to transport individual students to and from school unless as a requirement of an Individual Education Plan (IEP) or a provision mandated by the McKinney-Vento Homeless Assistance Act.

## **DRESS CODE**

The dress and grooming of Avondale Middle School students shall be neat and clean, and support a positive educational environment. The administration will determine whether the students' clothing is appropriate for school. Administrators, faculty, and staff members will enforce the dress code.

### **Dress Code** -

All clothing should be neat, clean, and appropriate for school activities. Clothing should follow the standards of common decency and safety. Students will be asked to change if their attire does not follow the AMS dress code.

- There will be no sagging of pants/shorts. Undergarments should not be visible.
- All tanks must be 3 finger width and cover undergarments. Sleeveless tops or sleeveless dresses, mesh tops, cropped tops, or low cut shirts are not permitted. A see-through garment MUST have an undergarment that meets the dress code.
- All shirts and tank tops must have straps that are at least three finger widths wide. Shirts must be long enough to cover the midriff area at all times including bending over, raising hands, sitting down, etc.
- Short shorts, short skirts and spandex shorts are not permitted. All shorts and skirts MUST be at least thumb length when arms are held straight down.
- Undergarments, pajamas, pajama pants, or clothing that reveals undergarments are prohibited. Pajamas are only allowed on a school sponsored pajama day.
- Garments must be in good repair. Pants and shorts with holes are not permitted if the holes are above the thumb length area. Any bottoms with writing on the rear will not be permitted.
- Clothing or objects that advertise or display alcoholic beverages, tobacco products, drugs, marijuana, obscene language, weapons, or antisocial behavior are inappropriate.
- Any apparel that is sexually suggestive, promotes violence or is determined/believed to be gang related is unacceptable.
- Appropriate dress is expected at all school-related events, including assemblies, banquets, athletic events, and field trips.
- The only time students should be changing clothes is for physical education classes or after school activities.

### **Hats, Headwear, and Hoods** -

Hats, visors, hoods, durags, wave caps, bonnetts, scarves, bandanas, brushes and items used for grooming may not be worn or carried on the student in the classroom or in school. The items should be secured in their locker. Headbands and sweatbands are permitted as long as ears are visible. Face masks for health reasons are permitted.

### **Shoes** -

Shoes must be worn at all times. Bare feet, soft soled/fur slides, slippers, or stocking feet are not permitted.

### **Jewelry and Other Accessories** -

- Excessive make-up including bold glitter is not to be worn at school.
- Writing on one's own skin or allowing others to write on you is not permitted.
- Face painting is not allowed.
- Large chains or earrings with or without medallions/large charms are not to be worn in school. This includes wallets with chains.
- Students in violation of these aspects of the dress code will be asked to remove jewelry or wash off writing or excessive makeup.

### **Fidgets, Spinner, Gadgets, and other Distractions** -

- Spinners and fidgets create potential distractions to the school environment and are not permitted.
- Fidgets that are less disruptive (i.e. stress ball) are authorized for students with a demonstrated and documented medical need and are pre-arranged with the school counseling department.

### **Backpacks -**

Students are encouraged to bring their books and materials to and from school in their backpacks. However, backpacks or book bags are not permitted in classrooms, the Media Center, or at lunch. Students are to store their backpacks and materials in their lockers during the school day. Permission to carry a backpack for medical reasons may be granted by the school administration. Students may carry purses or small string bags as long as they are 8 1/2" by 11" or smaller.

### **Jackets and Coats -**

All outdoor clothing, including coats and jackets, are to be kept in the student's locker during the school day except during lunchtime or gym classes.

\*\*The above list is not all-inclusive and the school administration reserves the right to make the final decision regarding the appropriateness and acceptability of appearance. Students will not be allowed in class without appropriate clothing and will work in the office until appropriate clothing is obtained. This may mean that a parent/guardian needs to bring clothing to the school for the student, or that the student wears clothing from the office lending closet.

### **Violation of the Dress Code -**

Students who violate the Dress Code shall have the following consequences:

**1st offense** - Student has choice to correct the violation, office referral, parent contacted, change of clothing required

**2nd offense** - Student has choice to correct the violation, office referral, parent contacted, change of clothing required, detention issued

**Subsequent offenses** - Sent to the office, parent contacted, change of clothing required, additional consequences according to the code of conduct for insubordination.

## **ELECTRONICS**

Cell phones, headphones, iPods, tablets, speakers, digital cameras, iPads, handheld gaming systems, laptops from home and other personal electronics are not permitted to be used in school unless pre-arranged by a teacher and approved by the main office. If students have these items in school, they are to be turned off and stored in their lockers for the entire school day. Cell phones and similar electronic devices that are discovered powered on, seen, or heard by a staff member during school hours will be confiscated. Avondale Middle School is not responsible for lost or stolen items. Use of teacher approved technology is pre-arranged at the discretion of the classroom teacher.

### **Disciplinary Consequences for Possession or Use of Electronic Devices -**

Confiscated electronic devices will be held in the main office according to the following schedule:

**1st offense:** Device is confiscated, office referral, student may pick up at the end of the day

**2nd offense:** Device is confiscated, office referral, detention issued, student may pick up at the end of the day

**3rd offense:** Device is confiscated, office referral, detention issued, one hour of community service assigned, student may pick up at the end of the day.

**Subsequent offenses:** May result in additional disciplinary consequences including daily phone turn in, restorative conference, suspension, or other consequences to be determined by the administration.

**Acceptable Use Policy for Computer Equipment and Networks**- Students are responsible for their conduct while using school computer equipment, networks, or accounts assigned to them. The normal school rules governing acceptable behavior and communications apply equally in this forum. Infractions will result in the loss of access to computer equipment and networks, disciplinary consequences determined by administration, and/or referral for legal action. While students have a right of access to school computers, computer systems, and computer networks, their rights entail corresponding responsibilities. As a minimum, it is assumed that students will comply with such written standards as stated in the Acceptable Use Policy.

**Gaggle Monitoring**: All communications and documents created using avondaleschools.org accounts are monitored by Gaggle. Administrators will be immediately informed if there is inappropriate or harmful content. Administrators will communicate all Gaggle reports to parents for mental health or disciplinary follow up. The code of conduct will be followed for all gaggle infractions.

