

SEITZ MIDDLE SCHOOL

17800 Kennebec
Riverview, MI 48193
Telephone: 734-285-2043
Fax: 734-285-6649

OFFICE HOURS:	7:15 – 3:45 p.m. M-F
SCHOOL HOURS:	8:05 – 2:56 p.m.
SCHOOL NICKNAME:	PIRATES
SCHOOL COLORS:	MAROON/GOLD
Principal:	Ms. Nicole Munoz
Assistant Principal:	Mrs. Gianina Meli
Counselors:	Mrs. Bernadette Seim-Barnes Mrs. Bonnie Lopez
Secretarie(s):	Mrs. Teresa Zolynsky Mrs. Sharon Mathews
Special Services:	Mr. Howard Berlin
Social Worker:	Mrs. Leah Symons

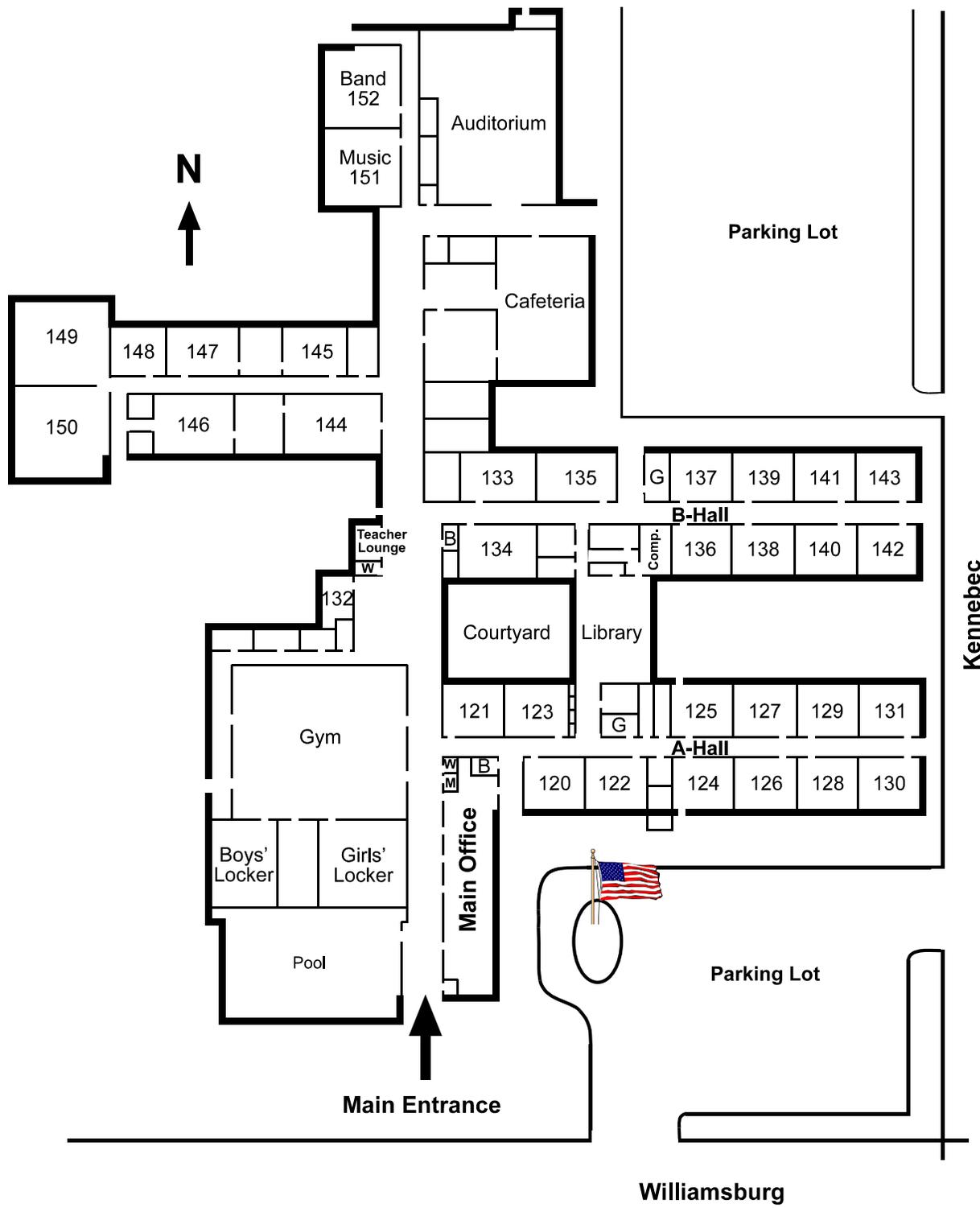
BOARD OF EDUCATION

13425 Colvin
Riverview, MI 48193
734-285-9660

Superintendent:	Mr. Russell Pickell
Director of Curriculum & Grants:	Mrs. Nancy Holloway
Director of Business & Finance:	Mr. Lonnie Draper

