

# Homer Middle School



## Rights and Responsibilities

## POLICY 5131.8

### ASSAULTS COMMITTED BY STUDENTS

#### Assaults Committed Against School Personnel

##### Physical Assaults: (Public Act 104 of 1999; Revised School Code MCL 380.1311a)

The Board of Education of Homer Community Schools shall permanently expel a student in grade 6 or above if the student commits a physical assault, as defined by MCL 380.1311a (12)(B) - "intentionally causing or attempting to cause physical harm to another through force or violence," 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.

##### Verbal Assaults: (Public Act 104 of 1999; Revised School Code MCL 380.1311a)

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, or who makes a bomb threat or other threat toward school property or activities shall be expelled by the Board of Education of Homer Community Schools for up to 180 days. The Board may modify the expulsion period on a case by case basis.

For the purposes of this policy, verbal assault shall be defined as, "any verbal, written, or implied, willful threat to inflict injury upon another person, under such circumstances which create a reasonable fear of imminent injury, coupled with an apparent ability to inflict injury."

If the administration determines that a verbal assault should warrant less than ten (10) days expulsion, the appropriate building administrator will assign the penalty, the Board of Education of Homer Community Schools retains the right of oversight on the issues qualifying for expulsions of ten (10) days or less. Verbal assaults qualifying for more than ten (10) days expulsion will be brought before the Board of Education.

#### Physical Assaults Committed Against Other Students

##### Student-to-Student Assault: (Public Act 102 of 1999; Revised School Code MCL 380.1308, 380.1310, 380.1310A)

The Board of Education of Homer Community Schools shall expel a student in grade 6 or above for up to 180 days if the student commits a physical assault, as defined by MCL 380.1310 (3) (B)1, against another student on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event. The Board of Education may modify the expulsion period on a case-by-case basis.

If the administration determines that a verbal assault should warrant less than ten (10) days expulsion, the appropriate building administrator will assign the penalty, the Board of Education of Homer Community Schools retains the right of oversight on the issues qualifying for expulsions of ten (10) days or less. Verbal assaults qualifying for more than ten (10) days expulsion will be brought before the Board of Education.

#### Reinstatement of a Permanently Expelled Student

The parent or legal guardian of a permanently expelled student, or an emancipated permanently expelled  
may petition the Board of Education for Homer Community Schools for reinstatement. The  
Board of  
Education will provide due process rights to reinstatement as outlined in state law.

Implementation:

The Superintendent shall develop specific procedures for dealing with expulsions authorized by this policy.

POLICY 5131.7

CLASS, SUBJECT, AND ACTIVITY SUSPENSIONS

A teacher employed by Homer Community Schools is authorized to immediately remove and suspend a student from a class, subject, or activity when the student engages in conduct prohibited by law, Homer Community Schools Board of Education Policy, or suspendable conduct as outlined in the Student's Rights and Responsibility Handbook.

Any student suspended pursuant to this policy shall not be allowed to return to the class, subject, or activity from which he or she was suspended until the passage of one full school day from the time of the student's infraction unless otherwise permitted by the teacher who ordered the suspension.

Students attending separate class periods throughout the school day shall be permitted during the term of the suspension to attend other classes only when the student's conduct does not rise to the level of requiring a multiple day suspension or expulsion in accordance with Homer Community Schools Board of Education Policy and the Student's Rights and Responsibility Handbook.

Any student suspended from the same class, subject, or activity for ten (10) accumulative days during the school year shall be given a formal procedural hearing for each additional suspension beyond the tenth day in accordance with due process requirements required by Board of Education Policy for suspensions of ten (10) days or more.

Implementation:

The Superintendent shall develop detailed written regulations to implement this policy in compliance with state law requirements.

## Homer Community Schools' Suspension Appeal Process

1. Parent may request a conference with the Principal. Such requests shall be made within the period of suspension. The Principal shall affirm or modify the terms of his or her action. The Principal's decision in cases of suspensions shall be final.
2. Within five (5) days of the Principal's decision, the parents may appeal such decision to the Superintendent or the Superintendent's designee. The Superintendent shall affirm or modify the decision with two (2) school days from hearing the appeal.
3. The Superintendent's decision may be appealed to the Board of Education within five (5) school days of such decision.
4. The Board of Education shall schedule a hearing within ten (10) school days and shall notify the parents that said hearing shall be conducted under the following rules and procedures.
  - A. Written notice shall be given of the time, place, and date of hearing.
  - B. The student or parents may be represented by an attorney or other advisor of their choosing.
  - C. Witnesses may be presented at the hearing and the student or his or her representative may question witnesses testifying against the student.
  - D. The hearing is not a court proceeding and court rules of evidence shall not be enforced at such hearing.
  - E. There may be present at the hearing the Principal, the Board of Education's attorney and such resource persons as the President of the Board of Education deems essential to the proper adjudication of the case.

**ACCEPTABLE USAGE POLICY and  
Agreement for Acceptable Use of Homer Technology Resources  
Students Grades K – 12**

Homer Middle School / \_\_\_\_\_ / \_\_\_\_\_  
Building/Program Name Student Name GRADE

This agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2013, between

\_\_\_\_\_ ("Student" or "User") and the Homer Community School District ("HCSD"). The purpose of this agreement is to grant access to and define acceptable use of HCSD's Technology Resources for legitimate educational purposes consistent with HCSD's mission statement. "Technology Resources" include, but are not limited to: (1) internal and external network infrastructure, (2) Internet and network access, (3) computers, (4) servers, (5) storage devices, (6) peripherals, (7) software, and (8) messaging or communication systems. These resources may be provided to users to: (1) assist in the collaboration and exchange of information, (2) facilitate personal growth in the use of technology, and (3) enhance information gathering and communication skills.

In exchange for the use of HCSD's Technology Resources either at school or away from school, you understand and agree to the following:

- A. Your use of the HCSD's Technology Resources is a privilege that may be revoked by the HCSD at any time and for any reason.
- B. The HCSD reserves all rights to any material stored on HCSD Technology Resources. You have no expectation of privacy when using HCSD Technology Resources. HCSD reserves the right to monitor all use of its Technology Resources, including, without limitation, personal email and voice mail communications, computer files, data bases, web logs, audit trails, or any other electronic transmissions accessed, distributed, or used through the Technology Resources. HCSD also reserves the right to remove any material from the Technology Resources that the HCSD, at its sole discretion, chooses to, including, without limitation, any information that HCSD determines to be unlawful, obscene, pornographic, harassing, intimidating, or disruptive.
- C. The Technology Resources do not provide you a "public forum." You may not use the Technology Resources for commercial purposes or to lobby or solicit political positions or candidates unless expressly authorized in advance by a teacher or administrator as part of a class program or activity. You may, however, use the Technology Resources to contact or communicate with public officials.
- D. The HCSD's Technology Resources are intended for exclusive use by registered users. You are responsible for your account/password and any access to the Technology Resources made using your account/password. Any problems arising from the use of your account/password are your responsibility. Use of your account by someone other than you is forbidden and may be grounds for loss of access privileges and other disciplinary consequences for both you and the person(s) using your account/password.
- E. You may not use the Technology Resources or any other communication/messaging devices (including devices not owned by HCSD) to engage in cyberbullying. Cyberbullying means "the use of email, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites to support deliberate, repeated and hostile behavior by an individual or group that is intended to harm others." [Definition written by Bill Belsy, available at <http://www.cyberbullying.ca>.]

- F. Misuse of Technology Resources may result in suspension of your account privileges and/or other disciplinary action, up to and including expulsion, as determined by the HCSD. Misuse includes, but is not limited to:
1. Accessing or attempting to access educationally inappropriate materials/sites including, without limitation, material that is "harmful to minors," unlawful, obscene, pornographic, profane, or vulgar. Material that is "harmful to minors" includes "any picture, image, graphic image file, or other visual depiction that (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excrement; (2) depicts, describes, or represents, in a potentially offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole lacks serious literary, artistic, political, or scientific value as to minors." 47 USC§§ 254(h)(7). The determination of a material's "appropriateness" is based on both the material's content and intended use.
  2. Cyberbullying (as defined in paragraph E) or any other use of the Technology Resources that would violate HCSD's anti-bullying rules or policies. Cyberbullying may, without limitation, include posting slurs or rumors or other disparaging remarks about another person on a website; sending email or instant messages that are meant to threaten, harass, intimidate, or drive up a victim's cell phone bill; taking or sending embarrassing or sexually explicit photographs, video, or other visual depictions of another person; or posting misleading or fake photographs of others on websites.
  3. Sexting, which includes, without limitation, possessing, sending, or distributing nude, sexually explicit, or sexually suggestive photographs, videos, or other visual depictions of yourself or another person over the HCSD 's Technology Resources or by any other means, including over personally owned devices.
  4. Posting personally identifiable information about yourself or others over the internet even if the information is solicited by a website that requests such information.
  5. Vandalism, which includes, without limitation, any malicious or intentional attempt to harm, steal, destroy, or disrupt user data, school materials, or school hardware; violating the integrity of HCSD 's Technology Resources; uploading or creating viruses; downloading/installing unapproved, illegal, or unlicensed software; or seeking to circumvent or bypass security measures.
  6. Hacking, which includes, without limitation, gaining or attempting to gain access to, modifying, or obtaining copies of, unauthorized information or information belonging to other users.
  7. Unauthorized copying or use of licenses or copyrighted software.
  8. Plagiarizing, which includes the unauthorized distributing, copying, using, or holding out as your own, copyrighted material (most of the Internet is copyrighted), or material written by someone else, without permission of, and attribution to, the author.
  9. Misrepresenting others, including, without limitation, posting confidential or inappropriate information (text, video, photo) meant to harass, intimidate, or embarrass other students or staff on any social media network or website.
  10. Allowing anyone else to use an account or not locking access to computer devices when leaving them unattended.
  11. Using or soliciting the use of, or attempting to use or discover the account information or password of, another user.
  12. Attempting to or successfully disabling security features, including technology protection measures required under the Children's Internet Protection Act (CIPA).
  13. Misusing equipment or altering system software without permission.