## DISCIPLINARY CONSIDERATIONS

### Introduction

A middle school student is expected to exhibit exemplary behavior at school and at all school-related activities. Behavior that is disruptive to the educational process will not be tolerated. One of the most important lessons education should teach is self-discipline. It is training that helps students develop self-control, character, honesty, and efficiency. Students need to understand the purpose of discipline in school and develop a correct attitude toward it. They should do their part in making their school a safe and effective place for learning. Students need to develop self-discipline and accept responsibility for their own behavior.

### General Classroom Rules

Avondale Middle School has identified six rules for all classrooms.

1. Arrive on time daily.
2. Raise hand to be recognized.
3. Come to class prepared.
4. Listen to instruction and follow directions the first time.
5. Show respect for the rights and privacy of others.
6. Refrain from using negative comments or vulgar language.

### Classroom Discipline

Effective teaching and learning cannot take place in a disruptive and uncontrolled atmosphere. Teachers, therefore, have both the right and duty to maintain appropriate classroom behavior by imposing classroom discipline apart from, but consistent with, the principles described in this handbook.

### Definitions

For the purposes of the Code of Conduct:

-“Suspend” or “Suspension” means a disciplinary removal from school for less than 60 school days.

-“Expel” or “Expulsion” means a disciplinary removal from school for 60 or more school days.

-“Restorative Practices” means practices that emphasize repairing the harm to the victim and the school community caused by a student’s misconduct and collaborating to restore the harm to the school community.

“Weapon-Free School Zone” means school property and a vehicle used by a school to transport students to or from school property do not have weapons.

“School Property” means 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, except a building used primarily for adult education or college extension courses.

“Dangerous Weapon” means a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife, iron bar, brass knuckles or any device used with intent to do harm.

“Firearm” means (1) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (2) the frame or receiver of any such weapon; (3) any firearm muffler silencer; or (4) any destructive device.

“Destructive Device” means (1) any explosive, incendiary, or poison gas; (2) any type of weapon by whatever name known will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and (3) any combination of parts either designed or intended for use in converting any device into a destructive device and from which a destructive device may be readily assembled.

**Restorative Practices-** Before suspending or expelling any student (except a student who possesses a firearm in a weapon-free school zone), teachers, administrators, and the district must first determine whether restorative practices would better address the student’s misconduct in order to minimize out-of-school suspensions and expulsions. Likewise, when suspending or expelling a student, teachers, administrators, and the district administration must consider whether restorative practices should be used in addition to the suspension or expulsion. Restorative practices which may include a victim-offender conference, should be the first consideration to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption, and harassment and cyberbullying according to Michigan Law (MCL 380.1310c).

A formal restorative conference is one type of restorative practice. Although not mandatory, formal restorative conference allows the person(s) who caused harm to repair that harm with all those impacted by their actions. A formal restorative conference can be initiated by

the person(s) harmed and, if that person is under 15, must be approved by their parent/guardian. The attendees may ask the person(s) who caused the harm to do one or more of the following: (1) apologize; (2) participate in community service, restoration, or counseling; or (3) pay restitution. No person who claims to be the victim of unlawful harassment may be compelled to meet with the alleged perpetrator of the harassment as part of a restorative practice. Other, less formal restorative practices may be utilized to resolve conflict such as: informal circles, affirmative statements, restorative questions, and class circles.

### **Factors to Consider**

Before suspending or expelling a student from a class, subject, or activity, an administrator must first determine whether suspension is warranted based on the following factors:

- the student's age;
- the student's disciplinary history;
- whether the student has a disability;
- the seriousness of the behavior;
- whether the behavior posed a safety risk;
- whether restorative practices are a better option; and
- whether lesser interventions would address the behavior.

The Factors to Consider must be reviewed and documented when suspending a student:

- from class, subject, or activity by a teacher
- as a discretionary suspension of 10 or fewer school days
- as a suspension of fewer than 60 days
- as a suspension of more than 60 days
- as a mandatory suspension or expulsion.

## MANDATORY SUSPENSION OR EXPULSION

It is the policy of the district to comply with the federal Gun-Free Schools Act and sections 1310, 1311, and 1311a of the Revised School Code. *Nothing in this section of the Code of Conduct may be construed to limit the principal's or designee's discretion to suspend or expel a student for any offenses that the student code of conduct identifies as possibly resulting in a suspension or expulsion.* School administrators recognize that, as explained below, in some circumstances they may choose not to suspend or expel a student.

### **Possession of a Firearm**

If a student possesses a firearm in a weapon-free school zone, the student will be permanently expelled unless the student demonstrates, in a clear and convincing manner, at least one of the following:

- The student was not possessing the instrument or object to use as a weapon or to deliver, either directly or indirectly, to a person to use as a weapon;
- The student did not knowingly possess the weapon;
- The student did not know or have reason to know that the instrument or object constituted a “dangerous weapon;” or
- The student possessed the weapon at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

If the student demonstrates one of the above circumstances in a clear and convincing manner and the student has not been previously suspended or expelled from school, the building administrator will not expel the student unless the building administrator finds that, based on the circumstances, expulsion is warranted.

### **Possession of a Dangerous Weapon (Other than a Firearm)**

If a student possesses a dangerous weapon in a weapon-free school zone, the building administrator will consider whether to permanently expel the student or impose a less severe penalty after first considering the Factors to Consider previously outlined.

### **Arson**

If a student is convicted of, or pleads guilty or no contest to committing arson as defined in section 1311 of the Revised School Code, in a school building or on school grounds, the student may be permanently expelled, or a less severe penalty may be imposed after first considering the Factors to Consider previously outlined.

### **Criminal Sexual Conduct**

If a student is convicted of, or pleads guilty or no contest to committing criminal sexual conduct as defined in section 1311 of the Revised School Code, in a school building or on school grounds, the student may be permanently expelled, or a less severe penalty may be imposed after first considering the Factors to Consider previously outlined.

### **Physical Assault Against Employee, Volunteer, or Contractor**

If a student in grade six or above commits a physical assault at school against an employee, volunteer, or contractor and the victim reports the physical assault to an administrator or, if the victim is unable to report the assault, another person makes the report on the victim's behalf, the student may be permanently expelled, or a less severe penalty may be imposed after first considering the Factors to Consider previously outlined.

### **Physical Assault Against Another Student**

If a student commits a physical assault at school against another student and the physical assault is reported to an administrator, the student may be suspended or expelled, or a less severe penalty may be imposed after first considering the Factors to Consider previously outlined.