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Seitz Middle School
17800 Kennebec
285-2043

SEITZ MIDDLE SCHOOL
STUDENT CODE OF CONDUCT

2016-2017

PHILOSOPHY

Good discipline should always be considered in terms of helping the learner to grow, rather than as punishment; of helping the learner change unacceptable behavior into acceptable conduct, *Espirit de corps*, positive interpersonal relationships—these are all characteristics of discipline in the truest sense of the term. Respect for both individual rights and for the rights of the group are basic elements of discipline.

Discipline should emphasize humanitarian principles and ideals such as justice and equality. It should recognize the rights, worth and dignity of every human being. The aim of discipline should be to help individuals toward the development of self-discipline.

The schools have an obligation to the community and to the students who attend to provide an environment conducive to learning. Good discipline and an orderly setting are essential in the school and must preserve the integrity of the learning environment. Every student and every member of the school staff has the right to expect that any place on the school premises be in an atmosphere, which is orderly and safe.

Seitz Middle School participates in a school-wide Positive Behavioral Interventions & Supports (PBIS), which is a proactive, team-based framework for creating and sustaining safe and effective schools. Emphasis is placed on prevention of problem behavior, development of pro-social skills, and the use of data-based problem solving for addressing existing behavior concerns. PBIS increases the capacity of schools to educate all students utilizing research-based school-wide, classroom, and individualized interventions.

The purpose of this Student Code of Conduct is to help students develop respect for the rights and properties of others, develop self-discipline, learn to interact with fellow students and prepare to assume the responsibilities of good citizenship when they leave school. The Code is a list of violations and the consequences that will be imposed by an administrator should students commit the violations. The Code also includes an appeal process to be used if students or parents are dissatisfied with the action taken. It is the obligation of all students and parents to read the Code of Conduct.

The classroom atmosphere must be one in which students can learn effectively and teachers can teach effectively. If a student interrupts the instructional process, the teacher will make every effort to resolve the problem by following TIER I PBIS interventions. However, if the problem persists, the teacher will refer the student to TIER II and/or the assistant principal. If a federal, state or local law is broken, the incident and student will be reported to the appropriate authorities.

All school personnel (teachers, administrators, custodians, secretaries, lunchroom supervisors, bus drivers, athletic event personnel, coaches, and group sponsors, etc.) have the right to initiate disciplinary action as stated in this document at any sanctioned school activity, even if not located within the Riverview Community School District. Teachers and other authorized school employees may remove a student from a class or other activity and send the student to the office. Lockers and parking lots are school property and are subject to searches at any time for any reason. This includes the use of detection dogs.

The following are guidelines for most disciplinary actions. The administrator has the option to repeat any step if appropriate. The administrator reserves the right to limit the number of in-school suspensions that a student may serve; the administrator may also assign either ISS or OSS at their discretion. A flagrant violation may result in a penalty greater than the guidelines.

The Code of Student Conduct is in force:

1. While students go to or from school at any time (including lunch).
2. On any school district property at any time.
3. At all school-sponsored or approved events or activities on or off campus.
4. On a school bus for any purpose
5. With respect to any misconduct toward any school employee or damage to his/her property, whether on or off school premises.
6. With respect to any off-campus misconduct of a serious and/or criminal nature, which poses a likelihood of danger to the health (physical or emotional) or welfare of students or district personnel (i.e., selling drugs off-campus), or which reasonably makes the continued presence of the student in the school disruptive to the educational process (i.e., committing vicious crime off-campus).

A student who has engaged in misconduct resulting in expulsion or long-term suspension in another school system, public or private, or who is alleged by school authorities to have engaged in misconduct in another school system, but who has withdrawn from said school system before such misconduct was established by an appropriate hearing, which misconduct, if true, is of sufficient gravity to pose a threat to the health or welfare of students or district personnel, may be subject to suspension or expulsion where such misconduct has been established in a hearing before the superintendent of his/her designee.

