



**TAYLOR**  
**SCHOOL DISTRICT**  
**Leader in Education**

**2023 – 2024**

# **Parent Handbook & Student Code of Conduct**

*This discipline policy of the Taylor School District is based on  
humanitarian principles and ideals and recognizes the dignity of each student.*

\*REVISED 09/23/2022

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## **TAYLOR SCHOOL DISTRICT MISSION STATEMENT**

Educate, Engage and Empower Those We Serve.

## **VISION STATEMENT**

We will be the innovative destination district where ALL succeed.

## **INTRODUCTION**

A primary objective of the Taylor School District is assisting students to become responsible individuals, able and willing to assume their role as law-abiding citizens. One aspect of the growth process is developing respect for rules and regulations established to protect the rights of all members of the school community. Violations of these rules and regulations are harmful to the rights and privileges of others and will not be tolerated. This code will apply to violations occurring on any school property, at any school sponsored activity or related to events occurring on school property or school related activity or when en route to or from home and school or a school related activity (door to door within a reasonable amount of time). Acts of misconduct will result in disciplinary, corrective and/or legal action against the student. Many acts listed are violations of state laws, and city ordinances, as well as school district regulations.

A copy of this document shall be available to parents and students either electronically or in print. The Taylor School District Student Code of Conduct is subject to change at any time during the school year, and the most recent approved version can be found on the district website: <http://www.taylorschools.net/>

## **RIGHTS AND RESPONSIBILITIES**

Students, like all citizens, have rights guaranteed by the Constitution and laws of the United States.

The rights of an individual are preserved only by the protection and preservation of the rights of others. Students are responsible for the way they exercise their rights and must accept the consequences of their actions and recognize the boundaries of their rights.

Receiving a diploma is a privilege granted by the Taylor School District to those who have fulfilled the necessary requirements. Participation in the commencement exercise and the farewell assembly are also privileges granted by the Taylor School District.

The following statements set forth the rights and responsibilities of Taylor School students.

## **RIGHTS**

### **EDUCATION**

Students have the right to an education, and they also have the responsibility not to interfere with or threaten the education of others by their actions.

Students have the right to seek changes in school policies and regulations in an orderly manner by utilizing channels provided for this purpose.

### **SPEECH**

The school administration has the authority to regulate student expression for legitimate educational reasons.

As intellectual beings, students have a right to search vigorously for truth by examining opposing ideas and to espouse and express their views in an orderly manner. Where the soundness of their position can neither be proved nor disproved they shall in no way be penalized academically for holding those views.

A student must be concerned for the effect that his/her spoken word or symbolic expression will have on the personal reputation of others, and students have the right to have their own personal reputation protected accordingly.

### **PETITION**

Students have the right to present petitions. However, the collecting of signatures on petitions shall not disrupt classroom procedures nor interfere with the educational process.

### **PRESS**

Journalism through school sponsored publications provides many learning experiences. In a school community, students involved in student publications shall convey information with accuracy and insight. Such publications shall operate in accordance with applicable constitutional guidelines.

The responsibility and authority to make decisions based on the standards mentioned above are vested in the building Principal or in whomever he/she delegates this authority.

Non school publications are prohibited without prior approval from central office or the building administration.

### **ASSEMBLY**

Students have the right to assemble peacefully. There is an appropriate time and place for the expression of opinions and beliefs. Conducting and/or participating in demonstrations which interfere with the operation of the school or classroom is inappropriate and will not be tolerated.

### **STUDENT ACTIVITIES**

Students have the right to participate in school activities regardless of homelessness, race, sex, color, creed, religion, national origin, disability, marital status, sexual orientation, or any other protected category.

Students may not be denied participation in any activity for any reason other than those established by state, county, and school eligibility requirements, which are legitimately related to the purpose of the activity.

### **STUDENT'S PROPERTY**

A student's personal property is his/her own. Students are discouraged from bringing valuables to school such as jewelry, electronic items and valuable clothing, which could be stolen, damaged or proves disruptive to others. Bringing money to school other than what is necessary for lunch or other school-related activities is discouraged. If valuable personal property is to be used on a school-related project, the student must arrange with staff for safekeeping.

If a student brings valuable personal items to school, he/she is solely responsible for his/her personal property and if said personal property is found to be missing during the school day, the educational process of other students will not be interrupted to locate the property. The school district is not responsible for replacing or reimbursement of said item.

### **SEARCH AND SEIZURE**

The district retains the right to search persons and property on school premises or at school functions consistent with applicable laws.

### **STUDENTS AND PARENTS SHOULD BE AWARE THAT:**

- A. Lockers, school desks and computer files are school property and students should have no expectation that the contents of their locker and/or desk will remain private. A general inspection of school properties such as lockers, desks, etc. may be conducted on a regular basis. During these inspections items which are school property may be collected (example: overdue library books). The privacy rights of the pupil shall be respected regarding any items that are not illegal or against school policy. 380.1306 MCL.
  - B. All items which have been seized will be turned over to proper authorities or returned to the true owner, depending upon the situation.
  - C. Periodic unannounced use of canines accompanied by law enforcement officials shall be permitted.
- Vehicles at school or school related activities are subject to search and seizure.

### **RESPONSIBILITIES**

Rights carry with them certain responsibilities, which must be shared by the students, parents, teachers, administrators, and the Board of Education. The primary responsibilities of each group are listed below:

#### **RESPONSIBILITIES OF STUDENTS**

- A. To attend school regularly, and to be on time and prepared to learn to the best of their ability.
- B. To respect the rights of others.
- C. To respect the property of others, including school property.
- D. To follow reasonable requests, instructions and directions of school personnel and to contribute at all times to the peace and tranquility of the school.
- E. To communicate ideas for improvement of the school through representative student government and appropriate staff.

#### **RESPONSIBILITIES OF PARENTS**

- A. To assist your child in attending school regularly, on time and to notify the school when the student is absent.
- B. To provide for your child's health, personal cleanliness, acceptable grooming and suitable dress.
- C. To listen to, consult with, understand and trust your child.
- D. To work with school personnel and community groups to communicate concerns which may interfere with a child's education.
- E. To teach your child to respect the law and the rights of others.
- F. To be responsible for and insistent upon your child's development of self-reliance, independence, and educational growth.

