

HAZEL PARK SCHOOL DISTRICT STUDENT CONDUCT AND DISCIPLINE POLICY

2011-2012



WEBB ELEMENTARY SCHOOL
(248) 658 - 5902

James J. Knapp, Principal
248.658.5902
www.hazelpark.k12.mi.us

Mission Statement:

We, at Webb Elementary School, working with our community, will encourage everyone to be responsible, treat themselves and others with respect and become **lifelong learners**.

Revised 8-15-2011

Hazel Park Schools
WEBB ELEMENTARY SCHOOL
2100 W. Woodward Heights
Ferndale, Michigan 48220
248.658.5902
James J. Knapp Principal

Dear Parents:

This handbook, "The Hazel Park School District Student Conduct and Discipline booklet," has been prepared for you and your children to keep you informed and answer any questions you may have about rules and procedures here at Webb. The Webb staff desires to continue our partnership with you, the parents and families of our children. We believe that together we will make a successful team whose goal is to see that your children receive the best possible education in a safe and effective environment.

Communication is the key to successful teamwork. The teachers and support staff have communicated the expectations we have for all of our students. We will help guide the students in making good choices based on these expectations. Please go over this handbook with your child so that they will have the information necessary to make good choices.

After reading the handbook with your child, please sign the acknowledgment page and return it to your child's teacher. Your signature indicates that you have read the handbook and that you understand the rules, policies and procedures. It does not necessarily mean you agree with all of the information, but that you are informed.

Thank you for supporting us as we educate your child.

Sincerely,
James J. Knapp
Principal

Webb Elementary Vision, Mission & Belief Statements:

Vision Statement

Our vision at Webb Elementary School is to create a school that is highly regarded for its academic excellence and programs so that our students can live successfully in a diverse and ever changing world.

Mission Statement

We, at Webb Elementary School, working with our community, will encourage everyone to be responsible, treat themselves and others with respect and become **lifelong learners.**

Belief Statements:

1. We believe in creating a safe, orderly and nurturing environment that is conducive to learning.
2. We believe through a research-based curriculum, students are provided the opportunity to develop their academic, social, physical and creative talents.
3. We provide a positive learning environment where individual learning styles are supported through differentiation of instruction.
4. Our school strives to develop and sustain a positive relationship with students, families and the community.
5. Our dedicated, professional and well-trained staff promotes academic excellence, good citizenship and a desire to learn.
6. We are committed to celebrating diversity within our school and community.

STUDENT CONDUCT AND DISCIPLINE POLICY

ELEMENTARY SCHOOLS

Matters relating to student conduct and discipline follow a few basic principles:

Students have the right to learn and teachers have the right to teach in a safe environment. Therefore, consideration for others should govern all daily conduct.

Misconduct shall be regarded as those actions which do or may interfere with the operation of school by endangering the health and safety of any person, by infringing on the rights of others, by causing a loss or destruction of property, and actions which are in violation of laws, district policies, or school rules. Teachers have primary responsibility for the discipline of students assigned to them. The principal has responsibility for determining methods and procedures for control and discipline of students consistent with the law and board policy.

Appropriate disciplinary action will be taken by the principal and/or staff when student behavior takes any of the following forms of misconduct (these categories are general in nature and are not deemed to be all inclusive and generally apply to actions taken while traveling to and from school as well as in school):

1. ATTENDANCE: Good attendance is a necessity in achieving a quality education. It is the policy of the Hazel Park School District that all pupils attend school on a daily basis, although illness and family emergencies certainly are legitimate reasons for absence. The State of Michigan and the cities of Hazel Park and Ferndale each place a legal obligation on every parent, guardian, or other person having charge of a child, and have consequences place if attendance is not continuous, regular, and on time.

Hazel Park Schools requires a telephone call or a note from a parent for every student absence. For your convenience, Webb provides an answering machine so that you can leave the absence information without waiting for our office to open each day. That number is **248.658.5902**

If your child is tardy and is staying for hot lunch, call the same number before 9:00 AM and order a lunch. **If we haven't received a call from you, we will use information on the Emergency Card to help determine if your child is safe. I'm sure you can understand that we'd rather not have to disturb you or your family at home or work, so please try to make a practice of calling about each absence.** Our computerized attendance reporting system will assess each non reported absence automatically as unexcused until the office receives a note.

The procedure for attendance control and parent communications shall be as follows:

- A. All absences/tardies: Parents are expected to call or notify the school of student's absence and the reason for the absence on the day absent. If the school is not notified, the school will attempt to contact the parent or guardian.
(This procedure applies to tardies as well.)