TYPES OF DISCIPLINARY ACTION

1. WARNING:
 1. Either verbal and/or written notification sent to parents.
2. LUNCH DETENTION:
 1. Used for minor offenses; notification given to student and written copy sent home. If students miss a lunch detention, they will be assigned a one-hour detention.
3. MORNING DETENTION (7AM – 8AM):
 1. Notification given to student and written copy sent home. If students at Seitz Middle School miss detention, they will be assigned ISS. A student can be placed in ISS a total of 1 time per school year for missing detention. If a call is received by administration from the parents and the reason merits a rescheduling of detention, there will be no penalty. Only two changes per year are allowed. Calls or notes to reschedule the detention must be present by 8:00 a.m. on the day after the scheduled detention when the student returns to school.
4. SEITZ COMMUNITY SERVICE TIME:

Students will be assigned to SEITZ COMMUNITY SERVICE TIME as an alternative to infractions of the Student Code of Conduct. The benefits of Community Service time are keeping students in the classroom rather than suspending them out-of-school, and enhancing the visible image of the school and its grounds.
5. LOSS OF PRIVILEGES: Staff determined list (Examples: after-school clubs, fun activity days on half days, dances, talent show, sporting events, etc.)
6. ISS - IN SCHOOL SUSPENSION:
 1. Students are given explanation of offense and penalty. Parents are called. Students are to be in ISS from 8:05 until 2:56 each day assigned. They are to complete work in all classes and will receive credit for completed work. If students do not bring work they will be assigned work by the ISS supervisor. Any student removed from ISS will be sent home (OSS) and given additional ISS or OSS at the discretion of the administrator. Students who arrive late for ISS will be given additional ISS. Suspended students are not allowed to participate in school events and extracurricular activities during the suspension.
7. SHORT-TERM SUSPENSION
 - A. Definition - A short-term suspension is the denial of a student's right to attend school, be present on school grounds, and attend any school function for a period ranging from one to ten school days.
 - B. Authority - A principal or designee (hereafter "Building Administrator") has the authority to impose a short-term suspension based upon misconduct.
 - C. Procedures
 1. A suspension may be imposed by a building administrator following an informal hearing involving the administrator and the student in which the student is advised of the misconduct with which he/she is charged and the evidence supporting the charge and is given an opportunity to present his/her version of the alleged incident(s).
 2. At the discretion of the building administrator, other persons may be permitted to attend the hearing or otherwise provide information, which will tend to assist in the resolution of the charge.

3. Where, upon the conclusion of such informal hearing, the building administrator determines that the student has not engaged in misconduct, the charge shall be dismissed and all documents reflecting the charge, if any, shall be removed from the student's records
 4. Where, upon the conclusion of such informal hearing, the building administrator determines that the student has engaged in misconduct, an appropriate suspension not to exceed ten (10) school days may be imposed upon the student by the building administrator.
 5. Telephone or letter of the student's suspension and the reasons will notify parents therefore.
8. TARGETED SUSPENSION
- A. Students will be suspended for specific classroom hours.

D. Appeal Procedures

1. Should the student and parent or guardian request a review for the student regarding the suspension, that review shall be held before the building principal.
2. A review at the building level shall be held within three (3) school days of the suspension. A delay may be granted for as long as one week. If a review hearing does not occur within a week, the disciplinary action will go into effect. Special circumstances will be handled at the discretion of the administrator.
3. The building principal is the final level of appeal on short-term suspensions, except in cases where the principal was the suspending administrator or a witness against the student. In such cases, the appeal shall be directed to the Director of Curriculum, whose decision shall be final.

2. LONG-TERM SUSPENSION AND EXPULSION

- A. **Definition** - A long-term suspension is the denial of a student's right to attend school, be present on school grounds, and attend any school function for a period in excess of ten (10) school days. **AN EXPULSION IS THE TOTAL AND PERMANENT EXCLUSION OF A STUDENT FROM THE RIVERVIEW COMMUNITY SCHOOLS**
- B. **Authority** - The Superintendent/designee has the authority to impose a long-term suspension based upon misconduct, **AND IS THE BOARD'S DESIGNEE TO HEAR AND DETERMINE MATTERS OF EXPULSION.**
- C. **Procedures**
 1. A long-term suspension **OR EXPULSION** may be recommended to the Superintendent/designee by a building administrator following an investigation of charges of misconduct by a student and an offer to the student and his/her parents or guardians of an informal hearing involving the administrator and the student, in which the student shall be advised of the misconduct with which he/she is charged, and is given the opportunity to present his/her version of the alleged incident(s). At the discretion of the building administrator, other persons may be permitted to attend the hearing or otherwise provide information, which will tend to assist in the resolution of the charges.
 2. Where, upon the conclusion of an investigation of the charges by the building administrator and upon the conclusion of an informal hearing, if requested, the building administrator determines that the student has not engaged in misconduct, the charges shall be dismissed and all documents reflecting same, if any, shall be removed from the appropriate academic records of the student.
 3. Where, upon the conclusion of an investigation of the charges by the building administrator and upon the conclusion of an informal hearing, if requested, the building administrator determines that the student has engaged in misconduct which merits the imposition of a long-term suspension **OR EXPULSION**, the building administrator shall recommend in writing to the Superintendent/designee that the student be so disciplined, identifying the basis upon which