#### **RESPONSIBILITIES OF TEACHERS**

- A. To know and enforce the rules both consistently and fairly.
- B. To respect the individuality of students.
- C. To assist students to become self-reliant, independent, and effective learners.
- D. To work with parents, students, and school staff to provide for a positive change.
- D. To notify parents and/or students that the student may be failing a course.

#### **RESPONSIBILITIES OF ADMINISTRATIVE STAFF**

- A. To know and consistently and fairly enforce the rules and policies of the individual school and the school district.

- B. To establish a climate of understanding toward all students, parents, and staff.
- C. To encourage innovative practices in the individual buildings, which will increase students' self-respect, self-reliance, and educational progress.

#### **RESPONSIBILITIES OF THE BOARD OF EDUCATION**

- A. To hold the Superintendent and school employees responsible for the fair and consistent application of policies of the Board of Education.
- B. To work to adopt clear and understandable policies that enforce the goals of the school system and to assure communication of the policies to all persons affected by them.
- C. To maintain open communication with all segments of the community to foster attainment of the best possible educational environment.

#### **BULLYING**

"Bullying" is defined as any written, verbal, or physical acts, including cyberbullying (i.e. any electronic communication, including, but not limited to electronically transmitted acts, such as internet, telephone or cell phone, personal digital assistant (PDA), or wireless handheld device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

Procedure – Any student who believes he/she has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or Assistant Principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator.

#### **POLICE QUESTIONING**

The following guidelines will be used when the police want to question a student(s) at school or school related activities.

1. The administration will determine if the student to be questioned is a:
  - A. Victim of a crime
  - B. Witness to a crime
  - C. Suspect in a criminal case
  - D. Defendant in a criminal case
2. If the student is determined to be a victim or witness to a crime, the police may be allowed to question the student without parental permission. An administrator or his/her designee will witness the questioning.
3. The administrator or his/her designee will notify parents or legal guardians when a minor student, victim or witness, is questioned by the police. The timing of this notification will be determined by the administration in consultation with the police.
4. If the student is a suspect or defendant in a criminal case the administration will:
  - A. Notify the parent that the police are at school to question their child and ask them to come to school.
  - B. If the parent cannot come to school, the administrator or his/her designee will witness the questioning.
  - C. If the parent does not want the child questioned by the police at school, questioning will not be allowed.
5. The police have the right to take a student into custody without arrest. The police and/or school will notify the parent and/or guardian.
6. The police have the right to place a student under arrest while at school or school related activities.

## **PHILOSOPHY OF ATTENDANCE**

The purpose of the attendance policy is to encourage consistent attendance and punctuality to all classes by students. There is a high correlation between good attendance, academic achievement, and successful everyday work experience. For students to achieve success, the high school administration and faculties believe students must be in class and on time.

## **ATTENDANCE POLICY**

The attendance policy is based on the State Law of Michigan which requires, "every parent, guardian, or other person in this State, having control and charge of any child between the ages of six (6) and eighteen (18) years, shall send that child to the public schools during the entire school year. The child's attendance shall be continuous and consecutive for the school year fixed by the School District in which the child is enrolled."

This attendance policy applies to all K-12 schools in the Taylor School District. At the high school level, this policy and the high school attendance policy both apply.

### **Parent/Guardian Responsibility**

If a student is unable to attend school for any part of the school day, it is the parents' responsibility to notify the school office by phone within **24 hours** of the student's absence. In cases when the call is recorded, the recording will be used to verify receipt of the phone call. The parent/guardian **must call within 24 hours of the student's absence**. School administration appreciates that this policy is followed. It assists the administration in assigning the appropriate consequences for when a student is absent and cannot be accounted for.

### **Categories of Absences:**

**EXCUSED ABSENCES:** Excused absences are as follows:

- A. Parent Phone Call
- B. School-related absences (i.e. Field Trips, College Visits, Athletic Events and Travel Time, Club Related Events, Class Related Events, etc.)
- C. In School Suspensions
- D. Out of School Suspensions
- E. Absences due to documented funeral attendance
- F. Court mandated appearances (must have court documentation)
- G. Absences documented with a doctor's note: the note must be given to the attendance secretary immediately upon return to school. Doctor's notes must contain the date(s) the student was unable to attend school, and the doctor's signature
- H. Excused if caused by observance of religious occasions formally recognized by an organized faith to which the student, or the student's family, belongs and which require abstinence from the activities of daily life or the attendance at religious services. A note from a parent or a note on the letterhead of the religious organization is required.
- I. Absences due to homeless related incidents, i.e. no transportation, tardy due to transportation.

**UNEXCUSED ABSENCES:** Any absence in which there is no documentation for the absence or coming to class more than 20 minutes late without a pass shall be considered an unexcused absence.

### **Excessive Absences:**

- If a student accumulates **FIVE (5) UNEXCUSED** absences in a school year, the student's school will **send a letter** to inform the parent/guardian of this and of their concerns.
- If a student reaches **TEN (10) UNEXCUSED** absences in a school year, a second letter will be sent and a parent meeting will be required.
- If a student reaches **more than TEN (10) UNEXCUSED** absences in a school year, this may result in a referral for truancy. (See appendix for Taylor School District and the 23<sup>rd</sup> District Court correspondences).

**\*\*Parents are discouraged from taking their child out of school for vacations.**

### **MAKE-UP WORK**

The student who has been absent has the responsibility for getting and completing make-up assignments. If the absence is longer than three (3) days, the student or his/her parent must contact the school and request make-up work to be assigned and held for pickup on or before the day the student returns to school. If no contact is made, the work will be made available upon return. All assignments, quizzes, and tests would have to be made up according to teacher discretion.

Upon request from a parent, a documented long-term illness and/or family emergency that necessitates longer absences will be reviewed by appropriate personnel to determine time frame when assignments, quizzes and tests would be due. The decision will be communicated to the parent(s) in a timely manner.

## **STUDENT TARDINESS POLICY**

Being punctual is a life skill that is important to the success of any individual. Schools have the responsibility to teach this skill. Tardiness of an individual student disrupts instructional time. Being prompt gives the teacher the ability to maximize the instructional time for all students.

