

Middle School Code of Conduct

Acceptable conduct comes from a positive concern for self and others. Every teacher has the duty to insist on orderly behavior. However, each student also has the responsibility of self-discipline. The rules that follow are guidelines to help students understand the choices and consequences involved in their behavior.

Philosophy

Caro Middle School believes that acceptable conduct is an important aspect of the education process. At times, disciplinary action is necessary to develop socially acceptable behavior and to produce an environment in which complete attention may be directed to teaching and learning activities.

The staff of Caro Middle School believes that student conduct must be a cooperative effort of the total school community- the Board, parents, staff and students.

Goals

1. To ensure a safe and orderly classroom and school environment which is conducive for all students to learn.
2. To provide a consistent framework of student conduct that holds the school community (Board, parents, staff, and students) accountable.
3. To use positive reinforcement to bolster self-esteem of students who stay within socially acceptable guidelines.

Student Outcomes

1. To develop students with an understanding of socially acceptable behavior and encourage them to exhibit it.
2. To hold students accountable for their own behavior.
3. To provide an atmosphere for students to become respectful, responsible, and safe law-abiding citizens in our community.

Caro Middle School staff appreciate parent support of our efforts to provide a safe and orderly environment in which all students can achieve their potential. Communication with parents is a critical component of improving student conduct. Most misconduct will be handled and managed directly by the classroom teacher. Persistent or major offenses may warrant administrative intervention.

STUDENT MISCONDUCT

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

1. Any activity which interferes with the normal, orderly progress of the educational process.
2. Any activity which interferes with the right of the teacher to teach or the right of the students to learn.
3. Any actions which may endanger, threaten, coerce, or intimidate.
4. Any conduct which initiates, promotes, or carries out physical assault.
5. Any activity which involves the damaging or theft of either public or personal property.
6. Any behavior which can be interpreted as defiant or disobedient to regularly constituted authority.
7. Any behavior considered distasteful and offensive in the school environment.

RANGE OF DISCIPLINE

Appropriate discipline will vary due to the severity and impact of the particular act on the school community. Violations listed are grouped into minor and major levels. Each level is based on the degree of severity.

Caro Middle School will also consider restorative practices as an addition or an alternative to discipline. The discipline for violating some prohibited acts ranges from administrative intervention to expulsion. In cases where the stated penalty is not expulsion but is set forth in terms of a range, the actual penalty imposed will depend upon the consideration of the factors defined below:

CONSIDERATION OF INDIVIDUAL FACTORS-MICHIGAN LAW

- 1) Before suspending or expelling a pupil under section 1310, 1311(1), 1311(2), or 1311a, the board of a school district or intermediate school district or board of directors of a public school academy, or a superintendent, school principal, or other designee under section 1311(1), shall consider each of the following factors:
 - (a) The pupil's age.
 - (b) The pupil's disciplinary history.
 - (c) Whether the pupil is a student with a disability.
 - (d) The seriousness of the violation or behavior committed by the pupil.
 - (e) Whether the violation or behavior committed by the pupil threatened the safety of any pupil or staff member.
 - (f) Whether restorative practices will be used to address the violation or behavior committed by the pupil.
 - (g) Whether a lesser intervention would properly address the violation or behavior committed by the pupil.

(2) Except as provided in subsection (3), this section applies to give the board of a school district or intermediate school district or board of directors of a public school academy, or its designee, discretion over whether or not to suspend or expel a pupil under section 1310, 1311(1), 1311(2), or 1311a. In exercising this discretion with regard to a suspension of more than 10 days or an expulsion, there is a rebuttable presumption that a suspension or expulsion is not justified unless the board or board of directors, or its designee, can demonstrate that it considered each of the factors listed under subsection (1). For a suspension of 10 or fewer days, there is no rebuttable presumption, but the board or board of directors, or its designee, shall consider each of the factors listed under subsection (1).

(3) This section does not apply to a pupil being expelled under section 1311(2) for possessing a firearm in a weapon free school zone.

(4) Except as provided in subsection (3), consideration of the factors listed in subsection (1) is mandatory before suspending or expelling a student under section 1310, 1311(1), 1311(2), or 1311a. The method used for consideration of the factors is at the sole discretion of the board of a school district or intermediate school district or board of directors of a public school academy, or its designee.