- the building administrator's recommendation is founded. The building administrator may also, upon making such determination, impose an immediate suspension of the student, pending further review of the recommendation.
4. A student, or a parent of a minor student, may waive the student's right to a hearing on charges alleging student misconduct and voluntarily accept suspension **OR EXPULSION** from school, school grounds, and school functions without such a hearing. A suspension shall be for a specific period of time. Such voluntary suspension is not a right of any student and shall be available only at the discretion of the building administrator.
 5. Upon receipt of a recommendation from a building administrator for a long-term suspension **OR EXPULSION** of a student, the Superintendent/designee shall review such recommendation and shall determine, based upon the information before the Superintendent/designee, the appropriateness of THE **RECOMMENDED DISCIPLINE** or MAY take other action as is appropriate.
 6. If the Superintendent/designee determines that it is appropriate to pursue a long-term suspension **OR EXPULSION**, then the Superintendent/designee shall schedule a hearing upon the same before the Superintendent/designee. Such hearing shall take place within ten (10) school days following the commencement of the student's suspension.
 7. At the hearing before the Superintendent/designee, evidence in support of the charges shall be presented by the building administrator. The student may be represented by counsel and may present witnesses in his/her behalf, as well as cross-examine witnesses who testify in support of the charges. Following the conclusion of the evidence and within ten (10) school days following the commencement of the student's suspension, the Superintendent/designee shall issue a written decision, determining either that:
 - a. The charges of misconduct are well founded and that the **DISCIPLINE** imposed by the building administrator shall continue.
 - b. The charges of misconduct are well founded but that the **DISCIPLINE** imposed by the building administrator shall be either discontinued or changed to a fixed term, or
 - c. The charges of misconduct are not well founded whereupon the charges shall be dismissed.
 8. If the student and/or parents or guardians do not elect to have such a hearing by failing to respond to such notice within five (5) school days indicating their election, or if they affirmatively decline the opportunity for a hearing, the Superintendent/designee shall review the recommendation of the building administrator and make such determination as it is appropriate based upon the information before him/her. The decision of the Superintendent/designee is final.
 9. If there is reasonable cause to believe that a student who has been charged with misconduct is disabled, and the student has not previously been evaluated by the Riverview Community Schools, such an evaluation shall occur prior to the hearing before the Superintendent/designee on charges of misconduct potentially leading to a long-term suspension **OR EXPULSION** of that student. In the event that it is determined that the student is disabled, such evaluation shall include a determination as to whether the events which are the subject of the charges were approximately related to the disabling condition. In the event it is determined that either the student is not disabled or, if disabled, the events which are the subject of the charges were not proximately related to the student's disability, the foregoing procedures shall resume from the point at which they were suspended. In the contrary event, the charges shall be dismissed and an appropriate special education placement shall be determined.

D. READMISSION AFTER EXPULSION

Following expulsion, the student shall not be readmitted to any school within the Riverview Community Schools except by action of the Board of Education. The Board of Education may choose to readmit the student in a subsequent school year, if in the Board's judgment, the student can satisfactorily demonstrate that he/she has made a sincere effort at rehabilitation subsequent

to expulsion and will not represent a threat to the safety and welfare of the students of the Riverview Community Schools. The Board of Education may further qualify readmission upon specified conditions, which it determines are appropriate. The decision of the Board of Education with respect to any request for readmission is final.

BOARD POLICY 8260 – BULLYING (CF. 8018)

Bullying is a form of harassment. For the purposes of this policy, “bullying” is defined as: *“The repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically-based or gender based verbal put-downs, extortion of money or possessions, and exclusion from peer groups within school.”*

Such conduct is disruptive to the educational process and, therefore, bullying is not acceptable behavior at school and is prohibited. Students who engage in any act of bullying while at school, at any school function, in connection to or with any district sponsored activity or event, or while in route to or from school are subject to disciplinary action, up to and including suspension or expulsion. As may be required by law, law enforcement officials shall be notified of bullying incidents

(a) **"At school"** means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. "At school" includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the telecommunications access device or the telecommunications service provider is owned by or under the control of the school district or public school academy.