Students are required to be in all classes on time every day. Tardiness to class is defined as not being present in class at the start of instruction. Students who arrive to class without a pass & more than twenty (20) minutes late will be marked with an unexcused absence for that period. Five (5) or more unexcused absences will result in a referral to the appropriate assistant principal and progressive discipline will be applied, up to and including in-school and/or out-of-school suspension and possible referral to the truancy office.

**TARDIES:** Students who arrive to class after instruction has begun AND less than twenty (20) minutes late without a pass shall be marked tardy for that period:

- Tardy # 1 & 2: Student conference\* with notation in attendance record
- Tardy # 3 & 4: Student conference\* AND parent contact with notation in attendance record
- Tardy #5 or more: Student conference\* AND referral to the appropriate assistant principal with progressive discipline applied

\*Student conference refers to a conversation between the teacher and the student to inform them of the attendance policy violation and actions being taken.

## **DENIAL OF EDUCATIONAL PARTICIPATION**

The Taylor School District is committed to the use of PBIS and restorative practices in a proactive manner to teach and model pro-social behaviors for all students PreK – 12. These preventive measures are used and modeled by faculty, staff and administration with the expressed goal of reducing the number of times that students are removed from the educational environment for disciplinary reasons.

However, school staff also recognize that the preventive restorative practices and PBIS tiered systems of support are not always effective at addressing a student's inappropriate behavior. In these cases, more traditional methods of student discipline become necessary. The goal of any disciplinary measure is to ensure a safe educational environment for all, and to help students modify their behavior so their future conduct helps maximize the learning experiences for all students. The method of discipline used is determined in accordance with this Student Code of Conduct, Board Policy, and requirements under the Revised School Code and any other applicable laws. Certain types of misconduct, or a student's continuous disruption of the educational environment, could result in his/her removal from the Taylor School District.

Homeless students who are suspended for non-violent infractions should be included in the in-house restriction or in-school suspension program(s).

When assigning a disciplinary consequence, school administration will take the following factors under consideration before issuing a consequence. After the careful consideration of the seven factors below, school administrators generally have broad discretion under the law to assign alternate consequences as deemed appropriate for the circumstance.

- A. Age of the student
- B. The student's disciplinary history
- C. Whether the student has a disability
- D. The seriousness of the violation
- E. Whether the violation threatens the safety of any student or staff member
- F. Whether restorative practices will be used to address the violation
- G. Whether or not a lesser intervention would properly address the violation

### **DISCIPLINARY MEASURES**

The following are examples of the range of potential disciplinary action that may be appropriate, given the offense committed and consideration of the factors listed above:

- A. Administrative Talk
- B. Parent Conference
- C. Removal from classroom
- D. Detention
- E. Lunch Detention (when building appropriate)
- F. Behavior Plan
- G. Restorative Practices
- H. Restitution (when appropriate)
- I. In School Suspension
- J. Out of School Suspension
- K. Expulsion

### **ADMINISTRATIVE TALK**

A meeting between a School Administrator and the student.

### **PARENT CONFERENCE**

A meeting arranged for consultation between school personnel and the student's parent(s).

### **REMOVAL FROM CLASSROOM**

Teachers will establish rules concerning general student behavior and may address those who violate these classroom rules using reasonable consequences, which may include temporary removal from the classroom. A student may be temporarily removed from a classroom and referred to the office when the seriousness of the offense, the persistence of the misbehavior, or the misconduct disrupts the educational process of the other students in the classroom, or the student has been disrespectful and defiant to the teacher.

### **DETENTION**

As an alternative disciplinary method, the principal may establish a detention period. Such a detention period shall meet after regular school hours. Each session shall be of equal time to a normal class hour and shall serve as an alternative to a suspension for students involved in minor disciplinary infractions. A condition of detention may include a school service activity.

### **LUNCH DETENTION**

As an alternative disciplinary method, the principal may establish a lunch detention period. Such a detention period shall meet during the student's lunch period. Each session shall be of equal time to a normal lunch period and shall serve as an alternative to a suspension for students involved in minor disciplinary infractions. A condition of detention may include a school service activity. This option is only available when appropriate for the school building.

### **BEHAVIOR PLAN**



Students who have frequent behavior issues may be placed on a behavior plan. A behavior plan addresses what actions will be taken by the student and school staff to prevent certain behaviors from occurring. The plan also establishes minimum level consequences for misbehavior.

### **RESTORATIVE PRACTICES**

After consultation with both students in a conflict, and with both of their consent, both students may participate in for a restorative conference mediated by trained personnel to resolve issues that may lead to or help to resolve a Student Code of Conduct violation.

### **RESTITUTION**

Restitution may be included as part of any consequence that involves behavior that has caused damage to school district or personal property. The restitution would cover the amount for repair or replacement for any damaged or missing property that may result from a student's actions.

### **CORPORAL PUNISHMENT**

- A. The Taylor School District's Board of Education and Michigan law prohibits corporal punishment. Corporal punishment means the deliberate infliction of physical pain by any means upon the whole or any part of a pupil's body as a penalty or punishment for a pupil's offense.
- B. Parents and students should be aware the following is not corporal punishment:
  - 1. Restraining or removing a pupil whose behavior is interfering with the orderly exercise and performance of school district functions within a school or at a school related activity and/or if that pupil has refused to comply with a request to refrain from further disruptive acts.
  - 2. Quelling a disturbance that threatens physical injury to any person.
  - 3. Protecting himself, herself, the pupil, or others from immediate physical injury.
  - 4. Obtaining possession of a weapon or other dangerous object upon or within the control of a pupil.
  - 5. Protecting property.

### **IN SCHOOL SUSPENSION**

Students may be assigned to an In School Suspension (ISS) program in lieu of an Out of School Suspension. Students that are assigned ISS would still be in school, in a separate learning environment, and would be required to follow all rules and expectations of the ISS program for the duration of their assignment. If a student does not follow the expectations of the ISS program, they may either receive further ISS assignment or have the rest of their assignment changed to Out of School Suspension.

### **OUT OF SCHOOL SUSPENSION**

For more serious offenses, a student may be suspended from school for a definite period of time. A suspension begins when the student is officially notified in writing of the suspension. A suspension ends at 11:59 p.m. on the last date of the suspension.

