

EAST DETROIT PUBLIC SCHOOLS ELEMENTARY DISCIPLINE SYSTEM

The purpose of the discipline system is to:

1. Improve the educational environment for students, teachers, parents and staff.
2. Inform students and parents of rules and policies.
3. Record discipline violations in a systematic way.
4. Predetermine disposition for violations, when possible.

Parents and students must be aware of school board policy and procedures concerning acceptable and unacceptable behavior in our schools. Progressive discipline is based upon the belief that an individual does not have the right to infringe upon the rights of others. Also, all people concerned with the school have the responsibility of creating a positive environment within the building, on school property, or at any school event.

The vehicle used to implement the grade 3, 4, 5 discipline system is a point system. All points will be assessed by a building administrator or designee. The student shall have the right of due process, including both a fair and impartial hearing on the merits and notice of the following:

1. The type of conduct which will subject the student to disciplinary action.
2. Notice of the specific rule violation by the student and the nature of evidence supporting the infraction.
3. Notice of the date of hearing sufficiently in advance to permit preparation of the defense where removal of more than thirty (30) days is involved.
4. Notice of the student's procedural rights at the disciplinary hearing.

The policy applies to the entire academic year, grades K-5, and is to be the behavior code for our students at school and at all school sponsored events.

Early Elementary Students (Grades K, 1, 2 Plan)

All students are expected to exhibit proper conduct in all schools, to obey the law, and district/school/classroom rules. Parents are encouraged to review appropriate conduct with their children. Early elementary students (typically kindergarten to second grade) sometimes exhibit behaviors which may result in formal disciplinary action against the student. Aware that early elementary learners (K-2) are younger, discipline for K, 1, 2 students will be implemented keeping mindful of age, experience, and ability of the student. Discipline will be designed to support social and academic maturity. Past incidents of misconduct will be carefully noted. Parents will be contacted.

| OFFENSES – GRADES 3, 4, 5 | POINTS PER OCCURRENCE | | |
|--|------------------------------|-----------------|-------------------------|
| | 1 st | 2 nd | 3 rd or more |
| Banned items, including inappropriate use of electronic devices | 2 | 3 | 4 |
| Detention – missing an assigned day/time | 2 | 2 | 3 |
| Disrespectful behavior | 2 | 2 | 3 |
| Dress code violation | 1 | 1 | 1 |
| Falsification-cheating, lying | 2 | 2 | 3 |
| Fighting | 6 | 9 | 11 |
| Insubordination | 2 | 2 | 3 |
| Unsafe condition/behavior | 2 | 3 | 6 |
| Misconduct/Classroom disruption interfering with the learning process | 2 | 2 | 4 |
| Physical aggression (pushing, shoving, kicking) | 2 | 2 | 6 |
| Profanity | 2 | 2 | 3 |
| Teasing | 2 | 2 | 3 |

Safe schools are our priority. Although very rare in elementary schools, more severe offenses are listed to inform parents and students of dispositions. Students are expected to exhibit proper conduct in all schools, to obey the law, and to obey all school district rules. Violence of any type will not be tolerated. Violations of an unlawful nature will require involvement of civil authorities.