14. Commercial for-profit activities, advertising, political lobbying, or sending mass mailings or spam. However, you may contact a public official to express an opinion on a topic of interest.
  15. Using the Technology Resources in any way that violates HCSD 's student code of conduct, or any federal, state, or local law or rule.
- G. It is the policy of HCSD, as a recipient of certain federal funds, to monitor the online activities of its minor students and provide technology protection measures on its computers with Internet access designed to prevent minors from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. HCSD staff must regularly monitor to ensure that technology blocks are working appropriately. The technology blocks may be disabled by an authorized person, *during adult use*, to enable access to bona fide research or for other lawful purposes.
- H. It is the policy of HCSD to prohibit its minor students from (1) accessing inappropriate matter on the Internet; (2) engaging in hacking or other unlawful online activities; (3) disclosing, using, or disseminating personal information online; or (4) accessing materials that are harmful to minors. It is also the policy of HCSD to educate students about cyberbullying awareness and response and about appropriate online behavior, including safely interacting with other individuals in social networking websites, chat rooms, and by email.
- I. HCSD does not guarantee that measures described in paragraphs G and H will provide any level of safety or security or that they will block all inappropriate material from HCSD 's minor students. You agree that you will not intentionally engage in any behavior that was designed to be prevented by paragraphs G and H.
- J. The HCSD does not warrant or guarantee that its Technology Resources will meet any specific requirement, or that they will be error free or uninterrupted; nor will HCSD or its Internet provider be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the Technology Resources.
- K. When utilizing the HCSD Technology Resources, you may use only HCSD authorized messaging and communication systems. There is no expectation of privacy in electronic communications. The HCSD reserves the right to monitor electronic communications.
- L. As soon as possible, you must disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable, harassed, threatened, or bullied, especially any communication that contains sexually explicit content. You should not delete such content until instructed to do so by a staff member.
- M. The HCSD and/or the Internet provider will periodically determine whether specific uses of the HCSD's Technology Resources are consistent with this acceptable-use policy. The HCSD or its Internet provider reserves the right to log Internet use and to monitor mail space and file server utilization by users. The HCSD reserves the right to remove a user account on the HCSD's Technology Resources to prevent further unauthorized activity.
- N. You may not transfer intellectual property or software belonging to HCSD without the permission of the HCSD Director of Technology Services or his/her designee. Without first obtaining such permission, you will be liable for any damages and will be required to pay the cost of any damages caused by such transfer, whether intentional or accidental.
- O. You are responsible for the proper use of Technology Resources and will be held accountable for any damage to or replacement of the Resources caused by your inappropriate use.

In consideration for the privileges of using the HCSD's Technology Resources and in consideration for having access to the information contained therein, I release the HCSD, its Board of Education, individual Board members, administrative employees and agents, the Internet provider and its operators from any and all claims of any nature arising from my use, or inability to use, the Technology Resources. I agree to abide by this Acceptable Use Policy and Agreement and by any rules or regulations that may be added

from time-to-time by the HCSD and its Internet provider as well as HCSD 's Internet Safety Policy and its Student Code of Conduct. All additional rules, regulations, and policies are available in hardcopy in the Principal's office.

I have read this Acceptable Use Policy and Agreement and sign it knowingly and freely.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

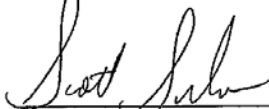
As the student's parent or legal guardian, I acknowledge that I have read this Acceptable Use Policy and Agreement. In consideration for the privilege of my child using HCSD Technology Resources, I hereby release and covenant not to sue the HCSD, its Board of Education, individual Board of Education members, and its administrative employees and agents for any and all claims, causes of action, and damages of any nature arising from my child's use of, or inability to use, HCSD 's Technology Resources. I agree to pay for, reimburse and indemnify the HCSD, its Board of Education, individual Board members, administrative employees and agents for damages including any fees, expenses, liability or other damages of every sort and nature incurred as a result of my child's use, or misuse, of these Technology Resources.

I also authorize the HCSD to consent to the sharing of information about my child to HCSD authorized website operators as necessary to enable my child to participate in any program, course, or assignment requiring such consent under the Children's Online Privacy and Protection Act. I understand and agree that my child will not be able to use HCSD Technology Resources until this Agreement has been signed by both my child and me.

I have read this Acceptable Use Policy and Agreement and sign it knowingly and freely:

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



8/15/13

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date

Parent/Guardian: Please initial one, both or neither of these:

- I give permission for my child's photo, or any personal or directory information, to be published on web pages.
- I give permission for my child's photo and name to be published on web pages only as part of a "team" or other large group photo.

*Revised: June 2012*





HOMER COMMUNITY SCHOOLS

Violence Prevention: Behavior Rubric

Student Name: \_\_\_\_\_

This rubric serves as documentation to student behavior issues. Issues may include isolated incidents of mean behavior, conflict, or violence directed at another. By documenting these issues, a pattern can be identified. A pattern of malicious and hostile behavior toward another is bullying.

Description of Aggressive Behavior	1 <sup>st</sup> Time	2 <sup>nd</sup> Time	3 <sup>rd</sup> Time	4 <sup>th</sup> Time
<p>Level 1: Mild</p> <p>Behaviors that hurt feelings: teasing, name calling spreading rumors, social exclusion, insults, behavior that hurt others' feelings</p>	<p>Date: _____</p> <ul style="list-style-type: none"> <li>• Warning from principal</li> <li>• Documentation</li> </ul>	<p>Date: _____</p> <ul style="list-style-type: none"> <li>• Student calls parent</li> <li>• Verbal apology</li> <li>• Documentation</li> </ul>	<p>Date: _____</p> <ul style="list-style-type: none"> <li>• Student calls parent</li> <li>• One (1) silent supervised lunch or recess</li> <li>• Responsibility form completed</li> <li>• Documentation</li> </ul>	<p>Date: _____</p> <ul style="list-style-type: none"> <li>• Student calls parent</li> <li>• Two (2) silent supervised lunches or recesses</li> <li>• Responsibility form completed</li> <li>• Written apology</li> <li>• Documentation</li> </ul>
<p>Level 2: Moderate</p> <p>Behaviors that injure or disrespect: directed swearing, taunting, ridiculing, humiliation, threatening, pushing, shoving, grabbing, pinching, kicking, includes disrespect and defiance to staff</p>	<p>Date: _____</p> <ul style="list-style-type: none"> <li>• Student calls parent</li> <li>• Warning from principal</li> <li>• Responsibility form</li> <li>• Documentation</li> </ul>	<p>Date: _____</p> <ul style="list-style-type: none"> <li>• Student calls parent</li> <li>• One (1) silent supervised lunch or recess</li> <li>• Responsibility form</li> <li>• Documentation</li> </ul>	<p>Date: _____</p> <ul style="list-style-type: none"> <li>• Student calls parent</li> <li>• Two (2) silent supervised lunches or recesses</li> <li>• Responsibility form</li> <li>• Develop behavior plan</li> <li>• Written apology</li> <li>• Documentation</li> </ul>	<p>Date: _____</p> <ul style="list-style-type: none"> <li>• Student and principal call parent</li> <li>• Three (3) day out-of-school suspension</li> <li>• Revisit behavior plan with parent</li> <li>• Documentation</li> </ul>

Pattern of malicious and hostile behavior toward another?	Yes or No	Yes or No	Yes or No
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Description of Aggressive Behavior	1 <sup>st</sup> Time	2 <sup>nd</sup> Time	3 <sup>rd</sup> Time	4 <sup>th</sup> Time
<p>Level 3: Severe</p> <p>Purposely causing injury: stealing, property damage, kicking, slapping, hitting, choking, fighting, spitting, and other behavior that might injure others</p>	<p>Date: _____</p> <ul style="list-style-type: none"> <li>• Student and principal call parent</li> <li>• Three (3) day out-of-school suspension</li> <li>• Restitution of theft or damage</li> <li>• Meet with school official</li> <li>• Possible liaison officer intervention</li> <li>• Documentation</li> </ul>	<p>Date: _____</p> <ul style="list-style-type: none"> <li>• Student and principal call parent</li> <li>• Three (3) - five (5) day out-of-school suspension</li> <li>• Conference with parents</li> <li>• Develop behavior plan</li> <li>• Meet with school official and police officer if needed</li> <li>• Restoration of theft or damage</li> <li>• Documentation</li> </ul>	<p>Date: _____</p> <ul style="list-style-type: none"> <li>• Student and principal call parent</li> <li>• Conference with parents</li> <li>• Five (5) – Ten (10) day out-of-school suspension</li> <li>• Restitution of theft or damage</li> <li>• Meet with school official and police officer</li> <li>• Revisit behavior plan</li> <li>• Documentation</li> </ul>	<p>Date: _____</p> <ul style="list-style-type: none"> <li>• Restitution of theft or damage</li> <li>• Ten (10) day out-of-school suspension and Board of Education hearing</li> <li>• Meet with school official and police officer</li> <li>• Revise behavior plan</li> <li>• Documentation</li> </ul>
Pattern of malicious and hostile behavior toward another?	Yes or No	Yes or No	Yes or No	Yes or No

Description of Aggressive Behavior	1 <sup>st</sup> Time	2 <sup>nd</sup> Time	3 <sup>rd</sup> Time	4 <sup>th</sup> Time
<p>Level 4: Most Severe</p> <p>Severe verbal/physical aggression: sexual, ethnic, racial or severe harassment, physical violence that would require medical attention, direct threat to harm another</p>	<p>Date: _____</p> <ul style="list-style-type: none"> <li>• Parent conference</li> <li>• Written apology to victim</li> <li>• Five (5) day out-of-school suspension</li> <li>• Meet with school official and police officer</li> <li>• Develop behavioral plan, notify superintendent and Board of Education</li> <li>• Documentation</li> </ul>	<p>Date: _____</p> <ul style="list-style-type: none"> <li>• Parent conference</li> <li>• A minimum of ten (10) day out-of-school suspension and Board of Education hearing</li> <li>• Meet with school official and police officer</li> <li>• Revise behavior plan</li> <li>• Documentation</li> </ul>		

- Level of behavior may be sequenced at administrator discretion based on severity and frequency of offense.
- Failure to fulfill requirements of the rubric will result in an immediate out-of-school suspension and will require a parent meeting to return to school.