A student violating any of the prohibited acts listed in the Student Code of Conduct will be disciplined in accordance with the Code of Conduct. Additionally, a student who engages in a prohibited act which violates law may be referred to the appropriate police authority.

DISCIPLINARY ACTION DEFINITIONS

Restorative Practice – Consistent with Michigan law and in every case, the School District will consider restorative practices as an additional or alternative to suspension or expulsion.

Restorative practices are practices that emphasize repairing the harm that was done to the Caro Middle School community. Restorative practices 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, bullying, and cyberbullying.

Detention – A period of time in addition to a student's regular schedule when the student is detained by a teacher or principal. Failure to report will result in the student receiving the initial detention plus an additional consequence.

In-School Suspension- Separation from regular classes and other activities of the building for a specific length of time. Students are considered present at school and will be responsible for assignments. Students may not participate in sports or other extra-curricular activities the day they are assigned to the In-School Suspension. Student misconduct during this time will result in an Out-of-School Suspension.

Out-of-School Suspension – A student serves day(s) of suspension at home. The student is expected to complete and hand in all assignments the day they return to school. The

student may not participate in, or attend, any sport or school-related activity, or be on school property at any time unless authorized by the administration. The student can ask for homework to be picked up after 24 hours' notice. No additional requests for homework will be honored until previously requested assignments have been turned in.

Expulsion - Short-term (longer than 10 days) or permanent removal of the student from the building and campus on the basis of student violation by action of the Board of Education. The principal and assistant principal are delegated authority by the Board of Education to initiate the separation procedure for student misconduct and/or violation of the district's policies and regulations.

Bullying Prohibited

Bullying is a form of harassment. For the purposes of this policy, "bullying" is defined as: "The repeated intimidation, or emotional abuse of others by the infliction of harm of any kind to the person or property of others whether real or threatened, as transmitted verbally, in writing, or electronically transmitted (often referred to as "cyberbullying") either in or outside of school. It may include, but not be limited to, actions such as verbal, written, or electronically transmitted taunts, name-calling and put-downs, including ethnically-based or gender-based put-downs, extortion or attempted extortion of money or possessions, and systematic exclusion from peer groups within the school." Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in this District and is prohibited.

Students who engage in any act of bullying while at school, at any school function, in connection to or with any District sponsored activity or event, while en route to or from school, or outside of school hours if the bullying is likely to carry some connection to, or have an effect upon the school environment, are subject to disciplinary action. For more information see the Board Policy on the school website at www.carok12.org.

Search and Seizure

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, of a student. Caro Middle School will make every effort to respect the rights and personal property of its students. No student will be searched without reasonable suspicion or in an unreasonable manner.

DUE PROCESS (Board Policy 5611)

The Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures. To better ensure appropriate due-process is provided a student, the Board establishes the following guidelines:

Short-Term Suspension from School (10 days or fewer):

Except when emergency removal is warranted, a student must be given oral or written notice of the charges against him/her and the opportunity to respond prior to the implementation of a suspension. When emergency removal has been implemented, notice and opportunity to respond shall occur as soon as reasonably possible. The principal or other designated administrator shall provide the opportunity to be heard and shall be responsible for making the suspension decision. An appeal may be addressed to the superintendent whose decision will be final.

Long-Term Suspension or Expulsion (greater than 10 days):

A student and his/her parent or guardian must be given written notice of the intention to suspend or expel and the reasons therefore, and an opportunity to appear with a representative before the Board to answer the charges. The student and/or his/her guardian must also be provided a brief description of the student's rights and of the hearing procedure, a list of the witnesses who will provide testimony to the Board and a summary of the facts to which the witnesses will testify. At the student's request, the hearing may be private, but the Board must act publicly. The Board shall act on any appeal, which must be submitted in writing, to an expulsion (Policy 5610 and/or Policy 5610.01), to a request for reinstatement (Policy 5610.01), or to a request for admission after being permanently expelled from another district (Policy 5610.01).

Student Code of Conduct

Minor Behavior

Attendance Policy

- The first two unexcused tardies within a Trimester result in warnings from the teacher.
- The third unexcused tardy and subsequent tardies will result in administrative intervention.