- A. Short-Term Suspension: exclusion of a student from a regular District program for disciplinary reasons for 10 school days or fewer
- B. Long-Term Suspension: exclusion of a student from a regular District program for disciplinary reasons for more than 10 school days but less than 60 school days.

### **EXPULSION**

Expulsion: the exclusion of a student from school for disciplinary reasons for a period of 60 school days or more.

Permanent expulsion: the permanent exclusion of a student from the regular District program, unless and until the student is reinstated pursuant to Board Policy 5610.03.

### **PROCEDURE FOR SHORT-TERM SUSPENSIONS\***

- 1. The school principal may impose a short-term suspension (a suspension of fewer than 10 school days) or other disciplinary measures, as described above.
- 2. The principal must provide the student with oral or written notice of the charge(s) against the student and notice that the student is subject to discipline, including short-term suspension.
- 3. As soon as possible after the offense occurs, the principal shall hold an informal meeting with the student (and the student's parents, if the principal so chooses) to provide the student a chance to respond to the charges and present any witnesses.
- 4. In determining the level of discipline to impose, the principal must consider the seven restorative justice factors:
  - a. The student's age.
  - b. The student's disciplinary history.
  - c. Whether the student is a student with a disability.
  - d. The seriousness of the violation or behavior committed by the student.
  - e. Whether the violation or behavior committed by the student threatened the safety of any student or staff member.
  - f. Whether restorative practices will be used to address the violation or behavior committed by the student.
  - g. Whether a lesser intervention would properly address the violation or behavior committed by the student.

If the principal determines that a long-term suspension or expulsion is appropriate, a Discipline Hearing Panel will be

convened as discussed below.

5. The principal must provide written notice (via email and/or regular mail) to the student and his parents of any decision to impose a short-term suspension. If the parents are not present at the preliminary meeting, the principal will also attempt to telephone the parents to provide them with this information.
6. Unless the student is an immediate threat to the safety of the school, s/he should remain in school until class is dismissed for the day. If the situation indicates that the student should be removed from the premises because he or she is a dangerous to others or is a disruption to the educational process at school, the principal shall attempt to reach the student's parents to request they pick up their child. If they are unable to do so, the student should remain under supervision until school is dismissed.

\*Any references above to "the principal" include someone to whom the principal has delegated the responsibility for performing this task, such as an assistant principal.

#### **PROCEDURE FOR LONG-TERM SUSPENSIONS AND EXPULSIONS\***

1. A long-term suspension (a suspension of more than 10 school days) or an expulsion may only be imposed by a Discipline Hearing Panel.
2. The principal must provide the student with oral or written notice of the charge(s) against the student and notice that the student is subject to discipline, including short-term suspension.
3. As soon as possible after the offense occurs, the principal shall hold an informal meeting with the student (and the student's parents, if the principal so chooses) to provide the student a chance to respond to the charges and present any witnesses.
4. Under the Revised School Code, certain offenses are subject to permanent expulsion and therefore will always be heard by a Discipline Hearing Panel. These offenses are:
  - a. Arson in a school building or on school grounds;
  - b. Criminal sexual conduct in a school building or on school grounds;
  - c. Conviction or adjudication of, or pleading to, criminal sexual conduct against another student enrolled in the District;
  - d. Possession of a dangerous weapon in a weapon free school zone; and
  - e. Physically assaulting a District employee, volunteer, or contractor.
5. For all other offenses, the principal shall make a disciplinary recommendation, after considering the seven restorative justice factors:
  - a. The student's age.
  - b. The student's disciplinary history.
  - c. Whether the student is a student with a disability.
  - d. The seriousness of the violation or behavior committed by the student.
  - e. Whether the violation or behavior committed by the student threatened the safety of any student or staff member.
  - f. Whether restorative practices will be used to address the violation or behavior committed by the student.
  - g. Whether a lesser intervention would properly address the violation or behavior committed by the student.
6. If the principal recommends a student receive a long-term suspension (more than 10 school days) or expulsion, or the student is charged with committing one of the offenses in Step 4 that is subject to permanent expulsion, the matter will be referred to the appropriate Discipline Hearing Panel. A principal may place a student on suspension pending the student's hearing before the Discipline Hearing Panel, which shall consist of one of the following:
  - a. If the student is charged with: (1) committing arson in a school building or on school grounds; (2) committing criminal sexual conduct in a school building or on school grounds or against another District student; (3) possessing a dangerous weapon in a weapon free school zone; or (4) physically assaulting a District employee, volunteer, or contractor, then the Discipline Hearing Panel will consist of a **5-member panel that consists of 2 Board members, an administrator, a teacher, and at-large staff member who may be an administrator, teacher, or other professional District employee.**
  - b. If a student is charged with any offenses under the Revised School Code, the Student Code of Conduct, or Board Policy, other than those listed above, then the Discipline Hearing Panel will consist of **a three-member panel that includes a District administrator, a District teacher, and a third at-large staff member who may be an administrator, teacher, or other professional District employee.**
7. The principal shall provide the student and parent(s) with notice of hearing before the Discipline Hearing Panel which may result in long-term suspension or expulsion. The notice shall contain:
  - a. the charges against the student;
  - b. the time and place for the hearing;

- c. the minimum length of time the administration is recommending the student be excluded from the District;
  - d. a statement of the student's hearing rights:
    - i. to counsel;
    - ii. to a translator; and
    - iii. to appear on his/her own behalf and for parents or guardians to appear.
8. The decision of the Disciplinary Hearing Panel will be final. The Discipline Hearing Panel will consider the following factors in determining what level of discipline, if any, is appropriate:
- a. The student's age.
  - b. The student's disciplinary history.
  - c. Whether the student is a student with a disability.
  - d. The seriousness of the violation or behavior committed by the student.
  - e. Whether the violation or behavior committed by the student threatened the safety of any student or staff member.
  - f. Whether restorative practices will be used to address the violation or behavior committed by the student.
9. Written notice of the expulsion shall be provided to the student and his or her parents, well as the Juvenile Division of the Probate Court for students who are 6 to 15 years old. Notice may be sent to the Juvenile Division of the Probate Court for students who are 16 and 17 years old, where the District believes that the court should review the circumstances surrounding the expulsion. The District may provide a copy of any public records to the court.
10. The decision of the Discipline Hearing Panel is final.