# STUDENT RIGHTS AND RESPONSIBILITIES

## STATEMENT BY BOARD OF EDUCATION

"Every Board shall have the authority to make reasonable rules and regulations necessary for the proper establishment, maintenance, and management of the public schools of such district, including regulations relative to the conduct of the pupils concerning their safety while in attendance at school or enroute to and from school." (General School Code, Section 340.614)

To best fulfill the responsibility endowed upon the Board of Education by the State of Michigan, Homer Community School Rights & Responsibilities Handbook has been developed.

Board of Education  
Homer Community School

### 1. EDUCATIONAL PHILOSOPHY

#### 1.1 The Homer Community School's Board of Education:

Recognizes the importance of continually seeking ways to insure the achievement of academic, personal, and social skills needed by our youth and, therefore, supports the following position:

Education in the Homer Community School will assist students in gaining a positive self-concept as it relates to the fulfillment of life roles of family members, workers, and citizens.

It will be the responsibility of ALL (educators and the community and its resources) - to make basic subject matter relevant to students on a daily basis in gaining understanding about themselves and their world, both now and in the future.

#### 1.1.1 ACADEMIC GOALS

1.1.1.1 Develop in each student, to the best of his/her ability, the skills needed to communicate and comprehend ideas through reading, writing, speaking and listening.

1.1.1.2 Develop the skills needed by each student to perform and compute mathematical operations and concepts in accordance with his/her ability.

1.1.1.3 Develop within each student, personal values, goals and approaches to living that are enriched by experiences in the natural and social sciences, humanities and creative arts.

1.1.1.4 Develop each student's ability to practice and understand the ideas of physical and mental well-being through proper health and safety habits.

#### 1.1.2 SELF AWARENESS GOALS

1.1.2.1 Assist students to acquire information about their personal characteristics (both positive and negative) as well as those of others.

- 1.1.2.2 Assist each student to realize that self-development (self-worth, self-respect, and pride in himself/herself and his/her work) is a lifelong process.
- 1.1.2.3 Develop student's decision-making skills.
- 1.1.2.4 Provide experiences that will lead to the students being able to assume increasing responsibility for their own learning (present and future).
- 1.1.2.5 Develop in each student the knowledge and respect necessary for the appreciation, maintenance, protection, preservation and improvement of his/her physical environment.

### 1.1.3 VOCATIONAL-AVOCATIONAL GOALS

- 1.1.3.1 Assist each student to identify and explore a variety of occupational roles and settings in accordance with his/her abilities, characteristics, and interests.
- 1.1.3.2 Create an opportunity for each student to develop an employable or saleable skill, which will meet both present and future needs and changes.
- 1.1.3.3 Assist each student to recognize and obtain a desire for various educational alternatives and to aid him/her in applying those opportunities to his/her abilities and interests.
- 1.1.3.4 Develop in students a basic understanding of life roles (vocational, leisure time, citizen and family living).

### 1.1.4 SOCIAL GOALS

- 1.1.4.1 Develop the students' understanding of the value system, cultures, customs, and histories of their own heritage as well as that of others. To gain an appreciation for past and present cultures and for the beauty throughout the world.
- 1.1.4.2 Develop the students' ability to apply rational, intellectual understanding to the identification, consideration, and solution of problems and changes that take place in the world.
- 1.1.4.3 Guide students to respect and understand the rights of peoples of all races, religions and cultures who may look, think, dress, and act differently from them.
- 1.1.4.4 Develop the students' ability to act in a responsible manner in current and social issues, and to participate in society and government while seeking to improve them.
- 1.1.4.5 Develop the student's ability to understand and practice proper individual and group behavior in order to get along with people with whom they work and live.

## 2. PHILOSOPHY OF DISCIPLINE

- 2.1 The Board of Education of the Homer Community Schools recognizes the following:

- 2.1.1 The primary intent of our society in establishing the public schools is to provide an opportunity for learning for all students.
- 2.1.2 An atmosphere of learning must prevail. No individual should be permitted to disrupt it to the disadvantage of other students.
- 2.1.3 The students in the school have full rights of citizenship as delineated in the Constitution and laws of the United States and State of Michigan.
- 2.1.4 The citizenship rights of students must not be abridged, obstructed, or in other ways altered except in accordance with due process of law.
- 2.2 The Board of Education of the Homer Community Schools in keeping with the intention of the above declarations does assert the following:
  - 2.2.1 The educational process cannot proceed toward its established and intended end without good discipline. As a working definition, good discipline may be described as the absence of distractions, frictions, and disturbances, which interfere with the optimum functioning of the pupil, the class, the teacher and the school. It is also the presence of a friendly yet business-like rapport in which pupils, teachers and administrators work cooperatively toward mutually recognized and mutually accepted goals.
  - 2.2.2 To insure that discipline is fair, reasonable and effective, students must be made aware of general school, as well as specific classroom rules, for appropriate behavior. Those established guidelines must follow a consistent course throughout the school experience realizing that students are generally able to grasp the role of greater responsibility with each successive year in school.
  - 2.2.3 Good discipline in the school setting provides each student with the most favorable atmosphere possible for learning. It further recognizes that the incorporation of limits and controls by individual students is an important part of the learning process and a necessity for young people if they are to participate effectively in a democratic way of life.
  - 2.2.4 It is recognized that parent involvement, because of their significant influence on the development of responsible behavior in children, is a critical component of effective school discipline. To ensure this close cooperation, the parent/guardian should expect the school to have clearly defined, well publicized, consistently followed procedures of discipline. Parents should expect to be informed of problems at an appropriate time in the process when their involvement will be most effective.
  - 2.2.5 Because good discipline is essential to the learning process. It is expected that all personnel connected with the education setting, in cooperation with the home, will endeavor to help individual students adapt to these constructive limits and controls .
  - 2.2.6 If it is found that after exhausting all available resources, a specific individual cannot or will not function effectively in the school setting, the board of education shall be so informed, so as to act as is necessary and consistent with their duly authorized powers in the best interest of the educational environment and the individual student.
  - 2.2.6 The school law of the State of Michigan grants to the teacher and administrator powers to control and discipline in carrying out education process. To make the discipline measures effective and to provide a good learning attitude on behalf of the student, the responsibility for discipline must also be accepted by the student and parents.

### 3. PEOPLE RESPONSIBLE FOR DISCIPLINE

- 3.1 The State Legislature has endowed the authority and responsibility for running and maintaining the Homer Community Schools to the duly elected members of the Board of Education under Section 340.614 of the General School Code.
- 3.2 Endowed with the authority granted to it in Section 340.614, the Board of Education, in turn, employs the Superintendent of Schools to manage the school system and advise it on appropriate matters. The Board of Education also authorizes its representative, the building principal, the responsibility to maintain this educational atmosphere with proper disciplinary measures to protect the rights of the student to seek an uninterrupted education as well as control the total operation of the school.
- 3.3 To further define and enumerate the responsibility of those involved in the disciplinary process, the following guidelines are enumerated.
  - 3.3.1 The responsibilities of the Board of Education shall be to:
    - 3.3.1.1 Support a clearly defined discipline policy for the schools, established by each building administrator/team.
    - 3.3.1.2 Establish a procedure for hearing grievances related to disciplinary action which will protect the rights of all parties to the action.
    - 3.3.1.3 Review all recommendations for change in any disciplinary practice with school personnel.
    - 3.3.1.4 Furthermore, the Board of Education, acting through the Superintendent of Schools, holds all school employees responsible for the control and conduct of pupils while they are legally under the supervision of the schools.

The Board of Education will support all personnel acting within the framework of the discipline policy.

#### 3.3.2 The responsibilities of the Superintendent shall be to:

- 3.3.2.1 provide for the development of educational programs which will help minimize disciplinary problems and to be sensitive to the needs of faculty groups instituting these programs.
- 3.3.2.2 inform the Board of Education of educational trends relating to discipline.
- 3.3.2.3 make himself/herself available to principals, to advise on serious discipline matters and to support the principal so long as the latter has acted in accordance with the discipline procedures of the school and the laws of the State of Michigan.
- 3.3.2.4 consider and act upon recommendations for a disciplinary hearing and/or expulsion.
- 3.3.2.5 be well informed of programs and problems in the various schools, work with the principals and offer leadership.
- 3.3.2.6 review with principal, the policies of the Board of Education and state laws relating to discipline.