| OFFENSES – GRADES 3, 4, 5 | POINTS PER OCCURRENCE | | |
|---|-----------------------|-----------------|-------------------------|
| | 1 st | 2 nd | 3 rd or more |
| Alcohol or other drugs – Sale or Transfer | *** | *** | *** |
| Alcohol or other drugs – use, possession, alcoholic beverages, other behavior altering substance. Also applies to look-alike drugs, or look-alike beverages such as non-alcohol beer. | 10* | 10* | 10* |
| Arson | *** | *** | *** |
| Assault | 15* | 15* | 15* |
| Assault on staff, school employee or volunteer | 15* | 15* | 15* |
| Bomb threats, false fire alarms, 911 calls | 15* | 15* | 15* |
| Computer trespassing/misconduct | 2 | 3 | 6 |
| Drug Paraphernalia | 3 | 4 | 5 |
| Extortion/physical threats for favor or money | 2 | 3 | 5 |
| Gambling | 1 | 2 | 3 |
| Harassment: racial | 3 | 5 | 6 |
| Harassment: sexual: verbal | 3 | 5 | 6 |
| Harassment: physical | 6 | 6 | 9 |
| Verbal/Bullying intimidation directed at another person and witnessed (cyber bullying) | 3 | 5 | 6 |
| Loitering/Trespassing | 2 | 3 | 4 |
| Pornography (Distribution) and/or possession | 1 | 2 | 3 |
| Possession of knife with blade less than three (3) inches | 6 | 6 | 6 |
| Profanity and vulgarity and/or lewd behavior and/or language directed at a school employee | 5 | 6 | 9 |
| Public display of affection | 1 | 2 | 3 |
| Skipping School | 3 | 3 | 3 |
| Theft/ possession of property not belonging to student, < than \$20.00 | 3 | 4 | 5 |
| Theft/ possession of property not belonging to student, > than \$20.00 | 6 | 6 | 9 |
| Serious threat or implied threat to school employee or their property | 6 | 10 | 15 |
| Serious threat or implied threat to do bodily harm, either verbal, non-verbal, or electronically, regarding another student and witnessed. | 6 | 6 | 10 |
| Tobacco product use/possession | 3 | 4 | 5 |
| Vandalism or destruction of property less than \$50.00 & restitution | 3 | 3 | 6 |
| Vandalism/destruction of property > than \$50.00 & restitution | 3 | 6 | 6 |
| Weapons possession (see note) | 10* | 10* | 10* |

* Requires a written report to the parent and an appearance before the Superintendent.

*** Automatic suspension from school, possible a long term/expulsion hearing before the East Detroit Board of Education; police report filed.

Offenses not specifically listed may also result in points being assessed as per the discretion of the building principal including but not limited to behavior requiring police intervention.

The Levels of Dispositions are as follows:

| | |
|----------------------------------|--|
| One Point | Warning and possible detention |
| Two Points | Detention |
| Three to Four Points | Detentions or one full day Out-Of-School Suspension |
| Five Points | One full day Out-Of-School Suspension |
| Six to Nine Points | 3 Full Days of Out-Of-School Suspension A referral to a social worker may be made. |
| Ten Points | 5 Full Days Out-Of-School Suspension or 3 Full Days In-School Suspension (if available) Student and parent may be required to meet with school principal in order for the student to return to school. A referral to a social worker may be made. |
| Eleven Points | 7 Full Days Out-Of-School Suspension or 4 Full Days In-School Suspension (if available). Student and parent may be required to meet with principal in order for the student to return to school. A referral to a social worker may be made. |
| Twelve to Fourteen Points | 9 Full Days Out-Of-School Suspension or 5 Full Days In-School Suspension (if available). A letter will be sent to the parent regarding student's status. Student and parent may be required to meet with the principal prior to the student's return to school. A referral to a social worker may be made. |
| Fifteen Points | Immediate Out-Of-School Suspension for 30 school days. Upon return to school from a 30-day suspension, the student will begin with zero (0) points. The student and parent may be required to meet with a social worker upon to the student's return to school. The second accumulation of fifteen (15) points during the school year may result in an automatic 180 school day suspension. |

BUS / BUS STOP BEHAVIOR

Students must conduct themselves at all times in a manner consistent with the goals and values of East Detroit Public Schools as well as the community at large. Students should recognize that going to and from school, on the bus, or at the bus stop they are representatives of our school and must conduct themselves in a manner that reflects well on the institution. Students who engage in misbehavior while travelling to and from school, on the bus, or at the bus stop will expect that the school will take the appropriate disciplinary action. Students will refrain from any behavior that represents a lack of respect for others in the community. Students are expected to go directly home at the end of the school day or school sponsored event. Riding the school bus is considered a privilege, and school authorities have the right to suspend the bus privilege for the remainder of the school year.

BUS / BUS STOP OFFENSES

| | |
|----------------------------|---|
| 1 st Occurrence | Warning |
| 2 nd Occurrence | 1 Day Bus Suspension |
| 3 rd Occurrence | 3 Day Bus Suspension |
| 4 th Occurrence | 5 Day Bus Suspension |
| 5 th Occurrence | Bus Suspension for the Remainder of the School Year |

BUS / BUS STOP MAJOR OFFENSES

Points will be assessed in accordance with the Elementary Discipline Point System.

Point Roll Backs

1. If a student accumulates zero (0) points for one calendar month, the student's point total will be reduced to zero (0) points by action of the building administrator.
2. Students will begin each new school year with zero (0) points.
3. Points can be rolled back if a student voluntarily engages in community service. Community service can be defined by principal and parent agreement.