b) **"Bullying"** means any written, verbal, or physical act, or any electronic communication, including, but not limited to, cyber-bullying, that is intended or that a reasonable person would know is likely to harm to 1 or more students either directly or indirectly by doing any of the following:

- (i) Substantially interfering with educational opportunities, benefits, or programs of 1 or more students.
- (ii) Adversely affecting the ability of a student to participate in or benefit from the school districts or public school's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress.
- (iii) Having an actual and substantial detrimental effect on a student's physical or mental health.
- (iv) Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

(c) **"Cyber-bullying"** means any electronic communication that is intended or that a reasonable person would know is likely to harm 1 or more pupils either directly or indirectly by doing any of the following:

- (i) Substantially interfering with educational opportunities, benefits, or programs of 1 or more students.
- (ii) Adversely affecting the ability of a pupil to participate in or benefit from the school district's or public school's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress.
- (iii) Having an actual and substantial detrimental effect on a student's physical or mental health.
- (iv) Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

(d) "Telecommunications access device" and "telecommunications service provider" mean those terms as defined in section 219a of the Michigan penal code, 1931 PA 328, MCL 750.219a.

POLICY ON STUDENT DRESS AND APPEARANCE

The Board of Education recognizes its responsibility to the community to ensure that reasonable standards of dress and grooming are maintained in the Riverview Community School District. Research shows that attire affects behavior and productivity; hence, we are adhering to the motto, “dress for success”! The dress and appearance of students in attendance shall adhere to the general policy of being neat, clean, odor-free, moral, not distractive in style or design, and consistent with good health and safety standards. It shall be the responsibility of teachers and administrators to reprimand dress that is not permitted. The following are considered **violations of the dress code:**

- Shorts that are more than 3” above the top of the knee; gym/nylon/mesh/basketball shorts
- Skirts and dresses that are more than 3” above the top of the knee, regardless of whether tights or leggings are worn underneath
- Nylon pant, tear-away pants, sweat pants, flannel pants, pajama pants, yoga pants, or gym/basketball/athletic shorts
- Leggings can only be worn with a shirt/sweater over & the shirt must also be no more than 3” from their knee.
- Hats, skullcaps, sweat bands, bandanas or any non-religious head covering, including hoods.
**Hooded shirts may be worn, but head covering must be removed upon entering the building.
- Clothes which have large holes or are torn or frayed
- Halters, bare midriff shirts, cut off shirts, tank-top shirts, muscle shirts, or racer back tanks
- Transparent or mesh fabric clothing including sheer or lace types
- Sleeveless shirts without a hem/seam
- Gang-related clothes
- Clothing which contains inappropriate slogans, such as alcohol, tobacco or drug advertisements, obscenities, or profanity, pornography, or violent sayings or images
- Jackets, coats, windbreakers or jogging suits to class
- Shower sandals, flip-flops, slides, crocs or slippers
- Sunglasses
- Pants that are not at waist level
- Studded jewelry; body or ear gauges
- Visible pierced jewelry may only be worn in the ears
- Pants with loose hanging straps or metal apparatus/accessories that can damage furniture or can be considered dangerous is not allowed
- Cheerleading skirts cannot be worn during the school day
- Oversized handbags or oversized purses. Gym bags or back packs will not be allowed from lockers to classes
- Tattoos are not allowed at Seitz Middle School and should not be obtained or encouraged.
- Any hairstyle that is a disruption to the learning environment as determined by administration will not be allowed.
- When a student has an injury, sweats are permitted (with a note to the office from a parent/Dr.)

When a dress code violation occurs, the student will be sent to the PRC and receive disciplinary actions at that time. They will receive a pass to return to class at that time as well. Administrators will have the final say with regard to interpretation of the following dress code rules and standards. Administrators have the right to change dress code as weather permits.

ELECTRONIC DEVICE AND AUP VIOLATIONS

The district's Acceptable Use Policy (AUP) applies to personal devices used at school and any devices used to access the RCSD networks. The policy must be on file before any devices are to be used at any time.

All devices should be brought and used at school at your own risk. Please do not leave these unattended, as the school is not responsible for lost, broken or stolen devices. All devices should be silenced and used only during authorized times in authorized locations.

Phone/Electronic Device(s) should only be used in a green zone or classroom with teacher approval and can be taken away if used during any unauthorized time. Devices will be secured in the office and returned to the parent. No warning is required to be issued. All areas of the code of conduct apply to electronic devices during school day.

CELLPHONE AND ELECTRONIC DEVICE POLICY:

School Day Violations include but are not limited to:

- Taking photos or video at any time without consent of a staff member.
- Posting on social media.
- Sending or receiving text or other messaging without consent of a staff member.
- Talking on phone inside building during school hours without consent of a staff member.