\*Any references above to "the principal" include someone to whom the principal has delegated the responsibility for performing this task, such as an assistant principal.

**The disciplinary process for students with disabilities will comply with the requirements under the Individuals with Disabilities Act ("IDEA") and Section 504 of the Rehabilitation Act of 1973, including conducting a manifestation determination review before imposing an long-term suspension or expulsion.**

#### **CONDITIONS RELATING TO SUSPENSION AND/OR EXPULSION**

- A. A student is responsible for completing all assignments and tests missed during a short-term suspension. A student will be given credit for work completed during a short-term suspension provided it is completed and submitted upon return to school or within the number of days of suspension. Work will be credited by the teacher toward the student's grade.
- B. A student on a long-term suspension will have the right to maintain class progress only when practical in the judgment of the building principal. In such case it will be the responsibility of the student's parent to pick up and drop off class work to the school.
- C. Students on long-term suspensions and students who are expelled may also be eligible to participate in the Taylor Virtual Learning Academy.
- D. Students who have been suspended or expelled from school shall not be eligible to participate in or attend curricular or extracurricular activities during the time of their exclusion. Further, the student shall not be present on School District property unless accompanied by a parent or legal guardian for a pre-arranged conference with an administrator.
- E. After suspension, every effort shall be made to determine and resolve the cause for the behavior that led to the suspension or expulsion. The resources available to help resolve student behavioral problems include parents, teachers, counselors, administrators, school social workers, school and county health service, student services, psychological evaluations, family or social service agencies, police departments and courts.
- F. Conditions for readmission of a student may include probationary terms.

#### **THE PROVISIONS OF DUE PROCESS**

All students shall have the right to due process in disciplinary proceedings. As provided in the procedures outlined above for short-term suspensions and long-term suspensions/expulsions, a student's due process safeguards include the opportunity to:

- 1. Be informed of the categories of misconduct and penalties or corrective actions, which may be used, through this Student Code of conduct and other materials made available to them and through discussion with school personnel.
- 2. For suspensions of 10 school days or fewer, students who are facing disciplinary action are entitled to a meeting with the principal where the charges against them and possible consequences are discussed, and the student has the opportunity to respond to the charges. To the extent possible, this conference will take place before the suspension begins, with the exception of situations that pose a health or safety risk to the student, other students, or the staff.

3. Be informed of charges against them and penalties or other actions, which may result. In cases involving any long-term suspensions (suspensions of more than 10 school days) or expulsion from school, written notice will be sent to parent(s)/guardian(s).
4. Have the right to respond to the charges or allegations at a hearing before a Discipline Hearing Panel.
5. In the event the administration is recommending a long-term extended suspension of greater than 10 school days, or an expulsion from school, the student's parent(s)/guardian(s) will be notified of the place, time, and date of the hearing before the Discipline Hearing Panel, which will be conducted under the rules set forth by the hearing officer in accordance with the provisions of due process. The student and/or their representative will have the opportunity to offer a defense, and present evidence in their defense at the hearing. The student also has the right to legal representation provided at his or her own expense. Court rules of evidence will not be followed. Parent(s)/guardian(s) of a minor student are expected to be present.
6. The outcome of a disciplinary hearing may include a recommendation for the student to attend the Taylor Virtual Learning Academy as an opportunity for the student to continue their education.
- 7.

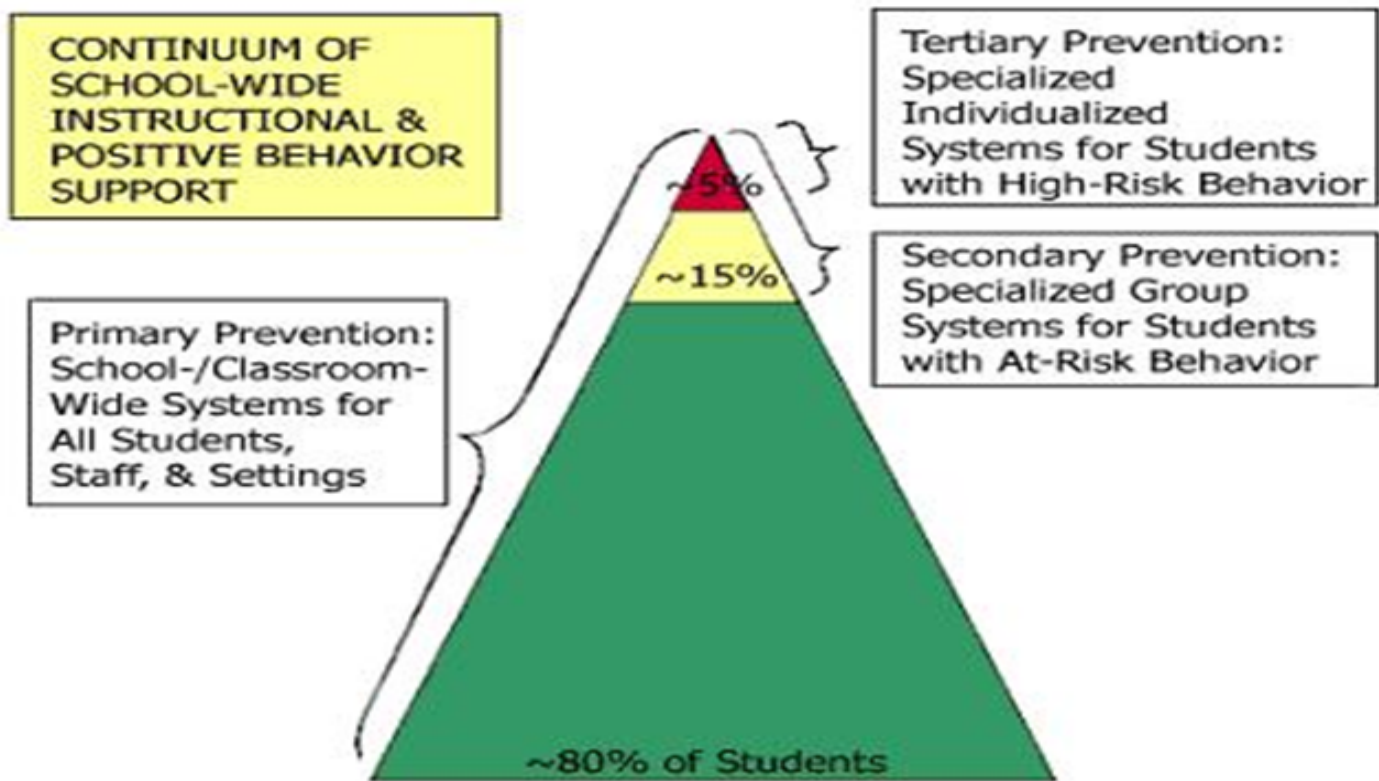
### **POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)**