### **Bomb Threat or Similar Threat**

If a student makes a bomb threat or a threat of violence and the threat is reported to an administrator, the student may be suspended or expelled or a less severe penalty may be imposed after first considering the Factors to Consider previously outlined.

## GENERAL CONSIDERATIONS

- The first time a student is involved in a rule infraction, disciplinary action will be imposed according to the category of their offense.
- Once a student has been involved in an infraction resulting in disciplinary action, they may, at the discretion of the building administrator, be advanced one category for each subsequent infraction requiring further disciplinary action.
- The provisions of this Code of Conduct are applicable to all students enrolled at Avondale Middle School. The following, however, should be noted:
  - In the event a student's behavior and/or achievement indicates a possible chemical (drug or alcohol) use or abuse or self-harm ideations, an administrator may refer the student to appropriate agencies. Parent(s) or guardian(s) shall be notified if school officials have reason to believe a student may be under the influence of chemicals or self-harm.
  - Students who violate the Code of Conduct due to chemical use or abuse or dependency or self-harm ideations and who agree to an evaluation and/or counseling by an approved agency may receive a modification of the disciplinary action normally prescribed. Building administrators may, at their discretion, require documentation of a student's successful completion or participation in a treatment program.
  - Referrals to outside agencies and related recommendations are intended to provide students with an additional source of assistance. The school district accepts no responsibility for the diagnosis made, the course of treatment received, or any failure of said treatment. Nor does the school district assume any responsibility for the payment of outside agencies or individuals, or for making arrangements for such payment. Any services or materials rendered or provided by outside agencies or individuals that are not school employees will be the responsibility of the student involved and/or the student's parent(s) or guardian(s).
  - Students with an existing IEP or 504 plan are expected to comply with the Code of Conduct. However, behaviors which result in a cumulative total of more than 10 days of in-school or out of school suspension per school year may require that the student's Individual Education or 504 Planning Team convene to determine if the behavior in question is a manifestation of the student's disability.

### **Guidelines for the Imposition of Appropriate Disciplinary Steps**

The chart below prescribes the disciplinary steps to be assigned to each category. To use this chart, find the infraction in the list on the following pages. Note the category listed after the appropriate infraction. Find that category on the chart below and move down the column. You will see numbers listed such as, 1-3. These are disciplinary steps, and are described in the following pages.

#### Disciplinary Steps Imposed for Infractions

|            | Cat. A<br>Infraction | Cat. B<br>Infraction | Cat. C<br>Infraction | Cat. D<br>Infraction | Cat. E<br>Infraction | Cat. F<br>Infraction | Cat. G<br>Infraction |
|------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Grades 6-8 | Step 1               | Step 1-2             | Step 1-3             | Step 2-4             | Step 3-5             | Step 4-7             | Step 5-8             |

### **Disciplinary Steps**

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



### **Step 1: Preliminary Corrective Measures**

Whenever possible, school personnel will use corrective measures in assisting students to modify inappropriate behavior prior to the use of the more punitive actions described in later steps. Step 1 Infractions can generally be considered teacher managed behaviors if they occur in the classroom and do not necessarily require administrative intervention.

- Restorative practices
- Verbal or written reprimands
- Counseling by school personnel
- Student-teacher conference
- Recommendation for health screening
- Recommendation for Child Study Team
- Referral to non-school service agencies
- Assignment of extra classwork
- Assignment of appropriate work details
- Assignment to detention outside school hours
- Loss of extracurricular privileges
- Loss of lunch room privileges
- Temporary removal from class
- Monetary restitution
- Lunch detention
- Parent contact

### **Step 2: Administrative Conference with Student and Parent**

An administrative conference with student and parent will usually occur subsequent to the preliminary corrective measures described in Step 1 and may include a review of suspension/expulsion procedures. Administrative Conference may occur in the form of a phone conversation, email correspondence, or scheduled face-to-face meeting.

### **Step 3: Suspension for One School Day**

The duration of this suspension is for one school calendar day. The student is suspended from all classes, school related activities, and transportation for one school calendar day. Suspension may be in-school or out-of-school. Upon return to school, a re-entry meeting will be required with parent/guardian, student, administrator, and other relevant stakeholders.

### **Step 4: Suspension for up to Three School Days**

The duration of this suspension is for three school calendar days. The student is suspended from all classes, school related activities, and transportation for up to three school calendar days. Suspension may be in-school or out-of-school or a combination of both as determined by the administration. Upon return to school, a re-entry meeting will be required with parent/guardian, student, administrator, and other relevant stakeholders.

### **Step 5: Suspension for up to Five School Days**

The duration of this suspension is for five school calendar days. The student is suspended from all classes, school related activities, and transportation for up to five school calendar days. Suspension may be in-school or out-of-school or a combination of both as determined by the administration. Upon return to school, a re-entry meeting will be required with parent/guardian, student, administrator, and other relevant stakeholders.

### **Step 6: Suspension for up to Ten School Days**

The duration of this suspension is for ten school calendar days. The student is suspended from all classes, school related activities, and transportation for up to ten school calendar days. Suspension may be in-school or out-of-school or a combination of both as determined by the administration. Upon return to school, a re-entry meeting will be required with parent/guardian, student, administrator, and other relevant stakeholders.

### **Step 7: Long-Term Suspension**

The duration of this suspension is for a definite number of days in excess of 10 school days and up to 59 school days.

### **Step 8: Expulsion**

Expulsion is the removal from school for 60 or more school days.

### **Communication Policy**

It is the policy of Avondale Middle School to communicate violations of the school Code of Conduct, no matter how minor, with parents/guardians. Parents/Guardians should be included in the behavioral support of their students at school. This creates a culture of teamwork and collaboration. Communications from the school should not be interpreted as “tattling” but rather, as including parents/guardians in the process. Teachers and administrators are expected to contact parents/guardians via phone call, email, or in person whenever a consequence is administered or a Code of Conduct violation occurs. Please ensure that all contact information is up to date with the school.

## **Disciplinary Infractions**

All disciplinary infractions are listed in alphabetical order for ease of use.

**Alcohol**: Alcohol related incidents are incidents where students: possess alcohol on school grounds or at school related activities; or are under the influence of alcohol on school grounds or at school related activities; provide alcohol to others on school grounds or at school related activities.

**Category: G**

**Arson**: Willful or intentional damage or attempt to damage any real or personal property by fire or incendiary device; intentional setting of a fire in a school building or on school grounds. Police will be contacted.