Each classroom is a RED ZONE or GREEN ZONE. The color of the zone is at the discretion of the staff member or teacher. The teacher is given the right to revoke privileges at any time WITHOUT EXPLANATION or to change zones depending on the classroom activity or lesson.

The RED CARD signifies NO CELLPHONE/ELECTRONIC DEVICE USE at all (CANNOT BE SEEN OR HEARD). Phone must be silenced or off and put away.

The GREEN CARD signifies CELLPHONE/ELECTRONIC DEVICE, which means the students are allowed to use the device; however, students must have permission from a staff member to text or take pictures.

Several areas are **always considered GREEN ZONE:**

- Hallways before and after school
- Cafeteria during breakfast or lunch

Several areas around the school are **always considered RED ZONES:**

- Locker rooms
- ALL restrooms
- Hallways during school hours

If a student is in violation during a RED ZONE, the phone will be taken by the staff member that witnesses that to be picked up from that same staff member at the end of that day. A discipline referral will be issued and the recommended guidelines for minor violations will be followed.

Recommended Guidelines for electronic devices violations:

1st offense:	Phone is taken by staff member/lunch detention *
2nd offense:	Phone is taken by staff member/service time*
3rd offense:	Phone is taken by staff member/parent must pick it up from the office/morning detention
4 th + offense:	Phone is taken by staff member/possible ban of phone (ODR)

*Phone must be picked up at end of day from that same staff member.

More severe offenses may warrant more severe penalties and multiple offenses will be considered insubordination.

Students who refuse to hand over phone or device automatically receive a 1-day ISS.

CIVIL INFRACTIONS

The following **CIVIL INFRACTIONS** and may be referred to the proper authorities if necessary for disposition and can be followed by suspension, OSS for up to 10 days. Long-term suspension up through expulsion with superintendent/board of education approval can be imposed for misconduct occurring at school, on school property, at any school sponsored activities, or to which the Student Code of Conduct is applicable. In addition to suspension, the school district may require at the parent's expense, a psychiatric examination to ascertain if the student may require treatment, hospitalization, and other forms of confinement or rehabilitation prior to being readmitted to school.

The following are a list of violations that will result in an immediate ODR (office discipline referral):

1. Possession of or being under the influence of alcohol.
2. Possession of or being under the influence of illegal drugs or any mood modifiers, or possession of look-alike drug items or drug paraphernalia. This includes supplying prescription medications to unauthorized persons.
3. Improper use of prescription or over-the-counter drugs/medicine.
4. Sale of illegal drugs, look-alike drugs, "designer drugs" or alcoholic beverages.
5. Smoking, possession of or other use of tobacco products.
6. Sexual harassment violations. This includes, but is not limited to, unwelcome sexual advances, engaging in improper physical contact, and making improper sexual comments. Penalty is commensurate with seriousness of the violation considering all relevant circumstances.
7. Possession or use of a weapon. The term weapons shall mean any object or instrument, the principal use of which is to inflict injury or physical harm upon the person of another, or the use of which may result in pain or suffering. The term weapons shall also include a facsimile of objects or instruments, which are weapons. The term weapons shall additionally include an object or instrument, which is not in and of itself, a weapon as defined above, but where the possession or use is coupled with the intent of a student to inflict injury or harm upon another person.
8. Possession or use of a dangerous weapon. The term "dangerous weapon" shall mean a firearm (including a starter gun) or any device which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, any destructive device or any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or similar device; a dagger, stiletto, knife with a blade over three (3) inches in length, or pocket knife opened by a mechanical device; an iron bar or brass knuckles; or any other weapon as set forth in 18 USC Section 921.

9. Arson.
10. Criminal sexual conduct.
11. Physical assault against school district employees, visitors, students, volunteers, or contractors.
12. False fire alarms, bomb scare threats or messages concerning school operations, school safety, etc.
13. Possession or use of fireworks or other explosive materials, or smoke bombs.
14. Illegal gambling.
15. Gang-related violations, Satanism or satanic messages. This includes, but is not limited to, any related dress, display of "colors," or graffiti. Penalty is commensurate with seriousness of the violation considering all relevant circumstances.
16. Threatening a teacher, school employee, or other adult lawfully permitted by the building principal to be on school property, or damaging teachers' property. Local authorities may be contacted and a complaint may be filed.
17. Extortion or other threatening behavior.
18. Any aggressively dangerous behaviors toward another student, or the use of any object with the intent to cause bodily harm; assault.
19. Theft. Stealing school property or stealing from the cafeteria, or having property that belongs to someone else. Restitution must be made for all stolen or damaged property.
20. Indecent exposure.