Cheating - The act of misrepresenting another's work as one's own by plagiarizing, copying or collaborating when the paper/test/project is presented for a grade. Cheating also includes the unauthorized distribution by a student of a teacher's or student's materials, such as tests/assignments, to other students or the use of such materials by other students.

Disrespect - showing a lack of respect for others; insult.

- **Bodily Conditions** - Intentionally spitting, belching, passing gas or any other bodily condition deemed inappropriate by administration can be considered a violation.
- **Defacing Property** - The act of destroying another person's property and/or school property. This may be addressed at either the minor or major level depending upon severity of action.
- **Indecency** - The act of offending against commonly recognized standards of propriety or good taste, including the use of vulgar language. This can be in the form of a gesture, written or verbal or racial slurs. This may be addressed at either the minor or major level depending upon severity of action.

- **Minor Language Indiscretions**- the use of inappropriate language including name calling.
- **Pranks**- Pulling pranks on other students. This may be addressed at either the minor or major level depending upon severity of action.

Disruptive Conduct

- **Distracting/Disruptive Materials or Activities** - Some items and activities are prohibited for reasons of good order. Confiscation of these items is necessary because they are disruptive or unsafe in nature. Some confiscated items may be required to be picked up by the parent/guardian. Examples: Writing and/or passing notes, items that can be sprayed, sprinkled, or poured (squirt bottles, squirt guns); items which emit a distracting or offensive odor (perfumes, body spray, aerosol cans), cell phones, headphones, remote control devices or any other electronic devices, including toys. Toys are not allowed in the classroom. Examples: Hacky sacks, footballs, basketballs, skateboards, or any little cars or trucks, etc.
- **Disruption with Substitute Teacher** - Disobedience or disrespectful behavior with a substitute teacher.

Dress Code Violation – 200 Failure to meet the dress code as outlined in the school rules. Please review the dress code under Policies.

***Forgery or Plagiarism** - The act of fraudulently using in writing or using the name of another person, impersonating, or falsifying times, dates, grades, addresses, or other data on school forms or phones. This may be enforced at the minor level as well.

Vandalism - The act of defacing another person's property and/or school property using writing, drawing, other forms of graffiti.

Inappropriate Display of Affection (PDA) - Behavior that is inappropriate in the school setting or which shows lack of modesty or tact. Examples: Suggestive and flirtatious behaviors, holding hands, kissing or embracing that is not appropriate for a school setting.

Inappropriate Language/Drawing – Language or drawings that are violent or sexual in nature.

Non-Compliance (Minor) - Not obeying a reasonable request of a staff member or not obeying school rules. Example: behavior that disrupts the educational process in a classroom, running in hall, horseplay, unauthorized use of classroom telephones, chewing gum, etc. Failure to work on assignments, projects, test, etc., in class as required by the teacher.

Loitering Unauthorized Area - Being present someplace other than where authorized.

Lying - Lying: An act of dishonesty to any staff member.

Misuse of Technology (Minor) – Having technology devices out without staff approval and not being used. Device will be confiscated and returned at the end of the day.

Non Compliance

- **Littering** - Failure to place trash in appropriate containers.

- **Not prepared for class** - Not coming to class with the proper supplies needed, such as pencil and books. Not having homework completed.
- **Not Returning Signed Detention Slip** – Failure to return detention/lunch study forms signed by a parent.
- **Violation of Classroom or School Rules** – Violating school rules as listed in the planner on the Caro Middle School Behavior Expectations Matrix.

Petty Theft – taking of another’s personal property of which the value is under \$1.

Roughhousing - Excessive roughness that could result in personal injury. Students must keep hands to self.

- **Throwing Snowballs and Other Objects** - The tossing or throwing of any object in the classroom, hallway, cafeteria, and/or on school property that is capable of causing harm. The throwing of food will not be tolerated.

Unapproved Sales - Students are not allowed to sell any item on school grounds without administrative approval. This includes any fundraiser/sales for individual gain as well as other extracurricular activities outside of school-sponsored activities.

Major Behavior

May be reported to local law enforcement = @

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*****Arson** - @@ The willful and malicious burning of, or attempt to burn any building or part of any building, structure, or property of the Caro Community School District.