**Category: G**

**Avoiding Authorities**: Fleeing from school personnel to avoid a disciplinary investigation, obstructing an investigation; intentionally providing misleading information to school officials or their agents.

**Category: C-G**

**Bullying or Harassment**: Repeated behaviors that have been previously reported to and addressed by school personnel which are malicious and specifically intended to bully, intimidate or harass another person, which may or may not be because of that person's race, color, creed, religion, gender, sexual orientation, or national origin.

**Category: F**

**Computer Misuse**: Misuse, unauthorized use of computer equipment, including exposing equipment to damage; posting personal contact information about oneself, including one's name, address, telephone, school address, work address, etc.; unauthorized use of other students' computer files; tampering with computer equipment; unauthorized or improper use of computer bulletin boards; intentional acts to bypass installed internet content filters; using school technology to arrange an online meeting for social purposes; providing your passwords to another person; using your personal email account for non-educational purposes.

**Category: B-D**

**Criminal Sexual Conduct**: Rape; sexual assault in a school building or on school grounds, on a school bus, or at any school sponsored activity. Police will be contacted.

**Category: G**

**Cyberbullying**: Electronically sending or posting messages or images which are intended to hurt, intimidate, harass, or embarrass another person, create a hostile school environment, regardless of where or when the messages were sent.

**Category: D-F**

**Dangerous weapons**: Possession or use of a dangerous weapon (other than a firearm) in a school building or on school grounds. The term "dangerous weapon" means a firearm, dirk, dagger, stiletto, iron bar, knife with a blade over three inches in length, pocket knife opened by a mechanical device, and brass knuckles (MCL 380.1313(4)).

**Category: G**

**Disrespect**: Disrespect toward school personnel or other students expressed by word, attitude, tone of voice, or behavior.

**Category: C**

**Disrupting the Educational Process**: Disregard for the educational environment; disorderly conduct; behavior that interferes with, interrupts, or causes disruption to the educational process for self or others and/or the orderly conduct of school events; breach of public peace; failure to follow lawful and proper instructions of school personnel or falsely identifying self to school personnel; walkouts.

**Category: D**

Disruption of the Learning Environment: Any lack of regard for the educational process by act or by deed constitutes a disruption of the educational process. Actions include but are not limited to talking, being out of seat, teasing, interrupting, throwing items, etc.

**Category: A-C**

Explosives: Use or intent to use explosives or incendiary devices which cause or have the potential to cause major physical damage or great bodily harm.

**Category: G**

Failure to Respect the Rights and Property of Others: Any acts of damaging, displacing, or pestering another person and/or their property.

**Category: C-D**

False Alarms: Placing 9-1-1 calls; the intentional and malicious placement of a 9-1-1 emergency call from any ground phone or cell phone on school property. Tampering with a fire alarm or other fire fighting equipment or systems; setting off a false fire alarm. Police will be contacted.

**Category: F-G**

False Reporting: Any students who knowingly places a false report accusing another student or a staff member of rule violations, misbehavior, or bullying. Reporting rule breaking behavior is important, but false reports should not be used to harass others.

**Category: A-D**

Fighting: Any altercation involving the striking of blows or other bodily contact when the student is physically provoked; the event is spontaneous or the outgrowth of prior circumstances or disagreements; is planned or pre-arranged or involving gangs or groups of students; in aggression or self-defense; out of anger or retaliation. This includes pre-arranged "slap-boxing" or other organized physical altercations.

**Category: D-F**

Fireworks or Other Incendiary Devices: Possession, use or distribution of fireworks or other materials that may cause a flame, including lighters or matches and lit smoke bombs, on school property including in locker or at school sponsored events.

**Category: C-D**

Forgery: Falsely writing or altering the signature of another individual; unauthorized use of school passes, permits, etc.; falsifying times, dates, or other data on school related records or forms for fraudulent purposes.

**Category: D-E**

Gambling: Participating in games of skill or chance for money or profit.

**Category: A**

Gang Related Activity: Affiliation through symbols, colors, promotion, or on behalf of a gang.

**Category: E-G**

Horseplay: Physical interaction or "roughhousing" that is disruptive to the educational environment without intent to cause physical harm. This includes spontaneous "play fighting", and wrestling.

**Category: A-C**

**Illicit Drugs:** Drug related incidents are events involving trafficking (including the intent to arrange for distribution, sale, or use), sale, purchase, possession of drugs or drug paraphernalia, or use of substances (including steroids, all prescription drugs for which the student does not have a prescription and inappropriate use of nonprescription drugs and other substances). Drug related offenses will include the following:

**Category: F-G**

- A. Possession or use of marijuana, hashish, THC substances including edibles or topicals, other cannabinoids, or other illicit drugs on school grounds or at school activities; being under the influence of marijuana or illicit drugs on school grounds or at school activities; inappropriate use of medication on school grounds or at school activities. Police will be contacted.

**Category: F-G**

- B. Trafficking or possession for sale of marijuana or other illicit drugs on school grounds or at school activities. Police will be contacted.

**Category: G**

**Inappropriate Sexual Comments and Behavior:** Making inappropriate sexual remarks or comments verbally, in writing, or electronically. Strap snapping and the pulling down (commonly referred to as pantsing) or up of another's clothing resulting in the exposure of undergarments leading to indecent exposure or nudity. Making comments about someone's body or actions that can be interpreted as sexual.

**Category: D-G**

**Incorrigibility:** Any student who repeatedly violates school rules. This may also include a court referral for incorrigibility, if deemed necessary by the evidence and administration. Students will automatically be referred to Youth Assistance for incorrigibility.

**Category: E-G**

**Indecent Exposure:** Intentional nudity, or similar conduct disruptive to the educational process or violating the civil code.

**Category: E**

**Instigating, Encouraging, or Recording a Fight:** Any students who are aware of an impending fight, instigate a fight, or knowingly participate *with their presence* when it occurs, or film it. Students are expected to report fights or rumors of fights to an adult immediately.

**Category: C-F**

**Insubordination:** Students are expected to obey or respond to any reasonable and fair request made by any adult school employee. Failure to do so is insubordination.

**Category: C-D**

**Intimidation:** Including but not limited to verbal, oral, or written name calling; taunting; teasing; insulting; intimidating remarks; sarcasm; prejudicial comments; use of obscene or profane language or gestures; racial slurs or ethnic slurs directed toward another individual resulting in the harm of that individual; indirect spreading of rumors about someone with malicious intent; excluding someone from social groups or interfering with an individual's participation in the curricular or extracurricular activities of the school district.