In the past, school-wide discipline has focused mainly on reacting to specific student misbehavior by implementing punishment-based strategies including reprimands, loss of privileges, office referrals, suspensions, and expulsions. Research has shown that the implementation of punishment, especially when it is used inconsistently and in the absence of other positive strategies, is ineffective and can lead to increases in problem behaviors such as vandalism. School-wide positive behavior support provides an alternative approach to punishment that focuses on the prevention of problem behavior by teaching and reinforcing student social skills. Several schools in the Taylor School District have adopted PBIS programs to assist in improving school climate and decreasing negative behaviors.

#### **Features of school-wide positive behavior support include:**

- Implementation efforts addressing both social and academic behavior,
- An emphasis on the prevention of problem behavior,
- A three-tiered continuum of behavior support practices that increase in intensity based on student needs,
- Team-based problem-solving across the school building, and
- Use of data for decision-making.

In schools, primary prevention strategies are implemented across school settings and for all students within the building. The goal is to create a positive social culture in which pro-social behaviors are explicitly taught and reinforced, and all adults respond to the occurrence of problem behavior in a consistent manner. Secondary prevention is intended to support students who have learning and/or life histories that put them at risk of engaging in more serious problem behavior. Strategies for secondary prevention address a child's needs before more intensive individualized supports are necessary. A smaller number of students require more individualized and intensive plans than primary and secondary prevention practices provide. At the tertiary prevention level, individualized and comprehensive plans address the unique needs of children who engage in serious problem behaviors.



### **ALCOHOL AND DRUG ABUSE – SAFE AND DRUG-FREE SCHOOLS**

It is essential that students are aware that the use of illicit drugs and the unlawful possession and use of alcohol and tobacco are wrong and harmful.

In compliance with the Safe and Drug-Free Schools and Communities Act of 1994 (H.R. 1804), the Taylor School District shall provide age-appropriate, developmentally based violence, drug, alcohol, and tobacco education and prevention programs (which address the legal, social, and health consequences of the aforementioned and which provide information about effective techniques for resisting peer pressure) for all students in all grades from early childhood through grade 12.

Students who have problems, which are in any way related to violence, drug, alcohol, or tobacco abuse, are encouraged to immediately seek professional assistance. Names of agencies offering counseling, rehabilitation and re-entry programs may be obtained from school buildings or the Department of Instruction.

1. Whenever any student is suspected of having any involvement with drugs or alcohol, this fact shall be immediately reported to the Principal or Assistant Principal of the school.
  - A. Drugs are defined as those substances (including marijuana) which are regulated and defined within the Controlled Substance Act of 1971, being P.A. 1971, Act 196, and Article VII of the Public Health Code, being MCL 33.7101, ET SEQ., and in other Michigan or Federal Statutes and any amendments thereto, or regulations promulgated in pursuance thereto.
  - B. Alcohol is defined as any beverage containing ethyl alcohol including, but not limited to; beer, wine (wine coolers), liquor, or distilled spirits, and by whatever name called, containing one-half of one percent (1/2 OF 1%) or more alcohol by volume.
2. The principal shall immediately do the following:
  - A. Make such inquires and investigation as he/she deems necessary to obtain all the facts.
  - B. Notify the student and his/her parent(s)/guardian(s) of the pending investigation.
  - C. Notify the office of the Asst. Superintendent and/or Superintendent.
  - D. Notify the police department.
  - E. The Principal shall further notify the student and parent(s)/guardian(s) in writing of the mandatory disciplinary action that will be imposed if there is a finding of drugs or alcohol involvement and of their right to a review of such action.
  - F. The Principal shall not impose any disciplinary action until a finding has been made that the student is involved

with drugs and/or alcohol. The student shall be permitted to remain in class while the investigation is being conducted, except in a case of suspected overdose of drugs or alcohol.

3. When it has been determined that the student has been involved with drugs or alcohol, the Principal shall impose the disciplinary action and immediately notify the student's parent(s)/guardian(s) of same. A complete report shall be forwarded immediately to the office of the Superintendent.
4. In the event of an overdose of drugs or alcohol, no student shall be readmitted until a statement from a medical physician is obtained attesting to the health and physical condition of said student and his/her ability to continue in school.

### **TECHNOLOGY – ACCEPTABLE USE POLICY**

The Taylor School District has actively pursued making advanced technology and increased access to learning opportunities available to our students, faculty and staff. One result of this initiative is that students in the Taylor School District have the opportunity for Internet use. Access to the Internet enables students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. With this tool, however, students and parents should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. Therefore, students and staff must understand and practice proper ethical and legal use. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Students and staff should not intentionally access such material. We believe that the benefits to students with access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

Students are responsible for appropriate behavior while using district devices. The Taylor School District Student Code of Conduct is the accepted guide for behavior, and extends to the use of the Internet. Students' use of the Internet must also be in support of education and research, and consistent with the educational objectives of the Taylor School District. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission or downloading of any material that is in violation of any federal or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying are also prohibited.

### **PRIVILEGES**

The use of the Internet, electronic devices, software and the network are a privilege, not a right. Inappropriate use may result in the loss of those privileges. The school and system administrators will deem levels of appropriateness and their decision is final. Violations of district policies may result in a loss of access as well as other disciplinary or legal action. The Taylor School District reserves the right to review any material regarding: user accounts or workstations including cloud-based storage. Students' use of the Internet may also be revoked, denied, or suspended at the request of faculty and staff.