- B. Absences #1 - #10: * Teacher will record and maintain records of daily attendance and parent contacts. At the 10th absence the teacher will send a letter to the parent notifying them of consequences for further absences. The teacher will notify the Principal of students absences and reasons. Principal will begin compiling and keeping an absence log for the student. **(Excessive tardies may count as absences at a three (3) tardies to one (1) absence rate.)**

The Community School Representative or other school personnel may be asked to check with the home to see if there is a problem or extenuating circumstances.

- C. Absence #15: * Principal will send letter to parent warning them of possible Truancy Ordinance violation and consequences. Referral to Youth Assistance or other agencies (as appropriate) and to the District Attendance Administrator shall also be made at this time.
- D. Absence #20: * Principal will notify City Prosecutor of Truancy Ordinance violation and the District Attendance Administrator will schedule an Administrative Hearing.
- E. Absence #25: * Principal and District Attendance Administrator will request the City prosecutor to issue Court Summons for District Court.

* All time lines may be adjusted if absences exceed 20% of the school year to date or at the Principal's and/or the District Attendance Administrator discretion.

ABSENCES DUE TO PEDICULOSIS (LICE and/or NITS)

Webb and all other Hazel Park Schools follow the policy of the Oakland County Health Department regarding Pediculosis. **That policy states that children are to be excluded from school if they have lice or nits in their hair, and may not return until they are nit free.**

Parents must aggressively address any problem that involves their children regarding lice and/or nits. It is expected that children will be checked and allowed to return to classes within a day or two of exclusion. We are able to loan a light with a magnifying lens to help parents remove all nits. Extended absences due to Pediculosis will not be tolerated. If students are not able to return quickly, a referral will be made to the District Attendance Administrator's office and/or the City Prosecutor.

TARDIES

Webb Elementary experienced an extremely high number of tardy students last year. **We will follow the district standard of counting a day of absence any time a student has been tardy three times.** Our intention is not to punish, but to emphasize how important it is for students to be on time for their education.

2. STUDENT DRESS CODE

Adopted by the Hazel Park Board of Education at the Regular Meeting of February 16, 2006

A) Clothing should be clean, safe, appropriate and non-disruptive (this includes body fashions, piercing...). The Board prohibits the presence of any apparel, jewelry, accessory, notebook or manner of grooming which, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in gangs or a group (two or more people) which advocate drug use, violence, or disruptive behavior. **If deemed inappropriate by the Principal, parents will be contacted to make arrangements for a change of clothing.** Weather conditions should guide parents' decision about clothing to be worn in school.

B) Student dress and appearance is and always will be the responsibility of parents and students. However, certain expectations must be met by both school and family to help insure the proper learning environment. It is the Hazel Park School District's goal to be up-to-date and fair with the following recommendations concerning dress. The school reserves the right to ban dress that is distracting and disturbing. Proper attire will be worn by students entering the building in the morning until dismissal.

1. Nothing should be worn that is detrimental to the health, safety, or welfare of the student. Heavy chains, spiked necklaces or wristbands are not allowed.
2. Words, symbols, or clothing that portray or imply vulgarity or obscenity are not permitted.
3. Clothing which portrays themes of gang dress, sexism, sexual harassment, profanity, illegal drugs, alcohol, or tobacco use, implied or otherwise, is not permitted.
4. Caps, hats, do-rags, or bandanas (a hat is defined as any covering for the head) are not permitted at any time upon entering the building in the morning until dismissal.
5. Shorts or skirts must be worn with length at least to mid-thigh.
6. No undergarments, boxers or otherwise, may be exposed. Spandex shorts and sleep wear are not permitted. No pajama pants.
7. No bare midriffs are allowed. Tops must be able to be tucked in.
8. Strapless, backless, spaghetti straps, tank or halter tops are not allowed unless covered by a sweater, shirt or light jacket.
9. No see through, low cut or revealing clothing is allowed.
10. Shoes or appropriate footwear must be worn at all times and they should be safe. No flip flops (beach style/toe thongs) or slippers.
11. No winter coats in the classroom unless authorized by the building administrator.
12. Cleanliness and other personal hygiene practices should be followed.

Discipline Procedure for Improper Dress

1. The student will be given an opportunity to correct the problem.
2. The student may call a parent/guardian to obtain proper attire.
3. First offenders (if 1 & 2 are not followed) will be sent home - Chargeable absence.

4. Repeat offenders 2nd, 3rd, etc. - will be suspended out of school.

Also, since students will be going outside during lunch time recess, weather conditions should guide parents' decisions about outdoor clothing needed each day. Besides warm jackets, students may require gloves, hats, scarves and boots. Students will be going outside during lunch time and recess if the temperature is 20 degrees or higher (wind chill may be a factor).

Student dress and appearance is, and always will be, the responsibility of our parents and students. Students who do not dress in a neat, clean and appropriate manner while in school often draw undue attention to themselves. This becomes disruptive to the educational process. We ask for parent cooperation and support in these standards.