**Category: D-F**

**Leaving Class without Permission:** Students must communicate with their teacher and get permission to leave class. Students who leave class without permission are considered skipping.

**Category: B-C**

**Littering:** Intentionally littering or failure to maintain a clean school including leaving trash on the lunch table.

**Category: A**

Loitering: Lingering in hallways, restrooms, parking lots, or other areas inside the school building without legitimate purpose and/or proper authorization. Students in the school building outside of instructional hours must be involved in a supervised extracurricular activity. Failure to comply with supervision requirements will be considered loitering on school grounds.

**Category: A-D**

Network Misuse: Unauthorized use of hard drive, network or program files belonging to the school or the school staff; trespassing into unauthorized areas of any computer system; hacking or vandalism of equipment or systems; installing software to the computer system; deliberately attempting to disrupt the computer system or destroy data by spreading computer viruses, malware, or by any other means.

**Category: G**

Nuisance items: Intentional nuisance including the misuse of any laser device or the possession, use, or sale of other nuisance items such as itching powder, unlit smoke bombs, poppers, stink bombs, shocking devices, etc.

**Category: A-C**

Over the Counter Medications: Unauthorized possession of over-the-counter drugs.

**Category: A**

Physical Assault: Causing or attempting to cause physical harm to another student through force or violence.

**Category: G**

Physical Assault of a Staff Member: Causing or attempting to cause physical harm to a district employee, volunteer, or contracted employee on school district property, on a school bus or other school related vehicle, or at a school sponsored activity or event.

**Category: G**

Plagiarism: Misrepresenting the work of another individual as one's own. Cheating; attempting to improve on one's performance on tests or other schoolwork through the use of unauthorized materials, by copying from another or knowingly providing materials to be used for the purpose of cheating. This may also include academic consequences at the discretion of the teacher and administration.

**Category: C**

Pop/Candy/Gum in Class: Chewing gum, candy, food, and/or pop or juice and/or their distribution to other students are not allowed. Food or drink purchased at lunch is not permitted to be removed from the lunch room. Students are never allowed to be in possession of candy during class time or in the hallways. Candy is only to be consumed in the auditoria or in the commons area after school. However, students may be granted special permission to eat candy in the form of a reward or incentive from a teacher in their classroom.

**Category: A**

Pornographic Materials: Possession, display or sale/distribution of pornographic material with the intent of harassing, intimidating and/or embarrassing specific individuals. A police report may be made.

**Category: B-G**

Possession of a Firearm: The definition of "firearm" in section 380.11 refers to the definition of that term in the federal Gun-Free Schools Act of 1994, which will, or is designed or may readily be converted to, expel a projectile by the action of an explosive. These include

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

If a student possesses a firearm in a weapon-free school zone, the Avondale School District may expel the student unless the student demonstrates, in a clear and convincing manner, at least one of the following:

- The student was not possessing the instrument or object to use as a weapon or to deliver, either directly or indirectly, to another person to use as a weapon.
- The student did not knowingly possess the weapon.
- The student did not know or have reason to know that the instrument or object constituted a “dangerous weapon”.
- The student possessed the weapon at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

**Category: G**

Profanity: Use of obscene or profane language or gestures; use of racial or ethnic slurs, when incidental and not specifically directed toward another individual nor causing harm to another individual.

**Category: B-C**

Profanity Toward a Staff Member: Use of obscene or profane language or gestures directed toward a faculty member, volunteer, or contractor; use of racial or ethnic slurs directed toward a staff member, volunteer, or contractor.

**Category: E**

Public Display of Affection: Inappropriate public intimacy. Students must refrain from kissing, hugging, holding hands.

**Category: B**

Publication and Distribution of Unauthorized Materials: The use of school technology to create, print, and/or distribute unauthorized print materials. The distribution of materials that have not been approved by the administration.

**Category: D**

Robbery/Extortion:

- Armed Robbery: The taking of personal property from a person by force or threat while armed with a weapon or article representing a weapon.
- Unarmed robbery: The taking of property from a person by force or threat.
- Extortion: Threatening another person for the purpose of extorting money or property, or to compel the threatened person to do an act against the threatened person’s will. Police will be contacted.

**Category: F**

Running/Pushing in the Halls: For the purpose of safety, students are required to walk in the halls at all times. Students are required to keep their hands to themselves and avoid physical contact at all times. Students should not jump to touch clocks or door thresholds. Students are not allowed to hit the locker above or the head of another student (dunking). If the student makes physical contact with another student while dunking, this could be considered assault or unwanted physical contact.

**Category: A**

Sales: Unauthorized exchange of goods or services for money. The sale of any products, food, or services must be approved by the building administration.

**Category: A-D**

Sexual Conduct: Consensual sexual behaviors occurring on school property, a school bus, or at a school sponsored event/activity are not allowed. WARNING: The taking, disseminating, transferring or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called sexting, texting, emailing, etc.) may constitute a CRIME under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and LIFETIME inclusion on sexual offender registries.

**Category: F**

Sexual Harassment: Unwelcome sexual advances, any form of improper physical contact, unwelcome sexual remarks or other offensive speech or actions.

**Category: G**

Skipping: Failure to attend any or all scheduled classes without legitimate reason including leaving class without proper authorization, skipping any or part of a class period; closed campus violation: once a student arrives on school grounds, and school is in session, they may not leave without permission from school authorities and must check out through the Attendance Office. Students may not leave campus for the expressed purpose of obtaining lunch.

**Category: B-C**

Social Media Misuse: Posting private information about another person, including their name, address, telephone, school address, work address, picture etc.

**Category: E**

Social Media Threats: Use of social media platforms to create and/or share a verbal or written threat of harm toward another student whether on or off school grounds that creates a sense of fear in a student at school.

**Category: E**

Teasing: Teasing in a cruel manner, mocking, drawing pictures or any other action intended to exclude another student with the effect of making them feel excluded.

**Category: A-D**

Theft: Larceny/Burglary; theft of money, school property, or personal property on school premises and/or theft involving unlawful entry into lockers, desks, cabinets, taking food from the cafeteria without paying, etc. breaking and entering of a school building or portion of a school building for the purpose of committing larceny or a felony. Police may be contacted.