MAJOR AND MINOR BEHAVIORS:

A major problem behavior refers to those behaviors for which the student is sent out of the room to the office or to specialized personnel. For this reason major behaviors are often referred to as "office managed." Minor behaviors, on the other hand, are those that are managed by the teacher within the context of the classroom or activity.

The following variables should be taken into account when determining the distinction between a behavior resulting in an immediate referral to the office or PRC and a minor behavior that can typically be managed in a classroom with corrective actions:

- Intensity of behavior
- Frequency and rate of the behavior (two corrective actions within classroom before sent to PRC)
- Duration of the behavior (how long it lasts)
- The intent of the behavior to the extent that it is evident
- The direction of the behavior (who or what the behavior is directed toward)
- Safety issues and the result of the behavior itself. For instance sometimes the result of a minor behavior is severe enough that it requires a higher level of response.

The following are **major** violations and require an immediate office referral. These are examples of violations for which detention, targeted suspension, Seitz service time, ISS or OSS (up to ten school days for misconduct occurring at school, on school property, at any school sponsored activities or to which the Student Code of Conduct is applicable) may apply. A flagrant or particularly severe or aggravated violation may result in more severe disciplinary action.

1. Fighting (involving 2 or more students)
2. Fight Promotion
 - Bystanders who promote a fight or who record a fight with a cell phone or other devices or commenting/inciting/propagating either live or with social media are subject to disciplinary action.
3. Hitting, kicking, and/or punching another student without retaliation.
4. Intimidation

- Threatening an individual with physical harm
5. Harassment
 - Repeated inappropriate comments or behavior that is intimidating, offensive, or hostile in reference to, but not limited to, gender, race, color, sexual orientation, age, disability, height, or weight.
 6. Destruction of Property
 - Negligently damaging school property or personal property on school grounds. Damage cannot be repaired – it has to be replaced (i.e. broken glass or permanent marker). Restitution must be made for all damaged property.
 7. Misuse of irritants/snowball throwing
 - Participating in any activity that intentionally causes harm or is dangerous in nature, including throwing snowball, use of aerosol sprays, and use of any material which may stain or are considered an irritant, etc.
 8. Forgery
 - Falsely producing hall passes, pink slips, or other documentation used by Seitz staff as correspondence.
 9. Assembly misconduct disruptive to the educational process
 10. Technology Abuse (Acceptable Use Policy)

Any violation of district acceptable use policy (AUP) may result in disciplinary consequences and/or suspension or termination of computer use in school.

 - Taking photos, posting to social media during school hours
 - Accessing inappropriate websites
 - Attempting to or bypassing the firewall to access inappropriate websites
 - Accessing of other students files, changing or manipulation of files found on group drive
 - Using another's user account
 - Using email inappropriately
 - Changing any settings on any CPU or electronic device belonging to the school or on school property without the consent of a teacher
 - Using profane, obscene, derogatory or offensive language or graphics
 - Taking pictures/videos in locker room or bathroom
 11. Leaving class without permission
 12. Not Reporting directly to office or designated area when issued a pass from teacher or office
 13. Presence in an unauthorized area of the building or school grounds
 14. Unsportsmanlike or inappropriate behavior at athletic events
 15. Stealing from the school in any way
 16. Public display of affection/indecent exposure
 17. Gross insubordination

MAJOR VIOLATION CONSEQUENCES:

Possible consequences include: Detention, In-School Suspension, Out-of-School Suspension, Seizure Service Time, Loss of Privileges, Targeted Suspension, Parent Meeting, etc.

All consequences are subject to administration discretion and will be progressive in nature. After several violations, it will be determined if a behavior plan will be put in place to address the individual needs of each student. Once behavior plan is put into place, if the same (major) behavior(s) is/are still occurring, placement in an alternative setting could occur at the discretion of the administration.