3. STUDENT WHEELS: The use of bikes, skateboards, shoes that have wheels, roller skates or roller blades before, during or on the way home from school is prohibited.

4. INSUBORDINATION: The failure to carry out a reasonable request or order by a school official will subject the student to disciplinary action.

Example: A student who refuses to go to the office when the adult in charge sends him/her may be assigned a suspension.

5. OBSCENITY: Using obscene language in verbal or written form, or display or possession of pornographic materials is prohibited.

6. DISRUPTIVE CONDUCT: Conduct which interferes with the educational process or the safety of others is prohibited. This includes violation of classroom rules.

7. LASER POINTERS, FIREWORKS, LIGHTERS: All are prohibited.

8. GAMBLING: To bet or risk money or anything of value is prohibited.

9. TOBACCO, ALCOHOLIC BEVERAGES, DRUGS and HALLUCINOGENS: Possession, use, sale or transfer of these substances or look-alikes is illegal and prohibited.

10. UNAUTHORIZED SALES AND DISTRIBUTION: The sale of any goods or handing out of materials, i.e. pamphlets, without permission of the principal and/or superintendent is prohibited.

11. FIGHTING: Quarreling which involves bodily contact or engaging in acts of violence, or threatening others with violence, will result in disciplinary action.

12. STEALING: Stealing from the school or individuals will result in severe disciplinary action, and requires compensation.

13. VANDALISM: Defacing or destruction of school, student or adult property will result in severe disciplinary action and requires compensation.

14. EXTORTION, BLACKMAIL, OR COERCION: Obtaining money or property by violence or threat of violence or forcing someone to do something against his or her will by force or threat of force will result in severe disciplinary action.

15. WEAPONS and ARSON: Possessing, using or threatening to use a dangerous weapon in a school zone or the intentional setting fire to, burning, or attempting to burn any school building or property is prohibited by state and federal law. Students below sixth (6th) grade found violating this law shall be excluded from school for not less than ninety (90) school days. Students above fifth (5th) grade found violating this law shall be excluded from school for a period of one hundred eighty (180) school days.

The Michigan legislature has defined a dangerous weapon as a fire arm, dagger, dirk, stiletto, knife with a blade three inches or longer in length, a pocket knife opened by a mechanical device, iron bar or brass knuckles. Students will be referred to either the criminal justice system or the juvenile delinquency system and the appropriate county department of social services or community mental health agency. The parent, legal guardian and/or student shall be informed of their due process rights by the administration and notified of the referrals.

16. DANGEROUS OR DISRUPTIVE MATERIALS: The possession and/or use of materials or devices which may be dangerous or disruptive is prohibited. Students violating this section are subject to discipline as determined by the Superintendent or designee. Serious violations may be referred to the police and could result in suspension or expulsion.

17. THREATS: Threats to school, students or staff safety will be considered serious and lead to school suspension and referral to the Superintendent's office. Conviction under the legal system could lead to four (4) years incarceration.

18. HARASSMENT/DISCRIMINATION: This includes but is not limited to tormenting verbally using racial or ethnic slurs, epithets, etc. Sexual harassment is a specific form of harassment which includes but is not limited to sexual innuendoes, suggestive comments, jokes of a sexual nature, sexually suggestive objects, pictures, gestures, sounds as well as unwanted physical contact or asking favors. The Hazel Park School District is committed to maintaining a learning and working environment that is free from harassment or discrimination based upon race, color, national origin, age, gender, religion, height, weight, handicap or disability. Harassment or discrimination based on any of the areas listed in this policy is a violation of state and federal law and it shall therefore be contrary to the policies of Hazel Park Schools. Penalties for violation of this policy shall include discipline up to and including expulsion.

19. ELECTRONIC GAMES and COMMUNICATION DEVICES: In accordance with MCL 380.1303 (2), the Board of Education has adopted a policy which allows students to possess cell phones, pagers, and other personal electronic communication devices subject to the following regulations:

1. If a cell phone is visible, the administrator or staff member has the right to take the cell phone away from the student.
2. If a cell phone is being used during school hours, the phone will be confiscated, and the student may be suspended on the next day.
examples-a cell phone rings during school hours, student makes or receives a phone call or a text message, there is evidence a student has made or received a phone call or a text message, a photograph is taken using a cell phone.
3. If the student refuses to surrender the cell phone, it is considered insubordination, and additional disciplinary action will take place.

20. INAPPROPRIATE USE OF COMPUTERS: Sending or displaying offensive messages or pictures, using obscene or vulgar language, harassing, damaging computers, violation of copyright laws, using others' passwords, trespassing in others' folders or working on files, intentionally wasting resources, and employing the network for commercial gain are prohibited. Violation may result in loss of access. Additional disciplinary action may be necessary when deemed appropriate by the principal. A parent must sign a Technology Acceptable Use Policy that will remain on file for every student.