**Category: D**

Threat: Any threat (verbal or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, or causing damage to school property, or to harm students or staff. This includes the sharing of electronic information that could result in an act of violence, including making threats on social media. Police will be contacted.

**Category: G**

Threat Using "Fake" Weapons: The creation or implementation of an object to look like a weapon or to imitate a weapon such as a gun, knife, sword, or other weapon without the intent to cause harm but used to threaten other students.

**Category: C-E**

Tobacco: Possession or use of tobacco or smoking paraphernalia - including cigarettes, electronic cigarettes (also known as e-cigarettes), personal vaporizers (also known as vapes) , vape juice, chewing tobacco or other tobacco products regardless of age, on school property or at a school related event.

**Category: D**

Trespassing: Being in an unauthorized place and/or failing to leave when so directed by school personnel; entering or remaining on the school campus or grounds without authorization and with no lawful purpose.

**Category: E**

Unprepared for Class: Students must have all materials required for class, as detailed by respective course syllabi, with them at the beginning of the hour. This includes not having the required clothes for physical education class.

**Category: A**

Unwanted Touching: Intentional, unwanted physical contact whether in play or otherwise.

**Category: A-D**

Vandalism: Damage to school property or to personal property while on school premises. This includes graffiti of any kind or excessive littering.

**Category: C-E**

Verbal Assault: Any willful spoken threat to inflict physical injury under circumstances which create a reasonable fear of imminent injury, coupled with the apparent ability to inflict injury, against another student, district employee, volunteer, or contractor on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event.

**Category: E-F**

Weapons: The possession or use of a weapon (other than those listed under Dangerous Weapons) including but not limited to BB guns, airsoft guns, knife with a blade less than three inches in a school building or on school property. The term weapon shall mean an object or instrument the principal use of which is to inflict injury or physical harm upon the person or the use of which may result in pain or suffering. The term weapon shall also include a facsimile of objects or instruments which are weapons. The term weapon shall additionally include an object or instrument which is not in and of itself a weapon as defined above, but where the possession or use of same is coupled with an intent by a student to inflict injury or harm upon another person.

**Category: G**



### Temporary Removal from Class

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

- Students may be removed from a class by a school administrator for a period not to exceed three school days.
- The student and parent/guardian will be notified by the administrator of the debarment, of the reasons therefore, and of the requirements necessary for their readmission to class or classes.
- If the matter of concern is not resolved within the specified period, alternate disciplinary action must be taken.

### Loss of Extracurricular Privileges

- Building administrators may suspend students from participating in, or being present at, extracurricular activities.
- Coaches and sponsors of extracurricular activities shall have the authority to determine whether a student may participate in said activities, but only on the basis of predetermined rules which have received proper administrative approval.
- Professional staff members present at any extracurricular activity have full authority to require a student to leave such activity when the student's behavior violates established school rules. A report of said student's misconduct and of the action taken will be made to the appropriate school administrator at the earliest opportunity, and no later than the beginning of the next subsequent school day.

### Suspension

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

- A suspension will normally begin on the day an infraction occurs, or on the next school day immediately subsequent, though its commencement may be deferred for up to three school days at the discretion of the administrator involved. The nature of the infraction, the inability to provide timely notification to parents, the availability of transportation for the student, and the portion of the day remaining at the time of the infraction are among the factors to be considered in this decision.
- No minor shall be sent home on suspension during the school day until a parent, guardian, or other responsible adult has been contacted and assumes responsibility for the student.

Suspensions may be imposed by an administrator pursuant to the guidelines in this Code of Conduct and according to the following procedures:

- The student will be advised of the rule-breaking behavior or offense.
- If the student denies the charge(s), they will be afforded an opportunity to present information relevant to their defense.
- If the student is suspended, their parents/guardians will be notified as soon as possible of the suspension, the circumstances leading to the suspension, its length, the conditions necessary for the student's reinstatement, and their rights of appeal.
- A written notice summarizing the above information will also be sent to the parents/guardians as soon as possible, with a copy of the same maintained in the school office.
- A re-entry conference will be held with student, parent/guardian, administrator, and other relevant stakeholders to reinstate students in the regular school program. In the event that a parent/guardian is unavailable, contact may be made via phone communication.

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

- It will be the responsibility of the student and/or the student's parent/guardian to initiate a request for assignments.
- The student or parent/guardian will bear the responsibility for securing the assignments in a manner prescribed by the school.
- Work on assignments may commence during a suspension period which exceeds three days, but will in all cases be completed and turned in within a reasonable deadline following reinstatement as prescribed by the school. See the homework suspension guidelines previously described.

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

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

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

## **Suspension Appeal Procedure**

### **Suspensions Not Exceeding 3 Days**

#### **Building Level**

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

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

### **Suspensions Exceeding 3 Days and Up to 10 Days**

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

#### **Building Level**

- Building level reviews will be conducted by a building administrator, except in cases where that administrator is a witness against the student relative to the suspension. In such cases, the Superintendent of Schools will designate another building administrator to conduct the review.
- Building level reviews will be held within three days of the day on which the suspension is scheduled to begin.
- If the student or the student's parent/guardian are dissatisfied with the outcome of a building level review, and if the suspension involved exceeds three school days and up to 10 school days they may request a district level review.

#### **District Level**

- District level reviews must be requested within one school day after completion of the building level review.
- District level reviews will be conducted by the Superintendent of Schools or their designee, and will be held within three school days of the request for same.

### **Long Term Suspensions and Expulsions**

#### **Long Term Suspensions:**

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

#### **Expulsions:**

- The superintendent or designee has the authority to expel based upon a finding of misconduct and a recommendation from the building administrator.