- 3.3.3 The responsibilities of the Middle School Principal/High School Principal and their designee shall be to:
- 3.3.3.1 formulate school rules and regulations to enforce the Board of Education's policy in conforming to established procedures.
  - 3.3.3.2 make known, and interpret, to students, parents, and school staff the Rights and Responsibilities Code and procedures in each specific school.
  - 3.3.3.3 provide teachers with relief from serious problems as soon as possible and support all building personnel in maintaining appropriate and effective discipline.
  - 3.3.3.4 offer techniques and procedures to assist teachers with discipline and to assure back-up support so long as the teacher has acted in accordance with the discipline policies of the school system and the laws of the State of Michigan.
  - 3.3.3.5 arrange, and be available for, conferences with members of the staff, pupils, parents, and others on discipline matters.
  - 3.3.3.6 to follow the guidelines of the Rights and Responsibilities Code and to deal with each student individually according to his or her age, maturity, experience, abilities, interests and values.
  - 3.3.3.7 attempt to solve the more severe discipline cases by modifying the student's schedule, special placement, suspension, or recommending expulsion.
  - 3.3.3.8 recognize the responsibility of the teacher within the school setting, and his/her role in the suspension and/or expulsion process.
- 3.3.4 The responsibilities of the Teacher shall be to:
- 3.3.4.1 provide an atmosphere conducive for maximum learning and teaching, consistent with generally accepted teaching methods.
  - 3.3.4.2 help the student realize that as an individual he/she is important and that, as a group member, he should act in a responsible way,
  - 3.3.4.3 seek conferences with parents, and other school personnel in an effort to understand students who present behavioral problems.
  - 3.3.4.4 know and enforce consistently and fairly the rules and policies of the school.
  - 3.3.4.5 report to the administration instances of serious misbehavior. This report shall be made in writing on the appropriate school forms. This report shall be discussed with the student before being placed in his cumulative file. All reports shall be signed by teacher and student and dated.
  - 3.3.4.6 use procedures appropriate for age, background, and level of maturity in disciplining students.
  - 3.3.4.7 participate with staff in formulating rules which relate to their school.
  - 3.3.4.8 encourage and help the student understand rules relating to his/her role in the school.



- 3.3.4.9 work with the student so he/she understands the objectives of the course and what he/she is expected to learn.
- 3.3.4.10 be accountable for his/her teaching and disciplining procedures as well as assisting his/her fellow teachers and the administration in being accountable for their respective actions.
- 3.3.4.11 assist the "accused" student by being certain that the complete truth is brought out at each and every level of disciplinary action to which the student may be taken.
- 3.3.4.12 include the supervision or control of any student or students enrolled in Homer Community Schools. This responsibility includes not only pupils under the assigned supervision of a given teacher, but any student in the school setting.
- 3.3.4.13 be charged with the responsibility of making sound recommendations and suggestions to the proper school officials regarding the discipline policy and procedure. This is to include recommendations and suggestions and/or expulsion of students.

3.3.5 The responsibilities of the Parents shall be to:

- 3.3.5.1 see that their child attends school in a regular manner and is punctual.
- 3.3.5.2 be responsible for the child's health, personal cleanliness, acceptable grooming and suitable dress.
- 3.3.5.3 maintain an active interest in the student's schoolwork, and to provide suitable conditions for study and completion of assigned homework.
- 3.3.5.4 establish and maintain communication with the school by:
  - 3.3.5.4.1 supporting the schools in requiring students to observe all school rules and regulations.
  - 3.3.5.4.2 complying with the school requests. This means reading all communications and signing and returning these as requested.
  - 3.3.5.4.3 participating in conferences set up regarding exchanging information on the student's academic progress and for planning for its continued maintenance and improvement, as well as for health, social and behavioral problems.
- 3.3.5.5 assuming responsibility in working with school personnel and community agencies in solving behavioral problems.
- 3.3.5.6 maintaining and developing in their children respect for lawful procedures and respect for other people, their differences, their rights and their property.

3.3.6 The responsibilities of the Student shall be to:

- 3.3.6.1 respect constituted authority, which includes not only obedience to school rules and regulations, but also, conformance to the laws of the community, state and nation.
- 3.3.6.2 respect and show consideration for the personal and property rights of others.
- 3.3.6.3 recognize that there are channels through which rules or conditions can be questioned, studied or changed and that he/she has a right to use them.

- 3.3.6.4 participate with the school staff in the review of school rules at his/her developmental level.
- 3.3.6.5 cooperate with all members of the school staff, school officials, and others who have been assigned leadership responsibilities so that an orderly and efficient educational environment may exist for the benefit of all concerned.
- 3.3.6.6 recognize that as an individual student and a member of this educational community, each one has the responsibility to conduct himself/herself in a manner consistent with the generally accepted standards of behavior.

#### 4. DISCIPLINE GUIDELINES

- 4.1 The Board of Education approves the following guidelines for determining the length of penalty time for various infractions. When unusual circumstances are present, it may be advisable to reduce or exceed these suggested guidelines. In addition, any violation of state or local law must be promptly reported to the appropriate law enforcement authorities.
  - 4.1.1 Suspension, in-school or out-of-school: in-school suspension may be used in lieu of a suspension from school at the discretion of the administrator in charge. The period of time of such suspension will range from one class hour per day to the equivalent amount of time for suspension from school; out of school suspension may be utilized for a period of one to ten days after thorough investigation has taken place.
  - 4.1.2 The results of disciplinary action are cumulative. Depending upon seriousness of misconduct, successive suspensions may increase in length up to a maximum of ten days.
  - 4.1.3 Considerations in disciplinary matters shall include:
    - 4.1.3.1 nature of misconduct involved, and
    - 4.1.3.2 age of the student, and
    - 4.1.3.3 cumulative misconduct of the student, and
    - 4.1.3.4 available disciplinary measures.
  - 4.1.4 The school administration, however, reserves the right and discretion to deviate from this step process and impose any of the previously set forth disciplinary measures or any other available disciplinary measure without first imposing a less severe type of misconduct. Infractions of the law will be reported to the appropriate law enforcement agency and/or referred to the school attorney.
  - 4.1.5 The following are categories of misconduct which will result in disciplinary action. Students and parents are reminded that these regulations governing student conduct include, but are not limited to, types of misconduct set forth herein, and that results of disciplinary action are cumulative.

#### 4.2 UNACCEPTABLE BEHAVIOR DEFINED

- 4.2.1 Alcoholic Beverages - the possession, use, distribution of alcoholic beverages in or on school property or at any activity under school sponsorship.
- 4.2.2 Arson - the willful and malicious burning of, or attempt to bum any building or part of any building, structure, or property of the Homer Community School District.

- 4.2.3 Bodily Conditions - the condition under which any pupil is suspected of having a communicable disease, or who has persistent and neglected body odors.
- 4.2.4 Borrowing Money - the act of extortion, of borrowing or attempting to borrow money or things of value from a student in Homer community Schools unless both parties enter into an agreement freely and without the presence of either an implied or expressed threat.
- 4.2.5 Drugs and Narcotics - the possession, use, distribution or aiding in distribution of any drug or narcotic which produces abnormal behavior in or on school property or at any activity under school sponsorship.
- 4.2.6 False Alarms - the issuing, by word or act, 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.
- 4.2.7 Fighting - an act involving bodily contact in or on school property, or going to or from school, including any activity under school sponsorship.
- 4.2.8 Forgery - the act of fraudulently using in writing the name or using the ID/password of another person, or falsifying times, dates, grades, addresses, or other data on school forms. Plagiarism and cheating are considered a form of forgery.
- 4.2.9 Gambling - the act of betting, wagering or playing of games of chance for money.
- 4.2.10 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 staff members, or to other pupils.
- 4.2.11 Immunization - the failure to comply with the State School Code regarding the immunization of pupils.
- 4.2.12 Indecency - the act of offending against commonly recognized standards of property or good taste, including the use of vulgar language, including "sound alike" inappropriate words. This section includes lewd conduct, public displays of affection, and clothing, hair or accessories that are considered indecent or offensive by the administration or faculty of the school.
- 4.2.13 Insubordination - the failure to respond or carry out a reasonable request by a staff member.
- 4.2.14 Intimidation - Interference with the normal school operation by threat of force or violence.
- 4.2.15 Littering - the act of willfully littering on school property or on private property to and from school.
- 4.2.16 Loitering - the act of prowling or loitering on foot, in a motor vehicle, or in any other manner in or around any school building. Students who are not under the direct supervision of school personnel must be out of the buildings by 3 PM.
- 4.2.17 Obscenity and Profanity - the act or using obscene or profane language, including "sound alike" words, by pupils in verbal or written form or in pictures, caricatures, or obscene gestures on any school property.

- 4.2.18 Persistent Disobedience - the recurring insubordination in complying with reasonable requests from school personnel.
- 4.2.19 Petitions - the act of presenting petitions which are not free from obscenities, libelous statements, personal attacks, and are not within the bounds of reasonable conduct.
- 4.2.20 Possessing or Using Weapons - the act of possessing, using or threatening to use any weapon or instrument capable of inflicting bodily injury in the school buildings or on school property including field trips or other school related activity. Intent is not a consideration in this situation. This includes lockers and vehicles.
- 4.2.21 Skipping - we consider skipping as staying out of school or class, without specific knowledge and/or permission of the parents and school.
- 4.2.22 Stealing- the act of dishonestly acquiring the property of another or others.
- 4.2.23 Tobacco - (in any form) having tobacco in the hand or mouth (lighted or unlighted), or possession of on school property or at any school sponsored event.
- 4.2.24 Truancy-- the act of unauthorized absence from school for any period of time. Chronic tardiness can be considered truancy.
- 4.2.25 Unauthorized Student Protest - The act of protesting which results in the disruption of the school without the authorization of the principal.
- 4.2.26 Vandalism - the act of willful destruction of property belonging to another or others while at school, to and from school, or at any school sponsored event. This includes public and private property.