Suspensions

Suspension days are defined as days when classes are in session. If a student is suspended with five (5) or more points, a parent/guardian **must** pick up the student or make arrangements for the student to be picked up within two hours after being notified by administration. If a student is not picked up within two hours, police and/or protective services may be notified.

Suspension Appeal Process. Suspension of ten (10) days or less may **not be** appealed. However, suspensions for more than ten (10) school days may be appealed in writing to the principal within two (2) school days of the parents' receipt of the written suspension notice. The written appeal must contain the reason(s) that the suspension is being appealed.

The student may be reinstated during the appeal process unless it is determined that the student's attendance would jeopardize the safety of the student or of others. Upon review, the principal may uphold the suspension, establish an alternative suspension of lesser severity, or reverse the suspension in its entirety. The review may include, but not be limited to, a meeting with the parents if, in the principal's opinion, this is appropriate. The principal will reach the decision and inform the parents in writing within (10) school days after the receipt of the written request.

The decision of the principal may be appealed in writing to the Superintendent within two (2) school days of the parents' receipt of the decision. Appeals to the Superintendent must be for one of the following reasons:

- A. Incident of which the student is being disciplined did not actually occur.
- B. The incident did occur. However, the punishment administered was inconsistent with the policy.

The Superintendent will arrange to meet with both the student and parents within ten (10) school days after the receipt of the written appeal. During the appeal hearing, the parents and student are entitled to produce evidence, which substantiates their claim. The Superintendent will render a written decision within five (5) school days following the hearing.

Note: A weapon includes conventional objects like guns, knives or club-type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon or an object converted from its original use to an object used to threaten or injure another. This includes but is not limited to padlocks, pen, pencils, furniture, jewelry, and so on. Criminal charges may be filed for this violation. Any student in possession of a dangerous weapon, or facsimile thereof, shall be placed under immediate suspension, pending an investigation of the incident by the appropriate school or legal authorities. The Superintendent is authorized to suspend students who violate this policy from school and all District activities for up to 180 days without action by the Board. (Board Policy 8190)

No student is permitted to have in his/her possession any instrument exclusive of school-related supplies, which may be capable of inflicting bodily injury, either in the school building, on school grounds or at school sponsored activities.

Parent/Guardian contact will be made.

- A. At all levels, a notice will be sent home and/or a phone contact will be made informing parents or guardians of violations of this behavior code. **Parental conferences** may also be necessary at various times during the year to help modify behavior.
- B. Whenever deemed appropriate, social workers, outside agencies and law enforcement officials may be brought into the process.

Special Needs Students

School officials may suspend a disabled student (as identified by IDEIA 2004) for up to ten (10) consecutive days without implementing procedural safeguards. However, a suspension in excess of ten (10) consecutive school days constitutes a “change in placement” for which procedural safeguards must be implemented.

Before implementing a suspension for a disabled student for more than ten (10) consecutive school days, the school district must provide due process protection given non-disabled students, and must take the following steps:

1. Notify the student’s parent or guardian in writing of proposed change in placement; and,
2. Convene an MDR/IEPT to determine:
 - a. Did the disability cause, or have a direct and substantial relationship to, the misconduct?
 - b. Did the District’s failure to implement the IEP cause the misconduct?
3. If the answers to both questions are NO, a suspension of more than ten (10) days must be imposed. However, the school district is still responsible for providing special education services during the course of the long-term suspension and an IEPT must be convened to determine what the special education services will be.

At any stage, the parent always has the right to appeal a decision made as part of the IEPT process. In the event of an appeal, the school district must operate under the “stay put” policy allowing the student to remain in the present program. *The District will follow IDEIA 2004 mandates.*

**EAST DETROIT PUBLIC SCHOOLS
STUDENT CODE OF CONDUCT
ELEMENTARY DISCIPLINE SYSTEM**

PARENT/STUDENT ACKNOWLEDGMENT FORM

2013-2014 SCHOOL YEAR

I have read and understand the East Detroit Public Schools Elementary Discipline System and agree to adhere to this policy.

Print Student Name: _____

Student Signature: _____ Date: _____

Print Parent Name: _____

Parent Signature: _____ Date: _____

This form must be signed and returned to the school office upon enrollment or by the end of the first week of school.