#### **Procedure:**

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

- Where, upon the conclusion of an investigation of the charges the investigator determines that the student has engaged in misconduct which merits the imposition of a long-term suspension or expulsion, the investigator shall recommend, in writing, to the Superintendent or designee who has not investigated the charges that the student be so disciplined, identifying the basis upon which the recommendation is founded. The investigator may also, upon making such determination, impose an immediate suspension of the student, pending further review of the recommendation.
- Upon receipt of a recommendation from the investigator for a long-term suspension or expulsion of a student, the Superintendent or designee shall review such recommendation and shall determine whether to retain the matter for a hearing to determine the appropriateness of long-term suspension, forward the matter to the Board of Education for a hearing to determine the appropriateness of expulsion, or take other such action as is appropriate.
- If the Superintendent or designee determines that it is appropriate to pursue either a long-term suspension or expulsion, then the Superintendent or designee shall schedule a hearing before the Board of Education, when long-term suspension or expulsion is at issue.
- The hearing shall take place within ten school days following the commencement of the student's suspension or within ten school days of the date of a manifestation determination review.
- When expulsion is at issue and a hearing cannot be scheduled before the Board of Education within the ten school day period, or it appears to the Superintendent or designee that the Board of Education may not be able to conclude the hearing within the ten school day period, the Superintendent or designee shall offer the student and their parent/guardian an opportunity for an intermediate hearing before the Superintendent or designee, within the ten school day period or request an extension of time until the next available meeting date, on the merits of the charges and the propriety of continuing the suspension until the Board of Education may conduct a hearing.
- At a Board of Education hearing as described in the preceding subsection before the Superintendent or designee, evidence in support of the charges shall be presented by the investigator. The hearing officer shall not be bound by formal rules of evidence and may limit disclosure of the identity of students providing information relative to the charges in accordance with statutes and case law concerning student proceedings. All witnesses who testify at the hearing shall be sworn. The student must be represented by counsel and may present witnesses in his or her behalf as well as cross-examine witnesses who testify at the hearing in support of the charges. Following the conclusion of the evidence and within ten school days following the commencement of the student's suspension, the Superintendent or designee shall render a decision. Appeal is to the Board of Education.
- At the conclusion of the evidence, the Board of Education shall deliberate and may do so in private. Following such deliberations, the Board of Education shall, through an appropriate resolution adopted by a majority vote of its members, either dismiss the charges or order the suspension or expulsion of the student, as the Board of Education deems appropriate and within the limits of its discretion, based upon a finding that the charges have been established through the evidence presented at the hearing.
- If the Board of Education decides to expel the student, a letter outlining the decision shall be sent to the student and their parent/guardian. If there is a reasonable cause to believe that a student who has been charged with misconduct is handicapped, and the student has not previously been evaluated by a school district or agency authorized by the law to do so, an evaluation shall occur prior to the implementation of any long-term discipline which would otherwise be imposed. In the event that it is determined that the student is handicapped, and in the case of a student who has previously been determined to be handicapped, the IEPC shall be convened to determine whether the events which are the subject of the charges were proximately related to the handicapping condition. In the event it is determined that either the student is not handicapped or, if handicapped, the events which are the subject of the charges were not proximately related to the student's handicap, the foregoing procedures shall resume from the point at which they were suspended. In the contrary event, the charges shall be dismissed and an appropriate alternative education program placement shall be determined.
- Due Process Rights: If the student and/or parent/guardian elects to appeal the process that resulted in the Board of Education's decision, the student's parent or guardian must submit their appeal in writing to the Superintendent within five school days of the Board of Education's decision.

#### Potential Readmission:

- A student who is expelled may be readmitted to any school within the Avondale School District at the discretion of the Administration, unless the Board of Education decides at the time of expulsion that the student must petition the Board of Education for reinstatement. Following expulsion, the Board of Education may, but is not required to, authorize administration to render services to the expelled student such as admission to an alternative educational program authorized to accept suspended/expelled students within the district for continuation of academic classes or assistance in obtaining placement in alternative programs in or out of the district. After the expulsion period, the student or, on behalf of the student, the student's parent(s) or guardian(s) may seek readmission by applying to the Board of Education through

the Superintendent or designee. The Board of Education may, in its discretion and subject to the following paragraph, choose to readmit the student if the student can satisfactorily demonstrate that they had made a sincere effort at rehabilitation subsequent to the expulsion, will not represent a threat to the safety and welfare of the students, and will not disrupt the educational process of the Avondale School District. The Board of Education shall base its decision in part on the severity of the incident leading to expulsion. The Board of Education may further qualify readmission upon specified conditions which it determines are appropriate. Such applications shall be filed no earlier than forty-five days prior to the commencement of the semester for which readmission is sought. Appeal must be made within five days of the Board of Education's decision not to readmit the student. The decision of the appeal is final.

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

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

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

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

Though the above does not preclude the use of reasonable force within the scope of a school employee's responsibilities to protect students, employees or others from immediate physical harm, or to take possession of dangerous objects or to protect school property - such actions must be clearly required by the circumstances.

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

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

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

**Search and Seizure** - To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers and desks under the circumstances of reasonable suspicion, may seize any illegal unauthorized or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the school district; however, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect full privacy regarding items placed in school property because school property is subject to search at any time by school officials. A student's failure to permit searches and seizures as provided in this policy will be considered for disciplinary action. A student's person and/or personal effects (i.e. purse, bookbag, athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. Students may also be asked to empty their pockets and other clothing items in the presence of an administrator and another adult witness. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

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

- A prior act of misconduct committed outside of school hours and/or off school premises when the student was not enrolled in the Avondale School District;
- A prior act constituting a gross misdemeanor, and other acts of misconduct, while the student was enrolled in another school district if the act of gross misdemeanor or other misconduct would constitute a sufficient basis for suspension or expulsion had it occurred while the student was attending the Avondale School District.

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

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

**Nondiscrimination Clause** - In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disabilities Act of 1990, the Elliot-Larsen Civil Rights Act and the Persons with Disabilities Civil Rights Act, it is the policy of Avondale School District that no person shall, on the basis of race, color, religion, national origin or ancestry, sex, age, disability, height, weight or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any instructional opportunities, programs, services, job placement assistance, employment or in policies governing student conduct and attendance.

**Grievance Procedures** - **Any person suspecting a discriminatory practice should contact the Assistant Superintendent of Student Services of the Avondale School District, 2940 Waukegan Street, Auburn Hills, MI 48326 or call 248-537-6015.**

Grievance procedures for Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975, Title II of the Americans with Disability Act of 1990, Elliot-Larsen Civil Rights Act, Persons with Disabilities Civil Rights Act:

Any person believing that the Avondale School District or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) the Age Discrimination Act of 1975, (5) Title II of the Americans with Disability Act of 1990, the Elliot-Larsen Civil Rights Act, and the Persons With Disabilities Civil Rights Act may bring forward a complaint, which shall be referred to as a grievance to:

**Assistant Superintendent of Student Services  
Avondale School District  
2940 Waukegan Street  
Auburn Hills, MI 48326  
Phone: 248-537-6015**

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the building principal or the Assistant Superintendent of Student Services, who shall in turn investigate the complaint and reply with an answer within five (5) business days.