### 4.3 POLICIES GOVERNING SPECIFIC OFFENSES

The following rules are especially noted with specific punishments set forth by the Board of Education.

- 4.3.1 School Property - Every pupil shares the responsibility for the good care and respect of school property, and should always think of it as his/her own. Any pupil who is caught damaging any school property will be required to repair or replace the property, leaving it as good as the original. This includes graffiti and any other damage to school building, property, grounds, and vehicles.
- 4.3.2 Smoking - Students are not permitted to possess, smoke or chew tobacco in the school building, on or near school grounds, at any school-related activity, or on school buses. Any student in violation will be suspended from school for three days. Any student caught smoking near school grounds, or to and from school, will receive a warning the first time and suspension from school if caught a second time. Any student 'in possession of tobacco or chewing tobacco near school grounds, or to and from school, will receive a warning the first time and suspension from school if in possession a second time.
- 4.3.3 Skipping - Skipping of any sort will result in the student's suspension from school until the parents confer with the building principal and appropriate, individual disciplinary act can be decided upon. Students should not anticipate any "second chances." Suspension action will become effective at 2:52 p.m. the day the student is notified. The student will hand-carry the suspension notice to the parent.

4.3.4 Drugs/Alcohol - Any student under the influence of, or in possession of drugs or alcohol (or any other mind-altering substances), will be suspended from school, sent home immediately and turned over to his/her parents. The police will be notified. Any student selling or transferring drugs will be suspended from school immediately and turned over to his or her parents. The legal authorities will also be informed. This included fake, or look-alike drugs, as well as any substance purported by the student to be a narcotic. The following is Homer Community School's Drugs and Narcotics policy:

4.3.4.1 The Homer Community School's Board of Education defines the use of illegal drugs and narcotics as a total community problem and calls upon all of the resources within the community to work toward the solution of this problem. The Homer Community School's Board of Education recognizes the legitimacy of federal, state and local law which make the possession or use of narcotics and illegal drugs a serious violation of law and punishable by fine and/or imprisonment. The Homer Community School's Board of Education, reaffirms the position that a student is required to obey the established federal, state and local laws on school grounds as well as off. It also recognizes that schools are institutions created by society and are subject to the same laws as the rest of society. Since possession, use, distribution, or aiding in the distribution of narcotics and illegal drugs is expressly not permitted under the law, the Homer Community School's Board of Education charges school officials and school personnel to deal with persons breaking the law in or on school property, as well as those incidents which occur at any school related function. Students who are involved with illegal drugs or narcotics are defined as those who are involved in the following manner:

Those in possession of illegal drugs or narcotics

Those who use illegal drugs or narcotics

Those who distribute illegal drugs or narcotics

Those who aid in the distribution of any illegal drug or narcotic

The Homer Community School's Board of Education will extend to any person who needs help to overcome a drug or narcotic problem, the resources available within the school setting and the agencies available within the community which are able to provide the help needed. Look-alike drugs fall into this portion of the handbook.

The Board also recognizes the need for privacy and privileged information in dealing with persons attempting to overcome a drug or narcotic related problem.

The Homer Community School's Board of Education charges the building principal or his/her designated representative to institute proceedings against any persons involved in the distribution or aiding in the distribution of illegal drugs and narcotics within the school setting.

4.3.5 Firecrackers, Smoke Bombs, Etc. - Anyone in possession of or who causes a firecracker, smoke bomb, or other items of this type to be exploded in the building or on buses or school grounds; or who is in possession of or uses any other substance that can be damaging to school property or other students will be suspended immediately from school.

4.3.6 Student Behavior - Students are expected to behave in a manner that will be a credit to our school. Any form of embracing, kissing, cuddling, or other displays of affection will

not be tolerated. Conferences with the students and/or parents will be conducted if necessary. Second offenses will result in suspension.

WHEN WARRANTED, ANY FORM OF UNACCEPTABLE BEHAVIOR MAY BE REPORTED TO THE LEGAL AUTHORITIES.

#### SUSPENSION PROCEDURES/EXCLUSIONS FROM CLASS

- 4.4 Every effort should be made by the staff to solve disciplinary problems within the class setting and without excluding a student from school. If this cannot be done, exclusion may be necessary. Exclusion has been established for the benefit and convenience of the student. This is a room where the student will be assigned when he/she cannot or will not follow the rules of the class outlined. There are several reasons why the school has an exclusion plan.
- 4.4.1 It provides students with an opportunity to learn while they are in need of discipline.
- 4.4.2 It provides a place for the student to be disciplined that does not interfere with the learning of other students.
- 4.4.3 It keeps the student IN SCHOOL rather than sending him/her home for a period of time.
- 4.4 Exclusion From Class Procedure –  
Each building will develop an exclusion procedure in accordance with its discipline policy.
- 4.6 Non Classroom Disciplinary Procedure -  
Each building will develop a disciplinary procedure in accordance with its overall discipline policy.
- 4.6.1 Staff members include administrators, teachers, secretaries, aides, cooks, bus drivers, custodial and maintenance personnel.
- 4.6.2 Some sample offenses that may result in a write up are:
1. Defiance of authority
  2. Disorderly conduct
  3. Fighting
  4. Lack of respect
  5. Obscene and foul language and gestures
  6. Destruction or defacing of school property
  7. Unnecessary display of affection such as kissing and embracing
  8. Arson or theft
  9. Excessive noise
  10. Running in the building
  11. Littering in the building or on school property
  12. Any action that would cause a safety or health problem in the building
  13. Any violation of school rules and regulations
  14. Other, as defined in the building student handbook.
- 4.7 Suspension is defined as exclusion from school for up to ten (10) days.

Expulsion is defined as the permanent exclusion of a student from school. Expulsion shall be recommended by the administration and approved by the Board of Education.

Suspension means that a student is not permitted to attend classes, participate in, or attend any extracurricular activities, or be present on school grounds for a specified period of time.

4.7.1 In School Suspension -

An alternative to out of school suspension, wherein a student is housed separately from his/her peers and is required to do school work as assigned by the administration, is available for specific offenses.

4.7.2 Out of School Suspension -

An out of school suspension means a student is denied the opportunity to attend classes/school, participate in or attend any extracurricular activities.

4.8 The principal shall be responsible for documenting evidence to support any action of suspension as well as efforts to solve the problem. Such documentation shall be in writing.

4.9 Parents shall be informed and involved in any case of a student exhibiting a history of unacceptable conduct. Records of such involvement shall be maintained in the principal's office.

4.10 The authority of the Board of Education to authorize suspension and to make reasonable rules and regulations regarding discipline is granted in Sections 340.613 and 340.614 of the School Code. Section 340.613 authorizes suspension for the following reasons: Gross misbehavior, persistent disobedience, or habits or bodily conditions detrimental to the school.

4.11 On the basis of the status of present school law, the principals of Homer Community Schools are delegated the authority to temporarily suspend a student from school. In such actions the following procedures shall be adhered to:

4.11.1 A student shall be fully informed of the charges brought against him including the rationale for the action and the conditions of time and termination.

4.11.2 The building principal or his designated representative will make every attempt to immediately notify parents by telephone or personal contact if the student is to be suspended from school. Written notation of such contact shall be made in the student's cumulative file.

4.11.3 Verbal notification shall be followed by written communication to the parent or guardian stating the charges, reasons and conditions of the suspension. A copy of the letter shall be placed in the student's cumulative file.

4.11.4 The superintendent, or administrative officer designated by him/her, shall be notified as soon as possible of any suspension.

4.11.5 Parents shall be notified in writing of appeal procedures, which shall include:

- 4.11.5.1 Parents may request a conference with the principal. Such requests shall be made within the period of suspension. The principal shall affirm or modify the terms of his action. The principal's decision, in cases of suspension shall be final.
- 4.11.5.2 Within five (5) school days of the principal's decision the parents may appeal such decision to the superintendent of schools or his designee. The superintendent shall affirm or modify the decision of the principal within two (2) school days from hearing the appeal.
- 4.11.5.3 The superintendent's decision may be appealed to the board of education within five (5) school days of such decision.
- 4.11.5.4 The Board of Education shall schedule a hearing within ten (10) school days and shall notify the parents that said hearing shall be conducted under the following rules and procedures:
- 4.11.5.5 Written notice shall be given of the time, date and place of hearing.
- 4.11.5.4.2 An attorney or other advisor of their choosing may represent the student or parents.
- 4.11.5.4.3 Witnesses may be presented at the hearing and the student or his representative may question witnesses testifying against the student.
- 4.11.5.4.4 The hearing is not a court proceeding and court rules of evidence shall not be enforced at such hearing.
- 4.11.5.4.5 There may be present at the hearing the principal, the board of education's attorney and such resource persons as the president of the board of education deems essential to the proper adjudication of the case.
- 4.11.5.4.6 The board of education shall render a written opinion of its determination within two (2) school days from the date of the hearing. Such written opinion shall be forwarded to all parties concerned.