21. SCHOOL LUNCH POLICY: Hazel Park Schools comply with the Michigan Mandatory Food Service Act 454 of the Public Act of 1976. All students are eligible to receive a lunch. Reasonable rules have been developed and will be enforced governing the conduct of students who remain at school over the lunch period. Pupils who stay for lunch may not leave the school grounds without permission from the office. When eating in, however, they must follow lunch rules, show respect for all supervisors and follow safety standards.

22. GLASS CONTAINERS/SODA POP: We do not permit glass bottles in student lunches, etc. In addition, we do not serve soda pop or allow soda pop to be purchased by students. **EXCEPTION:** Special events which may be hosted within the school may on some occasion serve soda pop to a specific group i.e. classroom party.

23. RESPONSIBILITY: It is our goal to teach responsibility. Consequently, we will expect it to be the student's responsibility to take care of lunches, lunch monies, permission slips, homework, etc. Therefore, students should not call home to have parents bring these things to school. "I forgot" can be more honestly said as "I didn't take my responsibility."

24. BULLY-PROOFING - A CARING COMMUNITY: Webb School is dedicated to developing a caring community. As such, serious consequences may follow those behaviors that are inappropriate and in conflict with our bully proof policy. Refer to the website for the complete Anti-Bullying policy.

ASSAULTS COMMITTED BY STUDENTS (PA 102 & 104)

1. **Physical Assaults:** The Board shall permanently expel a student in grade 6 or above if the student commits a physical assault against a district employee or against a person engaged as a volunteer or contractor for the district on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event. Physical Assault is defined by MCL 380.1311a(12)(B) as “intentionally causing or attempting to cause physical harm to another through force or violence”.

2. **Verbal Assaults:** Any student in grade 6 or above who commits a verbal assault on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event against a district employee or against a person engaged as a volunteer or contractor for the district shall be suspended for at least 3 days and may be expelled for up to 180 days. The Superintendent may authorize suspensions up to 10 days. If a suspension of more than 10 days is recommended, the matter shall be brought before the Board of Education. The Board may modify the suspension period on a case-by-case basis. For the purpose of this policy, “verbal assault” shall be defined as any willful verbal threat to inflict injury, coupled with an apparent ability to inflict injury.

3. **Physical Assaults Committed Against Other Students:** Any student in grade 6 or above who commits a physical assault on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event against another student shall be suspended for at least 3 days and may be expelled for up to 180 days. The Superintendent may authorize suspensions up to 10 days. If a suspension of more than 10 days is recommended, the matter shall be brought before the Board of Education. The Board may modify the suspension period on a case-by-case basis. Physical Assault is defined by MCL 380.1311a(12)(B) as “intentionally causing or attempting to cause physical harm to another through force or violence”.

4. **Bomb and Other Similar Threats:** The Board shall expel a student in grade 6 or above for up to 180 days if the student makes a bomb threat or other similar threats directed at school buildings or other school property.

5. **Reinstatement** The parent or legal guardian of an expelled student, or an emancipated expelled student may petition the Board for reinstatement. The Board will provide all due process rights to reinstatement as outlined in state law.

6. **Application to Students with Disabilities** The policy shall be applied in a manner consistent with the rights secured under federal and state law to students who are determined to be eligible for special education programs and services.

25. DISCIPLINARY OR CORRECTIVE ACTION: Reasonable efforts will be made by the staff to solve student conduct problems within the classroom and school setting. As student disciplinary problems are considered, age, experience, ability, and school records will be taken into account. When continuous or severe disruption occurs in school or on the way to or from school, the principal will be involved with the handling of the problem.

Disciplinary or corrective action taken by the teacher or the principal may include but is not limited to:

1. Conference with student
2. Note and/or phone call to parent
3. Conference meeting with parent
4. Behavioral contracts
5. Temporary separation of the student from the classroom
6. After-school detention
7. In-school suspension
8. Out of school suspension
9. Referral to the special services staff of the school
10. Referral to the Hazel Park Youth Assistance, Police, or Oakland County Juvenile Court

The progression of steps outlined is not necessarily in order of usage nor severity. The nature of the misbehavior, as well as the student's history, determine which corrective steps will be taken. Questions about the sequence of procedures may be referred to the principal.



PLEASE RETURN THIS PAGE ONLY TO STUDENT'S TEACHER

As the parent of WEBB student,

_____,
(Please Print Student's Name)

in _____ *'s room, I state that I have*
(Teacher's Name)

received and read the Student Conduct and Discipline Policy.

Parent/Guardian Signature

Date