If the complainant feels the grievance is not satisfactorily resolved, they may initiate formal procedures according to the following steps:

*Step 1. A written statement of the grievance signed by the complainant shall be submitted to the Assistant Superintendent of Student Services within five (5) business days of receipt of answers to the informal complaint. The Assistant Superintendent shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.*

*Step 2. A complainant wishing to appeal the decision of the Assistant Superintendent of Student Services may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Assistant Superintendent's response. The*

*Superintendent or the Superintendent's designee shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days of this meeting.*

The Assistant Superintendent of Student Services, on request, will provide the complainant with a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based may be found in the office of the Assistant Superintendent of Student Services.

Document Updated June 1, 2020

## Avondale Middle School Citizenship

|                                   | <b>Participation/<br/>Organization</b>  | <b>Attendance/<br/>Tardy</b>  | <b>Respect<br/>Learning<br/>Environment</b>   | <b>Respect<br/>Each Other</b>   | <b>Attitude</b>  |
|-----------------------------------|---|---|---|---|--|
| <b>1<br/>Excellent</b>            | <ul style="list-style-type: none"> <li>-Consistently engaged in discussions/activities</li> <li>-Consistently brings and gets out needed materials without prompting</li> <li>-Consistently uses class time provided to work</li> </ul>                         | <ul style="list-style-type: none"> <li>-Consistently arrives to class on time</li> <li>-Consistently seated in assigned seat at the bell</li> <li>-Consistently takes responsibility for absent work without prompting</li> </ul> | <ul style="list-style-type: none"> <li>-Consistently displays active listening</li> <li>-Consistently follows classroom rules</li> <li>-Consistently focused on assigned tasks (does not disrupt learning)</li> </ul> | <ul style="list-style-type: none"> <li>-Consistently kind and respectful to all (words/actions)</li> <li>-Consistently a positive influence on others</li> <li>-Consistently uses appropriate language</li> </ul> | <ul style="list-style-type: none"> <li>-“I am here to get the best education I can.”</li> <li>-“I am here to be a positive role model and am always cooperative.”</li> </ul>           |
| <b>2<br/>Good</b>                 | <ul style="list-style-type: none"> <li>-Usually engaged in discussions/activities</li> <li>-Usually brings and gets out needed materials without prompting</li> <li>-Usually uses class time provided to work</li> </ul>  | <ul style="list-style-type: none"> <li>-Usually arrives to class on time</li> <li>-Usually seated in assigned seat at the bell</li> <li>-Usually takes responsibility for absent work without prompting</li> </ul>                | <ul style="list-style-type: none"> <li>-Usually displays active listening</li> <li>-Usually follows classroom rules</li> <li>-Usually focused on assigned tasks (does not disrupt learning)</li> </ul>                | <ul style="list-style-type: none"> <li>-Usually kind and respectful to all (words/actions)</li> <li>-Usually a positive influence on others</li> <li>-Usually uses appropriate language</li> </ul>                | <ul style="list-style-type: none"> <li>-“I am here to be successful and lead/support others when expected.”</li> <li>-“I am usually cooperative.”</li> </ul>                           |
| <b>3<br/>Fair</b>                 | <ul style="list-style-type: none"> <li>-Sometimes engaged in discussions/activities</li> <li>-Sometimes brings and gets out needed materials without prompting</li> <li>-Sometimes uses class time provided to work and sometimes disrupts the class</li> </ul> | <ul style="list-style-type: none"> <li>-Sometimes arrives to class on time</li> <li>-Sometimes seated in assigned seat at the bell</li> <li>-Sometimes takes responsibility for absent work without prompting</li> </ul>          | <ul style="list-style-type: none"> <li>-Sometimes displays active listening</li> <li>-Sometimes follows classroom rules</li> <li>-Sometimes focused on assigned tasks (does not disrupt learning)</li> </ul>          | <ul style="list-style-type: none"> <li>-Sometimes kind and respectful to all (words/actions)</li> <li>-Sometimes a positive influence on others</li> <li>-Sometimes uses appropriate language</li> </ul>          | <ul style="list-style-type: none"> <li>-“I am here to get a passing grade.”</li> <li>-“I am here to work with others when asked and am mostly cooperative.”</li> </ul>                 |
| <b>4<br/>Poor</b>                 | <ul style="list-style-type: none"> <li>-Rarely engaged in discussions/activities</li> <li>-Rarely brings and gets out needed materials without prompting</li> <li>-Rarely uses class time provided to work and disrupts the class</li> </ul>                    | <ul style="list-style-type: none"> <li>-Rarely arrives to class on time</li> <li>-Rarely seated in assigned seat at the bell</li> <li>-Rarely takes responsibility for absent work without prompting</li> </ul>                   | <ul style="list-style-type: none"> <li>-Rarely displays active listening</li> <li>-Rarely follows classroom rules</li> <li>-Rarely focused on assigned tasks (does not disrupt learning)</li> </ul>                   | <ul style="list-style-type: none"> <li>-Rarely kind and respectful to all (words/actions)</li> <li>-Rarely a positive influence on others</li> <li>-Rarely uses appropriate language</li> </ul>                   | <ul style="list-style-type: none"> <li>-“I am here to be social or because I have to be.”</li> <li>-“I don't always work with others when asked and am seldom cooperative.”</li> </ul> |
| <b>5<br/>Conference Requested</b> | <ul style="list-style-type: none"> <li>-DOES NOT engage in discussions/activities</li> <li>-DOES NOT bring and get out needed materials without prompting</li> <li>-DOES NOT use class time provided to work and disrupts the class</li> </ul>                  | <ul style="list-style-type: none"> <li>-DOES NOT arrive to class on time</li> <li>-IS NOT seated in assigned seat at the bell</li> <li>-DOES NOT take responsibility for absent work without prompting</li> </ul>                 | <ul style="list-style-type: none"> <li>-DOES NOT display active listening</li> <li>-DOES NOT follow classroom rules</li> <li>-DOES NOT focus on assigned tasks (does not disrupt learning)</li> </ul>                 | <ul style="list-style-type: none"> <li>-IS NOT kind and respectful to all (words/actions)</li> <li>- DOES NOT have a positive influence on others</li> <li>-DOES NOT use appropriate language</li> </ul>          | <ul style="list-style-type: none"> <li>-“I am here, but I don't want to be.”</li> <li>-“I get others off-task and I socialize. I am mostly uncooperative.”</li> </ul>                  |