## 6 EXPULSION PROCEDURES

- 6.1 The superintendent shall make recommendation for the expulsion of a student from school to the board of education. Such action is generally taken upon recommendation of the principal. The principal's recommendation shall be communicated to the superintendent in writing signed by the principal and accompanied by documentation, except in cases stemming from extreme overt behavior it is expected that parental conferences would have been held at the building level prior to the expulsion recommendation. The following procedures shall be followed:
  - 6.1.1 The student shall be under suspension pending the recommendation of the superintendent to the board and pending the board's decision.
  - 6.1.2 The superintendent's recommendation to the board shall be in writing. It shall include the essential elements which form the basis of the charge. A copy of the recommendation shall be transmitted to the parent or guardian of the student being considered for expulsion.
  - 6.1.3 The board of education shall set the date, time and place of the hearing and shall transmit written notice of the same to the parent's or guardian at least five (5) school days before the date of the hearing.



6.1.4 The hearing procedure shall follow what is set forth in the section under suspension.

## 7 GRIEVANCE PROCEDURE FOR STUDENT AND PARENTS

7.1 The Board of Education of the Homer Community Schools declares that disruption, vandalism, nor disobedience of lawful authority can be permitted under any circumstance by students who fall under the Board of Education's jurisdiction.

7.2 Contempt for lawful procedure and for the rights of others is directly contrary to the philosophy of this school district.

7.3 To guarantee the full rights of citizenship as delineated in the Constitution and its amendments and to provide for an orderly method of resolving grievances, the following policy is hereby established and adopted.

7.3.1 Whenever any student alleges that he is aggrieved by reason of application as to him of any administrative rule, regulation, or order, or of an order of any teacher, or other administrative officer in this school system; or whenever any student feels that there are deficiencies in existence in the school system which require remedial action, he shall proceed in the manner hereinafter set forth.

7.3.2 A grievance shall be reduced to writing and shall set forth with particularity:

7.3.2.1 The specific nature of the grievance or the matter allegedly requiring remedial action.

7.3.2.2 The respect in which it is alleged the student has been adversely affected.

7.3.2.3 The relief desired by the student.

7.3.2.4 The reason why the student feels he is entitled to the relief sought.

7.3.2.5 Whether or not, in the opinion of the student, other students are similarly affected adversely, and if so, what group or groups of students.

7.3.3 One copy of the grievance shall be delivered to the school principal and one copy shall be forwarded to the Superintendent of Schools. If the grievance is against a teacher, a copy of said grievance shall also be served upon the teacher at the same time as service is made upon the school principal and superintendent. If the grievance is against the school principal, then a copy of same shall be forwarded to the superintendent. There shall be no publicity released in connection with the filing of a grievance until such time as there shall have been an opportunity for a full and fair hearing as hereinafter set forth.

7.3.4 Within five (5) days after receipt of the written grievance, the principal shall arrange for a hearing at which there shall be present the aggrieved student the aggrieved student's parent or guardian if necessary, and the teacher, if a teacher is involved. Where the grievance purports to be filed on behalf of a group of students, they may designate one spokesman for the group.

7.3.5 Within five (5) days after the hearing, the principal shall in writing, make a determination and recommendation and shall forward copies thereof to the superintendent of schools, the aggrieved student, and where applicable, to the teacher.

- 7.3.6 If the aggrieved student is dissatisfied with the determination and recommendations of the principal, he shall, within three (3) days of receipt of said report, set forth in writing, his reasons for disagreement and shall furnish copies of said to the principal and to the superintendent.
- 7.3.7 Upon receipt of the report from the principal together with any objection thereto, the superintendent shall, if within the scope of his authority, make a final determination or, in the event it is a matter on which the Board of Education is required to act, he shall make his recommendations to the Board in writing within three (3) days of receipt of the writing herein above referred to. Copies of all his determinations or recommendations shall be given to all parties who have appeared in the proceedings.
- 7.3.8 Any party who has participated in the proceedings and who is dissatisfied with the determination or recommendations of the superintendent shall have the right to request a hearing before the Board of Education provided such a request is filed in writing with the Secretary of the Board no later than five (5) days from the date of receipt of the determination and recommendations of the superintendent.
- 7.3.9 Upon receipt of such a request, and after consultation with the Board, the Secretary shall notify all parties of a hearing date-
- 7.3.10 Whenever any parent or parents of any student has any grievance concerning his/her child or children or desire to be heard with reference to deficiencies alleged to exist in the school system, he shall reduce same to writing following whenever applicable, the provisions of Section 7.3.2 above, and shall forward said grievance to the principal of the school attended by his/her child or children.
- 7.3.11 Upon receipt of a grievance, the principal shall arrange for a meeting with the parent or parents, and shall discuss the grievance fully with them. If the grievance involves a teacher, the principal shall summon the teacher to the meeting after first having given to said teacher a copy of the alleged grievance.
- 7.3.12 The procedure to be followed after said meeting shall be similar to that set forth in the above paragraphs.
- 7.3.13 Whenever a charge is made against a teacher, the teacher shall have the right at every stage of the proceedings to be represented by an attorney or by a representative of the Homer Education Association.
- 7.3.14 Whenever the Board shall be called upon to act in connection with the processing of any grievance or recommendations in accordance with the provisions herein above set forth, it shall forward to all parties who have participated at any stage of the proceedings a written statement of its determination.
- 7.3.15 In its deliberations the Board may call such witnesses and experts as in its judgment may be necessary to aid it in coming to a resolution of the matters submitted to it.
- 7.3.16 The action of the Board shall be binding on all parties.
- 7.3.17 The invocation of the procedure herinbefore set forth shall not relieve an aggrieved individual of the responsibility of complying with any order which may have been issued unless the carrying out of said order shall have been stayed by the Superintendent of Schools or by direction of the Board of Education.
- 7.3.18 Filing a grievance shall not be a basis for punitive action.

7.3.19 A sample form for the grievance procedure is found in the appendix.

## 8 STUDENT/PARENT/BUS DRIVER RESPONSIBILITIES

### 8.1 STUDENT RESPONSIBILITIES

- 8.1.1 To sit in the seat assigned by the driver and to keep from moving around while the bus is in motion.
- 8.1.2 To observe classroom conduct (except for normal conversation) while getting on or off and while riding the bus.
- 8.1.3 To obey the driver respectfully. Bus drivers are responsible for all students on their bus and must be obeyed at all times.
- 8.1.4 To not throw articles of any kind on the bus. It is very dangerous and will not be tolerated.
- 8.1.5 To be in the place designated both morning and evening; ready to board the bus at the time shown on the schedule in the bus. The driver is responsible for being on time and cannot wait for tardy students.
- 8.1.6 To stay off the traveled roadway at all times while waiting for the bus.
- 8.1.7 To wait until the bus has come to a stop before attempting to get on or off.
- 8.1.8 To ride assigned buses to and from the school and not leave the bus without the permission of the driver.
- 8.1.9 To enter or leave the bus by the front door only, except in an emergency.
- 8.1.10 To travel across any highway after leaving the bus, in the following manner.
  - 8.1.10.1 Make certain bus is fully stopped.
  - 8.1.10.2 Once outside, go to the front of the bus within sight of the driver and wait for the driver to signal.
  - 8.1.10.3 Upon signal from the driver, look both ways and proceed across the highway in front of the bus.
  - 8.1.10.4 Walk -do not run- when crossing the highway.
  - 8.1.10.5 Keep hands and head inside the bus at all times.
  - 8.1.10.6 To be extremely quiet at all railroad crossings. Absolutely no noise at this time.
  - 8.1.10.7 Students will be assigned regular seats and will be held responsible for the area in which they sit.
- 8.1.11 Any violation of above responsibilities will be handled in the following manner.

- 8.1.11.1 1st Violation - Student will be given a written warning or may be suspended from riding the bus for up to 3 days or more depending on the violation.
- 8.1.11.2 2nd Violation - Student may be suspended from riding the bus for up to 1 week or more depending on the violation.
- 8.1.11.3 3rd Violation - Student may be suspended from riding the bus for the remainder of the school semester or more, depending on the violation.
- 8.1.12 Use or possession of tobacco in any form is not permitted on any bus at any time. Violation comes under board policy.
- 8.1.13 All Board of Education policies are in effect at all times on all school busses.

## 8.2 RESPONSIBILITIES OF THE PARENTS

- 8.2.1 To control and insure that their children arrive at the bus stop on time in the morning.
- 8.2.2 To provide necessary protection of their children when going to and from the bus stops.
- 8.2.3 To accept joint responsibility with the school authorities for the proper conduct of their children.
- 8.2.4 To make reasonable efforts to understand and cooperate with those responsible for pupil transportation.

Reminder to Parents: Riding a school bus to school is a privilege, not a law. If your child is suspended from riding the bus, it is your responsibility to see that the child is in school.

## 8.3 Responsibility of the School Bus Driver

- 8.3.1 To study and observe all laws and regulations state, county and local; relating to the service of transportation.
- 8.3.2 To maintain proper certification, as required by state law.
- 8.3.3 To be clean and neat in appearance, to refrain from use of tobacco while on duty, to use no profane language in the presence of school children, and at no time to be under the influence of intoxicating liquor, illegal drugs, or prescribed medication that may hamper his/her ability to function optimally.
- 8.3.4 To attend and participate in conference and training classes for school bus drivers and to be familiar with traffic laws and driving skills.
- 8.3.5 To master the principles of first aid and to be prepared to give, at any time, emergency treatment to anyone injured in or because of a school bus accident.
- 8.3.6 To maintain order and discipline on the part of every pupil passenger.
- 8.3.7 To assign seats as the school principal, superintendent, or supervisor of transportation may direct. If authority is delegated to the bus driver, it is his duty to seat pupils so as to produce the least confusion in loading and unloading pupils.
- 8.3.8 To permit a child to leave a bus only at a regular stop except upon approved written request of parents or direction of the school authority.