### **NETWORK ETIQUETTE**

Students of the Taylor School District are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited, to the following:

- Be polite.
- Use appropriate language.
- Do not swear, use vulgarities, or any other inappropriate language.
- Do not send or display offensive messages or pictures.
- Do not harass, insult or attack others.
- Do not use the network in such a way that you would disrupt the use of the network by other users. The network and electronic devices shall only be used for academic purposes.
- Do not damage electronic devices or the infrastructure.

The Taylor School District will not be responsible for any damages suffered while on this system. Use of any information obtained via the Internet is at your own risk. The Taylor School District specifically disclaims any responsibility for the accuracy of information obtained through its service. All users need to consider the source of any information they obtain and consider how valid that information may be.

### **SAFETY RULES**

1. Students should not give out personal information about themselves or other students such as address, telephone number, parents' work address or telephone number, or the name and location of the school.
2. Students will log out of devices at the end of the use.
3. Students should tell school personnel immediately if they come across any information that makes them feel uncomfortable.
4. Students should never arrange a face-to-face meeting without parental permission.
5. Students should never send anyone their picture or any other personally identifying information without parental permission.
6. Students should not respond to any messages that make them feel uncomfortable and should tell school personnel immediately if they receive any such message.
7. Students should be aware that people online may not be who they seem.
8. Students should always ask for help from a trusted adult if they are unsure how to handle a situation when using the Internet.

## **Taylor School District Student Email Guidelines**

Taylor School District ("TSD") provides electronic resources for students in grades 3 - 12, including Office 365 accounts to be used to access the District's Google Apps, which is an integral part of the curriculum. TSD expects behavior and language with the use of these accounts to be consistent with TSD's Technology Acceptable Use Policy. The guidelines listed below are intended to govern the use of TSD provided email accounts and Google Apps, whether the accounts are accessed within the district or outside. This includes school owned, public, or electronic devices.

### **Proper Use of TSD provided Email**

Email accounts for grades 3 – 8 will be "closed" account. TSD students with closed accounts can email students and staff within Taylor School District, but they cannot receive or send emails from outside the TSD domain.

TSD students in grades 9 – 12 will have open email addresses to conduct normal student/teacher/school correspondence.

All incoming email will be filtered for spam using a commercial spam filter. While the district has installed filtering software for all email accounts, no filtering software is foolproof. There remains the possibility, however slim, that despite these safeguards, a student may access material that parents and/or district officials might find inappropriate. As the owner of the electronic devices, the district reserves the right to monitor its devices to ensure that they are being used in accordance with the Acceptable Use Policy and related administrative regulations. The Superintendent reserves the right to terminate any individual's use of the district's computer systems.

Taylor School District has reserved the right to conduct monitoring of these electronic devices and can do so despite the assignment of passwords to individual students for system security. Any password systems implemented by the district are designed solely to provide system security from unauthorized users; not to provide privacy to the individual system user.

Students are entirely responsible for the confidentiality of their email accounts, passwords, personal information, and for any activities that occur in the use of their accounts. Students should have no expectation of privacy when using district provided email accounts. The student agrees to notify his/her teacher or principal immediately if any unauthorized use is discovered regarding his/her TSD provided email account. The student agrees to report immediately to his/her teacher or principal the receipt of any unwanted or inappropriate emails. Most importantly, TSD urges any student who receives any harassing, threatening, intimidating, or other improper message through the email system to report it immediately. It is the TSD's policy that no student should be required to tolerate such treatment, regardless of the identity of the sender of the message. While emailing, students are responsible for following all parts of the District Acceptable Use Policy.

## **Taylor School District Technology Protocols**

### **Caring for District Provided Devices**

#### **Introduction**

Excellence in education requires that technology be integrated throughout the educational program. Utilization of computing devices is a way to enhance and extend learning, empower students and prepare students for next steps. According to research, students who use a computing device in a one-to-one (1:1) learning environment are more organized and engaged learners, attend school more regularly, advance their knowledge and understanding of technology, and become constructors and designers of information and ideas.

Students in grades K-12 will have access to classroom-issued iPads, Chromebook devices and computer labs during the school day.

Students are responsible for the general care of district-provided computing devices. Computing devices that are broken or fail to work properly must be reported to school staff so that the system can be evaluated and repaired. The guidelines provided within this document outline proper care, safety and security while using district devices.

#### **General Precautions**

- To protect the security of your account, log out before you leave or return a device
- No food or drink should be next to computing devices
- Heavy objects must never be placed on top of computing devices
- Computing devices must remain free of any writing, drawing, stickers, and labels
- Devices must be properly shut down daily to allow for updates and to prolong battery life
- Displays and keyboard should be wiped clean often to prevent dirt and germs from spreading

#### **Carrying Devices**

- Always transport a Chromebook while it is closed
- Never lift the devices by the display or screen
- Never carry a Chromebook or laptop while the display is open

### **Display Care**

The computing device screen can be damaged if subjected to heavy objects, rough treatment, and strong abrasive cleaning solvents. The screens are particularly sensitive to damage from excessive pressure.

- Do not stack Chromebooks or laptops
- Do not store a computing device with the screen open
- Make sure there is nothing on the keyboard before closing the lid (ex: pens, pencils, & paper)
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth

### **Content Filter**

The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All computing devices can be actively monitored by the district for the safety of our students. Students who try to circumvent district security measures will be subject to discipline mandates in accordance with the Student Code of Conduct handbook.

### **Computing Device Identification**

The district maintains a log of all computing devices that includes the serial number and asset tag along with the systems location in the district, information for these systems are printed on a tag and affixed to the unit. The tag should not be removed under any circumstance. Taylor School District staff should monitor students with all devices and assign specific units to each student for accountability.

### **Theft, Loss, and Repair**

Taylor School District staff need to verify that all devices are returned at the end of each use. If a device is missing, it needs to be addressed with the building Administration and the student who had responsibly of the device last. If the district-provided device is damaged or needs to be repaired, an assessment will be conducted by the Technology Department through the use of the ticketing system. If the assessment indicates negligent damage, the student may be responsible for repair/replacement costs.