****Borrowing Money under Threat (Extortion)** - @ The act of extortion, or borrowing or attempting to borrow money or things of value from a student in Caro Community Schools unless both parties enter into an agreement freely and without the presence of either an implied or expressed threat.

*****Breaking & Entering** - @@ Accessing another’s personal area or school property illegally.

*****Criminal Sexual Conduct** - @@ Sexual conduct or sexual contact, as defined in Michigan Law (MCL 750-520A(k)), in buildings or property owned or maintained by the school is prohibited. Participation in any such conduct will necessitate long-term suspension and/or expulsion depending on the severity of the circumstance. Coercing another person into

engaging in sexual conduct will be considered an extremely severe form of voluntary sexual conduct and will be disciplined accordingly.

Disrespect (Major)

- ****Obscenities toward Staff Members** - The act of using obscenities toward staff members in or on school property. This includes verbal, physical gestures, written or in the form of pictures or caricatures.
- ****Disrespect toward staff-** Talking back, arguing with or pranking a staff member that shows extreme disrespect.
- ***Indecency** - The act of offending against commonly recognized standards of propriety or good taste, including the use of vulgar language. This can be in the form of a gesture, written or verbal or racial slurs.
- ***Obscenity** - The act of using obscene language by pupils, in verbal or written form or in pictures or caricatures or gestures in or on any school property or during a school sponsored activity.

*****Explosives or Fireworks** (including firecrackers and fireworks) - @@ The possession and/or use of any explosive device is strictly prohibited.

***Extreme Rough Housing** – Hitting, kicking or pushing to the extreme where a person could be hurt or is hurt.

*****False Alarms or Calling 911** - @@ The issuing, by word or act, of a false or misleading report of a fire or a bomb threat. This also includes the setting off of the school's fire alarm system or dialing 911 from any phone.

****Fighting** – An act of 2 or more students involving aggressive, physical contact in or on school property, going to/from school, or during any activity under school sponsorship.

***Gambling** - The act of betting, wagering, or playing of games of chance for money.

**** Gang Related Activity** - Abusive and/or humiliating tricks as a form of initiations, including Initiations, hazing, fraternities, sororities, and secret societies. Gang symbols, gestures is not permissible.

****Gross Misbehavior** - @ The act of deliberate or willful conduct detrimental to normal functions of the program or activity under school sponsorship, or the act of threats to other pupils, including spreading vicious rumors.

- ***Disorderly Conduct** - @ Adverse actions or reactions, demanding immediate attention. Behavior, which disrupts the normal function of the classroom or school, which could result in harm to others. This behavior would require immediate removal from the area.
- ***Releasing of Dangerous Substance** - The use of, substances (aerosol sprays, chemicals etc.) that intentionally causes harm or may be harmful to others or cause gross distractions in the classroom.

- *****Severe Gross Misbehavior** - @ The act of deliberate or willful conduct that is harmful or threatening to staff members. This includes but is not limited to tampering, assisting in the tampering or knowledge of tampering with staff personal items or theft of staff items.

Harassment (Bullying) - Extreme name-calling and or threats with some intimidation present or, any act that encourages the bullying of another person.

- ***Harassment (Bullying)** – Picking on or bothering another student or any act that encourages the bullying of another person. This can include spreading rumors, threats, name calling, or other offensive remarks that causes one to fear for oneself. Depending on the seriousness of the Harassment it may be enforced as a Minor or Major offense.
- ****Harassment of Others (Including Sexual Harassment)** - @ Any unwelcome advances, verbal or physical conduct sexual in nature; sexual advances, request for sexual favors deemed inappropriate by the receiver or any other individual. This also includes pantsing (the act of pulling another’s pants down). Also hitting, kicking or name calling that causes harm to another. Also any act that encourages the bullying of another person.
- *****Harassment (Bullying)** – @ Threatening one to fear for oneself, may include physical force or intimidation and any act that encourages the bullying of another person. Also, a combination of three or more similar discipline referrals of a lesser or equal nature.