- 8.3.9 To supervise the activities of children leaving the bus until they have crossed the highway in safety or are otherwise not subject to hazards.
- 8.3.10 To have children pass in front of the bus when leaving bus and crossing highway.
- 8.3.11 To prevent children from hitching on bus when skating, riding bicycles, etc.
- 8.3.12 To observe that all children are in their seats before bus has started.
- 8.3.13 To be considerate of other motorists and reduce speed or otherwise afford the opportunity for other vehicles to pass so that a long line of vehicles will not accumulate at the rear of the bus.
- 8.3.14 To stop the school bus or turn it around on the highway only at points where it can be seen at least 400 feet by traffic approaching from either direction.
- 8.3.15 To drive the bus 100 feet behind preceding bus when leaving school grounds.
- 8.3.16 To use the bus, if publicly owned or leased by the school, only to transport children to and from school except on specific instruction from the superintendent of schools or board of education.
- 8.3.17 To refrain from transporting in school bus, whether privately or public-owned, anything which would make bus objectionable for school use.
- 8.3.18 To prepare an accident report immediately after every accident involving the bus or school bus passengers.
- 8.3.19 To observe the provisions of the school bus stop law and other provisions of the Michigan Vehicle Code.

## 9 STUDENT LOCKER POLICY

- 9.1 The Homer Community School's Board of Education provides lockers and locker space for student use. Based upon the authority inherent in its position, the Board of Education retains exclusive control of all lockers within the school system and provides their use by students based upon the following conditions:
  - 9.1.1 Lockers are to be used exclusively for the storage of books, school equipment and supplies and personal clothing.
  - 9.1.2 Locker assignment does not include the right to fundamentally alter or change the original structure of the locker. Any damage to a locker becomes the responsibility of the person or persons assigned to said locker.
  - 9.1.3 The use of a school locker for the storage of illegal or dangerous materials grounds for suspension and possible expulsion.
  - 9.1.4 School books, materials, and equipment stored in a locker are to be identified as to ownership.
  - 9.1.5 School authorities reserve the right to conduct periodic locker checks for the purpose of recovering library books, band instruments and other school property.

9.1.6 School authorities may exercise plenary authority to inspect lockers when there is a reasonable suspicion that something of an illegal or inappropriate nature may be secreted there.

9.1.7 The student exercises control of his locker by other students but not by the school and its officials.

## 10 STUDENT EXPRESSION THROUGH PRODUCTION OR DISTRIBUTION OF PRINTED MATERIAL POLICY

10.1 It shall be the policy of the Homer Community School District to recognize and protect the rights of student expression, and to balance these rights with the interests of an orderly and efficient educational process and of a school environment suitable for the healthy growth and development on behalf of any other interests.

10.2 The school shall assume no responsibility for the contents of any written material produced, posted, circulated or other-wise distributed, or of student conduct, taken in accordance with this policy insofar as such matter or conduct may relate to any interests other than those of an orderly and efficient educational process and proper school environments.

10.3 In order to protect the educational process and school environment, printed material produced or distributed within the confines of school district property shall meet the following criteria:

10.3.1 Material shall be noncommercial except for approved yearbook and school newspaper.

10.3.2 Material shall not contain libelous or obscene language.

10.3.3 Material shall not advocate illegal actions.

10.3.4 Material shall not contain false statements or innuendoes that would subject any person to hatred, ridicule, contempt or injury of reputation.

10.3.5 Material will not imminently threaten to disrupt the educational process of the school.

10.3.6 Material shall not invade the lawful rights of others.

10.3.7 Material shall not advocate action that would endanger the health or safety of students.

10.3.8 Material published, posted, or otherwise distributed shall bear the name of at least two (2) students principally involved in the promotion of this material, and when applicable, the name of the sponsoring organization or group.

10.3.9 Material, except for approved yearbook and school newspaper, may not be sold on school property, nor can material which seeks a donation or solicits funds be circulated.

10.3.10 Distributors of materials will be held responsible for cleaning up litter caused by such distribution.

10.4 Procedures for the distribution of printed materials:

10.4.1 Prior to the distribution of materials the principal and the student or group of students shall cooperatively establish the time, manner, and place of distribution of material.

- 10.4.2 The principal may state at this time whether or not the material in his/her judgment, meets the above criteria, including proper spelling and grammar.
- 10.4.3 The principal may establish an advisory council composed of staff, students and parents to advise him/her on the above matters, and to assist in establishing appropriate times, places, and manner of production or distribution.
- 10.4.4 The principal or his/her designated representative may remove posted material that does not meet the above criteria. In the event this is done a statement will be issued through the principal stating the reason this was removed.
- 10.4.5 It shall be the duty and responsibility of the principal to interpret and enforce this policy and the resultant procedures and to take appropriate action if violations occur.
- 10.4.6 A student, or student group, who believes that his/her/their constitutional rights have been infringed upon, may appeal the case through the Grievance Procedure for Students and Parents. During the appeal period, the student, or student group, must abide by the decision of the principal.
- 10.4.7 Violations of this policy and the duty constituted procedures of implementation and administrative decision pursuant thereof may subject the student to discipline including suspension or expulsion, in accordance with the authority of the Board of Education.
- 10.4.8 Subject to the policies and procedures outlined above, the following means of written expression and distribution of printed materials are available to those students or groups who wish to make use of them.
  - 10.4.8.1 Newspapers and magazines, pamphlets and leaflets-either official publications or independently produced publication.
  - 10.4.8.2 Bulletin Boards.
  - 10.4.8.3 Literature tables.
  - 10.4.8.4 Others as mutually agreed to by the principal or his designated representative and the students concerned.

## 11 STUDENT RECORDS POLICY

- 11.1 The Homer Community School's Board of Education supports the need for and usefulness of educational records being kept for each pupil which will reflect interrelationships of the physical, emotional, and social aspects of a child's development in the educational process.
- 11.2 The school board supports the students, parents, and related other agencies and professional personnel's "right to know" the recorded information in circumstances deemed advisable by the administration. For example, a prospective employer generally wants information regarding the student's academic record, attendance and tardiness record.
- 11.3 The need for regulations governing the collection, dissemination, and general development of such regulations is a recognized responsibility of the superintendent who will seek advice from the professional staff.

- 11.4 Cumulative academic record shall be maintained for each pupil from his/her entrance into Homer Community Schools through the twelfth grade. The records of each student are generally reviewed periodically by school officials.
- 11.5 All material in each cumulative record shall be as objective as possible and treated as confidential.
- 11.6 All anecdotal reports being placed in a student's cumulative file should be signed by the student or approved by an administrator before being placed in the cumulative file.
- 11.7 Information about a pupil demands Judicious use and shall always be used so as to contribute to his welfare. Upon the request of a pupil's parents, all tests will be translated into meaningful terms for their benefits, and emphasis will be placed upon the relationships of all known factors influencing the educational development of the pupil.
- 11.8 Individual pupil responses to surveys or questionnaires administered to secure statistical group, school, or school system data useful in program improvement shall be anonymous and not made part of each pupil's record. If, in the opinion of the administration, topics to be so investigated are so sensitive as to constitute an invasion of privacy even under conditions of anonymity, individual consent should be required.

## 12 AGE OF MAJORITY POLICY

- 12.1 The Board of Education recognizes that when a student reaches the age of majority, he/she is afforded all of the rights and privileges of adulthood.

It is imperative that the student who reaches this status recognizes that with age of majority legislation the schools have been given the right to set up reasonable rules regarding their operation. The Michigan legislature, recognizing the possibility of conflict between 18 year olds who are still in attendance at a school and the school policy of operation, spelled out the school's rights explicitly in the Michigan School Law, Sec. 340.614, MSA 15-3614, stating "it can be stated unequivocally that rules may be made by the state, local boards of education, teachers and principals, and these may be enforced reasonably against all who are in the school setting, below or above the age of 18, with regard to surrounding circumstances... These rules may be relative to anything whatever necessary for the proper establishment, maintenance, management and carrying on of the public schools of each district, including regulations relative to the conduct of pupils. A student attending school, regardless of age, is covered by school board policies which have been officially adopted and published. An eighteen-year-old student's responsibility to the school does not change upon reaching the age of majority.

## 13 STUDENT GROOMING AND DRESS POLICY

- 13.1 The manner in which a student grooms or dresses should be based upon and initiated within the acceptable standards of the home. Parents are responsible for the inculcation of the standards of good grooming and acceptable dress within their children. The school regulations will be brought into play only when a student's appearance does in fact cause a disruption to the educational process or constitute a threat to the student's safety or welfare.

## 14 ATTENDANCE

We believe that obtaining an education is a major requirement of good citizenship in our society. Attending classes is essential for the educational progress of a student toward his potential. It is the responsibility of the student and his or her parents to ensure that



students receive the training the taxpayer is purchasing. There are few circumstances that merit absence from school.

14.1 Listed below is the Homer Community School board of Education Policy on attendance:

14.1.1 State of Michigan Law

"Regardless of the grade level attained, parents and guardians are required to send every child between six (6) and sixteen (16) to school for the entire year, attendance must be continuous.." (School Code 340.731)

14.1.2 Excused Absences - Students are expected to be present and punctual for all classes throughout the year. Illness, death in the family, and an emergency within the family should be the only reasons considered satisfactory for absence from school. Absences must be explained by a note from parents brought to the High School office when you return to school. The excuse must be dated and must indicate the dates and reason for the absence. Absence as a result of an appointment with a doctor or dentist must be explained with a slip from the dentist or doctor's office. (Eighteen-year-olds must also follow this policy.)