MINOR VIOLATIONS

Minor violations are to be handled inside the classroom and teacher managed or PRC managed

The following is a list of Minor violations:

1. DISRESPECT/ARGUING
2. INSUBORDINATION (not following a directive)
3. DEFIANCE/NON-COMPLIANCE: not working/unfinished work, not participating in group work
4. INAPPROPRIATE LANGUAGE: Negative talk, name calling, swearing blurted out
5. HORSEPLAY: poking, tripping bumping into another
6. CAFETERIA MISBEHAVIOR: Intentionally littering or spilling food or drink, throwing food or drink, or taking food or drink out of the cafeteria
7. PROPERTY MISUSE: minor vandalism, damage can be repaired (i.e. pencil/ink on a desktop, etc.)
8. DRESS CODE VIOLATION
9. DISRUPTIVE
10. CELL PHONE VIOLATION

MINOR violations should be managed with the following recommended guidelines:

1. 1st offense:
At least two corrective actions by teacher, examples include:
 - Pirate Pause
 - Verbal Redirection – redirect misbehavior in positive directions
 - Private Discussion with Student
 - Contact Parent/Guardian
2. 2nd offense: PRC referral (if behavior continues after 2 corrective acts)

Each staff member will document steps taken before issuing a [PRC Referral](#).

Bus misbehavior

- In cases of mass misbehavior, a bus run will be returned to school and/or canceled. Bus and bus stop misconduct includes, but not limited to, not riding the bus to which

student was assigned, failing to take a seat, failure to remain seated, excessive noise, throwing items from the bus or at the bus, shouting, swearing, having part of one's body out of the bus window, being insubordinate, rude or otherwise disrespectful to the driver or aide, doing any damage on the bus, littering the bus and/or exiting through the emergency exit.

- Recommended Guidelines: Warning/detention/ISS or OSS and/or 3-5 days off the bus. Bus privileges may be suspended or revoked for remainder of the year after repeated violations.

Locker Violation

- Lockers are to be used exclusively to store school-related materials and authorized personal items such as footwear, coats and books. Pupils are advised they are solely responsible for the contents of their lockers. Kicking, rigging locker so it does not lock or damaging lockers in any way is not acceptable. Students will be held responsible for damage. Principals or designees are authorized to search lockers and locker contents at any time, without notice, and without parental/guardianship or pupil consent. This includes the use of detection dogs, etc. Principals/designees are authorized to seize any illegal or unauthorized items in violation of district policy and/or school rule, or reasonably determined by the principal/designee to be a potential threat to the safety or security of others. Such items are to be removed from the locker and held for evidence in possible disciplinary proceedings and/or turned over to law enforcement officers.

PRC REFERRALS

The PRC is meant for students to **reflect** on their behavior with the goal to change the undesired behavior. Students will fill out reflection paperwork while in the PRC and have a conversation with the Behavior Specialist regarding their behavior. Parent contact is always made when a student is sent down to the PRC. Students are allowed two PRC referrals for the same behavior before they are sent to the office for an Office Discipline Referral.

Each staff member will document steps taken before issuing a **PRC Referral**.

1. Inappropriate Physical Contact (Horseplay)
 - Slapping, pushing, or kicking another student even if not meaning to inflict harm.
2. Insubordination
 - When a student refuses to comply with a reasonable request from a school district administrator, teacher, or person of authority; or conveying gross disrespect toward school personnel.
 - **A charge of insubordination must show the following:**
 1. That student was given a clearly expressed direct order.
 2. That the student understood the order given (*i.e. understands how to complete task*).
 3. That the order was reasonable and school-related.

4. That the student was informed of the consequences of not obeying the direct order.
3. Disruptive Behavior
 - Conduct that causes disruption or obstruction of any function of school activity.
4. Profanity
 - Derogatory or offensive statements or gestures, including electronic communication, or documents that are directed toward another individual.
5. Academic misconduct
 - Cheating/plagiarism – Student must redo/retake before or after school in the PRC or with the teacher and issued one hour morning detention.

ATTENDANCE AND TARDINESS

Please see the Riverview School District website for the complete Attendance Policy.

PROCEDURE FOR CALLING OFF A STUDENT

When a student is absent from school, parents are expected to call the day the student is absent. The parent's daytime telephone number must be stated when calling off the student. Parents may call (734) 285-2043 to excuse their student during school hours or call 285-3962 at any time to excuse an absence using the telephone recorder. The recorder is in service 24 hours a day!

STUDENT TARDINESS POLICY

Students are expected to be in class on time unless excused with a pass from a staff member or the office. A tardy in excess of ten (10) minutes is considered an absence and will result in penalties listed for unexcused absences (except for 1st hour).

On the 4th tardy– parent contact, and referral to behavior specialist
Tardies will reset after each trimester.

4 + tardies=ONE FOR ONE POLICY IN EFFECT:

Each tardy will result in a lunch detention. ALL tardies occurring before lunch will result in a lunch detention that day and ALL tardies after lunch will result in a detention the following day. Teachers are to notify the Behavior Specialist of these detentions as they occur.

Excessive tardies (7+) will result in a parent meeting with the Assistant Principal, and the Recommended Guidelines for minors/majors will be followed.