*****Illegal Drugs, Narcotics and Prescription Drugs** - @@ The possession, use, distribution or the aiding in distribution of any illegal drug, narcotic or prescription drug in or on school property or at any activity under school sponsorship. This includes look-alike drugs and look-alike drug paraphernalia.

****Indecent Exposure** - @ The exposure of body parts considered inappropriate for any school function.

Insubordination (Major) - The failure to respond to or carry out a reasonable request by a staff member.

- ****Gross Insubordination** – extreme defiance and belligerence to a staff member, which goes beyond mere refusal to carry out a request.
- *****Persistent Disobedience** - The recurring insubordination in complying with reasonable requests from school personnel.

***Misuse of Technology (Major)** - The violation of the district’s “Acceptable Use Policy”. (To see the complete policy, go to the school’s website and click on Student/Parent resources then click on: technology.) Includes, but not limited to, without prior staff approval, the repeated use of cell phones (texting included), and internet communication or any electronic device, sabotaging classroom computers or misuse of the student’s school provided account, such as inappropriate/threatening language.

- ****Photographic or video recording** - use of photographic or video recording devices in restrooms or locker rooms at any time, or in any way that is exploitive, will result in out of school suspension or expulsion depending on the severity of action.

****Passing or Distributing Medication** - @ The possession, use, distribution or the aiding in distribution of any over-the-counter or prescription medication in or on school property or at any activity under school sponsorship. Giving any over-the-counter or prescription medication to another person.

*****Physical Assault** - @@ Intentionally causing or attempting to cause physical harm to another through force or violence.

- **Against another pupil** - expulsion up to 180 days as defined by MCL 380.1311a(12)(B)
- **Against a staff member** - permanent expulsion as defined by MCL 80.1311a(12)(B)

Possession of Over-the-Counter Medication and Prescription Medication - Having on person or in locker over-the-counter medication like aspirin, Tylenol, ibuprofen or prescription medication that has not been logged in at the office.

*****Possessing or Using Weapons - 910 = 3" or more, or 179 = under 3"** - @@ The act of possessing, using or threatening to use any weapon or look-alike instrument capable of inflicting bodily injury.

****Possession of Tobacco Products** - @ Having in one's immediate possession or in one's locker any tobacco product including but not limited to cigars, cigarettes and chewing tobacco. Possession or use of electronic cigarettes is not permissible.

- **Possession of Igniting Devices** - Having on person or in locker any device that can be used for lighting. This includes, but is not limited to, matches and lighters.
- **Use of Igniting Devices** - The lighting of matches or lighters or any other igniting devices.

*****Possession or Use of Alcohol** - @@ The possession, use, distribution of alcoholic beverages in or on school property or at any activity under school sponsorship.

***Provoking, Promoting a fight or Obstructing Control of a fight**

- **Provoking** - Verbal aggression short of physical action or physical action including teasing, intimidation, harassment.
- **Promoting** - Promoting a fight or confrontation. The carrying of information or making arrangements that result in hostility between other individuals. The act of making aggressive, physical contact as the result of provocation by another student.
- **Obstruction** - Spectator interference with staff efforts to control or end a fight, students not directly involved in a fight but laughing at or encouraging from the sidelines, or running to the scene of a fight that interferes with staff efforts to control the situation.

***Skipping/Truancy** - the act of unauthorized absence from school/class for any period of time. Excessive tardiness shall be considered truancy. Truant behavior will be referred to the truant officer.

****Smoking** - @ Smoking is defined as having tobacco/electronic cigarettes in the hand, mouth or both (lit or unlit), or other evidence of smoking. Chewing or excreting tobacco products.

****Theft or Larceny (Stealing)** - @ The act of dishonestly acquiring the property of another or others on school property or at a school-sponsored event.

*****Threat of Physical Attack** -@@ Any willful verbal threat (direct or indirect) that is intended to place another in fear of immediate physical contact, which will be painful or injurious to them or their property, coupled with the apparent ability to execute the act. Expulsion up to 180 days as defined by Board Policy.

- **With Weapon**
- **Without Weapon**
- **Toward Staff Member(s)**

****Vandalism** - @ The act of willful destruction of property belonging to another or others (requires reimbursement, repair or replacement).

*****Violation of Law** - @@ The violation of any law not already listed in this discipline policy.