Any admit slip must be obtained from the office for each absence from a class before returning to class. Students must make up all work to receive full credit for their work. It is, however, the student's responsibility to see that the work is completed within the teacher's assigned due dates. Missed class assignments will be made up on the student's own time.

14.1.3 Unexcused Absences - These are absences that are needless. They also apply to the student who has taken the liberty of leaving school without reporting to the office. Beauty parlor appointments, haircuts, babysitting, and working away from home for hire are examples of unexcused absences. Students will receive an "E" in all classes missed. An unexcused absence will be issued to those who fail to bring a written excuse for a previous absence.

14.1.4 Skipping- Skipping of any sort will result in the student's suspension from school until the parents confer with the building principal and appropriate, individual disciplinary action can be decided upon. Students should not anticipate any "second chances." Suspension action will become effective at 2:52 p.m. the day the student is notified. Students will hand-carry the suspension notice to the parent. Parents will also be called.

Skipping (defined) - We consider skipping as staying out of school without specific knowledge and/or permission of both the parents and school.

14.2 Students who have accumulated twelve (12) or more absences from any class, excused or unexcused, per semester will not be given credit, unless the student and the parent have worked out a program with the teacher and principal. Students subject to compulsory attendance laws will be petitioned into probate court for excessive absences. Students beyond the age of compulsory attendance will be dropped from the school's rolls after ten (10) consecutive absences unless specific arrangements for continued enrollment have been made previously with the principal.

14.3 Specific building attendance procedures are found in the student handbooks.

## 15 LAW ENFORCEMENT AGENCIES AND THE SCHOOL POLICY

15.1 The Homer Community School's Board of Education declares that the primary duty and responsibility of the school is to educate the child, not to serve as a parent for the student.

- 15.2 Based upon this statement, the Homer Community School's Board of Education asserts the following:
- 15.2.1 A co-operative effort shall be maintained between the law enforcement agencies and the school. The building principal shall be the spokesman for his/her building in these matters.
- 15.2.2 It is paramount that the rights of the school, the home, civil authorities and the individual are clearly understood and protected at all times.
- 15.2.3 Requests by law enforcement officers to interrogate a student while the student is in school must imply a reasonable assurance by the officer that the matter is of such immediate concern that it would justify interrupting school routine.
- 15.2.4 In case of no immediate concern, law enforcement officers should delay interrogation to hours when school isn't in session and when the child's parent or parents can be present.

## 16 EXTRA-CURRICULAR PARTICIPATION

- 16.1 "Students are encouraged to broaden their educational experience by participating in extra-curricular activities provided by the Board of Education. These extra-curricular activities vary in the expectations required of participating students, but they have established minimum criteria and standards which a member must meet in order to remain in good standing. Each activity will have established certain written expectations which shall be provided to all students who apply for membership.

## 17 HOMER COMMUNITY SCHOOLS NOTICE TO THE PUBLIC REGARDING NON-DISCRIMINATORY GENDER POLICY

- 17.1 Title IX of the Education Amendments of 1972, of the United States Congress specifically states:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance..." with certain exceptions.

It shall be the policy of the Homer Community School to comply fully with Title DC under guidelines adopted by the Department of Health, Education, and Welfare and approved by the President of the United States and the United States Congress.

The Board of Education, the administration, and the staff of Homer Community School will seek to take whatever rules and policy steps may be necessary to eliminate discrimination on the basis of sex in all education programs, curricular and extra-curricular activities, and employment practices which come under the regulations of Title IX.

All students shall have an equal opportunity to participate in and benefit from all academic and extra-curricular activities and service; and thus it will be a violation of policy for the district, board, administration, teachers, or other staff to discriminate against students on the basis of sex in disciplinary actions, entitlement and provision of services, selection of courses or programs, counseling services, physical education and athletics, or treatment on the basis of marital or parental status, including pregnancy.

18 LEGAL BASIS FOR SCHOOL DISCIPLINE POLICIES

18.1 340.613 Same; expulsion of pupils; physically or mentally handicapped

Section 613 The Board may authorize or order the suspension or expulsion from school of any pupil guilty of gross misdemeanor or persistent disobedience, or one having habits or bodily conditions detrimental to the school, whenever in its judgment the interests of the school may demand it: Provided, that except in a case in which the parent or legal guardian of a child refuses to have the child medically or clinically examined, no child may be expelled or suspended from school upon the basis of physical handicap unless the Board has obtained a statement from a physician that the child is so physically handicapped that he should not attend school, or on the basis of mental handicap unless the Board has obtained a statement from a psychiatrist or a child center or clinic or the appropriate agency approved by the superintendent of Public instruction that the child is incapable of benefiting from public school attendance.

18.2 340.614 Same; other dates, rules, safety of pupils in attendance or enroute to or from school

Section 614 Every Board shall have the authority to make reasonable rules and regulations relative to anything whatever necessary for the proper establishment, maintenance, management and carrying on of the public schools of such district, including regulations relative to the conduct of pupils concerning their safety while in attendance at school or enroute to and from school.

18.3 340.731 Compulsory attendance at school

Section 731 except as provided in section 732 and subject to the provisions of subsection (b), every parent, guardian or other person in this state, having control and charge of any child between the ages of 6 and 16 years, shall send such child to the public schools during the entire school year, and such attendance shall be continuous and consecutive for the school year fixed by the district in which such child is enrolled.

In school districts which maintain school during the entire year and in which the school year is divided into quarters, no child shall be compelled to attend the public schools more than 3 quarters in any one year; but a child shall not be absent for any 2 consecutive quarters.

18.4 340.755 Physical force to take possession of dangerous weapons from pupils Section 755 Any teacher, principal, or superintendent may use force as may be necessary to take possession from any pupil of any dangerous weapon carried by law.

18.5 340.756 Physical force to maintain proper discipline over pupils

Section 756 Any teacher, principal, or superintendent may use such physical force as is necessary on the person of any pupils for the purpose of maintaining proper discipline over the pupil's attendance at any school.

History: Add. 1964, p. 595, Act 290. Eff. Aug. 28.

18.6 340.757 Liability for use of physical force; gross abuse

Section 757 No teacher, principal, or superintendent shall be liable to any pupil, his parent or guardian in any civil action for the use of physical force on the person of any pupil for the purpose prescribed in sections 755 and 756 of this act, as amended, except in case of gross abuse and disregard for the health and safety of the pupil.

History: Add. 1964, p. 595, Act 290, Eff. Aug. 28

18.7 340.921 Fraternities, sororities, secret societies; definitions; declaration of illegibility

Section 921 It shall be unlawful for any pupil of the elementary school and the secondary school of the public schools or any other public school of the state comprising one or all of the 12 grades in any manner to organize, join or belong to any high school fraternity, sorority or secret society as contemplated by this act, is hereby defined to be any organization whose active membership is composed wholly or in part of pupils of the public schools of this state and perpetuating itself by taking in addition members from the pupils enrolled in the public schools on the basis of the decision of its membership, rather than upon the right of any pupil who is qualified by the rules of the school to be a member of and take part in any class or group exercises designated and classified according to sex, subjects required by the course of study, or program of school activities fostered and promoted by the board and superintendent of schools and by the board and county superintendent of schools not employing a superintendent of schools. Every such fraternity, sorority and secret society as herein defined is declared an obstruction to education, inimical to the public welfare and illegal.

18.8 340.922 Same; prohibition by board; expulsion of pupils

Section 922 It shall be the duty of each board to prohibit the organization or operation of such fraternity, sorority or other secret society within the school system over which it has jurisdiction and it may suspend or expel from the school or schools under its control any and all pupils who shall be or remain members of, or who shall join or promise to join, or be pledged to join, any public school fraternity, sorority or secret society declared by section 921 hereof to be illegal.

18.9 25.281 Cigarettes; furnishing to minor, penalty. Section I

Any person within this state who sells, gives to, or in any way furnished any cigarettes in any form to any person under eighteen (18) years of age shall be punished by fine not to exceed fifty (50) dollars or imprisonment in the county jail for not to exceed thirty (30) days for each offense.

18.10 25.282 Same; use by minor in public; penalty, Section 2

Any person under eighteen (18) years of age who shall smoke or use cigarettes in any form, on any public highway, street, alley, park or other lands used for public purposes or in any public place of business or amusement, may be arrested by any officer of the law, who may be cognizant of such offense; and further, it shall be the duty of such officer upon complaint of any person and upon warrant

properly issued to arrest such offenders and take them to the proper court. In case the offender is found guilty the court may impose a penalty in its discretion in the sum of not to exceed ten (10) dollars or imprisonment in the county jail not to exceed five (5) days for each offense.

# STUDENT GRIEVANCE PROCEDURE FORM

Student's Name: \_\_\_\_\_

Date: \_\_\_\_\_

1. State your complaint as completely as possible:
  
  
  
  
  
  
  
  
  
  
2. How did this action hurt you as a person?
  
  
  
  
  
  
  
  
  
  
3. What solution would you suggest?
  
  
  
  
  
  
  
  
  
  
4. Why do you feel this is a good solution?
  
  
  
  
  
  
  
  
  
  
5. Do you know of any other students who have the same complaint?

\_\_\_\_\_  
Student Signature

Dear Parent/Guardian:

Please sign below indicating that you have read and understand the Rights and Responsibilities Handbook.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Parent/Guardian Signature