### **No Expectation of Privacy**

Students have no expectation of confidentiality or privacy with respect to any usage of a computing device, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The district may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student computing devices at any time, for any reason, related to the operation of the district. By using a computing device, students agree to such access, monitoring, and recording of their use. Teachers, school administrators, and the technology department may use monitoring software that allows them to view the screens and activity on student computing devices.

### **Disciplinary Actions**

Disciplinary actions for such violations will follow the Student Code of conduct and may include, but are not limited to:

- Confiscation of device
- Restoration/Restitution
- Student discipline pursuant to District discipline policies and procedures

## **NOTICE OF NONDISCRIMINATION**

The Taylor School District does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, age, height, weight, marital status, handicap, or disability in any of its programs or activities. The following persons have been designated to handle inquiries regarding the nondiscrimination policies:

Inquiries by students and/or their parents/guardians related to discrimination on the basis of disability/handicap should be directed to:

Director of Special Education, Taylor School District  
23033 Northline Road, Taylor, MI 48180 (734) 374-1200

All other inquiries related to discrimination should be directed to:  
Assistant Superintendent, Taylor School District  
23033 Northline Road, Taylor, MI 48180 (734) 374-1200



## **CATEGORIES OF MISCONDUCT**

These categories of misconduct provide students, parents, and staff with notice of what constitutes misconduct in the school setting and the potential consequences for committing such acts of misconduct. **The school setting is defined** as at school or on school grounds, on a bus, or at or in the context of a school sponsored activity. Purposeful permission to undermine the code of conduct is prohibited.

The following list does not contain every possible action that might violate the rules and right of others. A student might be subject to discipline even though his/her conduct is not specifically listed below. Any action which disrupts the educational environment may result in student discipline, even if does not occur in the school setting. In addition, conduct that, causes or may cause danger to others or that results or may result in the destruction of property may result in disciplinary action. Any behavior that has a negative impact on the health, safety, and welfare of persons or on the learning environment may result in discipline at the discretion of the administration.

The penalties set forth below are the minimum penalties, and therefore the administration has the discretion to, if necessary, increase the penalty to better fit the severity of the offense. Administration also has the discretion to use any pertinent behavior interventions as an alternative to discipline in applicable situations. More severe discipline, up to and including expulsion, may result depending on the seriousness of the misconduct. In appropriate circumstances, there may also be a referral to law enforcement or other agencies.

Note: If in-house detention is not available, out of school suspension may be used.

Note: A suspension will include a parent contact. All due effort will be made to contact a parent before a student comes home with a suspension report.

Note: The suspension report notice will indicate when a suspension begins. The suspension ends 11:59

### **Code of Conduct**

#### **Policy**

The authority of the Board of Education or its designee to authorize suspension or expulsion and to make reasonable rules and regulations regarding discipline is granted in section 380.1309 through section 380.1311a of the Michigan Revised School Code.

#### **Philosophy**

The role of education is to assist every student in acquiring the skills, knowledge, and habits necessary to become a self-sufficient, productive, thinking member of our democratic society. This includes the learning of not only basic educational skills, but also self-understanding and the understanding of others. The school system has a responsibility to create an environment conducive to maximum learning. This requires an atmosphere of fairness and equality.

### **INFRACTIONS**

**ACCEPTABLE USE POLICY 1 (misconduct)** – Violation of the “acceptable practices” student contract for the use of computers/school equipment.

**ACCEPTABLE USE POLICY 2 (abuse)** – Severe violation of the “acceptable practices” student contract for the use of computers/school equipment up to and including intentionally damaging computers/school equipment, or attempt to cause such damage.

**AGGRESSIVE BEHAVIOR** – Inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student’s educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

**ALCOHOL 1 (possession)** – Handling, possessing, using, soliciting, advocating or being under any degree of influence (legal intoxication not required) of any alcoholic beverage in a school setting (as defined above).

**ALCOHOL 2 (distribution)** – Manufacturing, selling, delivering or transmitting of any alcoholic beverage in a school setting.

**ARSON/FIRE/EXPLOSION** – Arson means a felony as defined in chapter 10 of the Michigan Penal Code; Act No. 328 of the Public Acts of 1931, being 750.71 through 750.80 of the Michigan Compiled Laws. Burning or attempting to burn any school building, structure, or property, or causing or attempting to cause an explosion.

**BOMB THREAT** – Intentionally making or being involved in making a bomb threat.

**BULLYING** – Engaging in any written, verbal, or physical acts, including cyberbullying (i.e., any electronic communication or electronically transmitted acts) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

1. Substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
2. Adversely affecting the ability of a student to participate in or benefit from the School District’s educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
3. Having an actual and substantial detrimental effect on a student’s physical or mental health; and/or

4. Causing substantial disruption in, or substantial interference with the orderly operation of the school.

**COPYRIGHTED MATERIALS** – Unlawfully duplicating, reproducing, or using copyrighted material.

**CRIMINAL ACTS** – Committing or participating in any conduct or act defined as a crime by federal or state law or local ordinance.

**CRIMINAL SEXUAL CONDUCT** – Committing criminal sexual conduct in a school building or on school grounds, against another student enrolled in the same school district, or pleading to, being convicted of, or being adjudicated for criminal sexual conduct against another student in the same school district. Criminal Sexual Conduct means a violation of subsection 520b, 520c, 520d, 520e, or 520g of Act No. 328 of the Public Acts of 1931, being subsection 750.520b, 750.520c, 750.520d, 750.520e, and 750.520g of the Michigan Compiled Laws.

**DEFACING IDs** – 1st offense – one day in school suspension (ISS), 2nd offense – three day ISS, 3rd offense – one day out of school suspension (OSS) for grades 6 – 12.

**DEMONSTRATIONS (unauthorized)** – Actions such as walkouts, force, boycotts, and congregating which interfere with school personnel or the operation of the school or school programs.

**DISCRIMINATORY HARASSMENT** – Engaging in unwelcome sexual advances or requests for sexual favors. Making verbal or written statements or physical conduct relating to a person's sex, race, color, national origin, religion, height, weight, marital status, handicap or disability or sexual orientation.

Discriminatory Harassment is further defined as repeated remarks with sexual or demeaning implications; unwelcomed touching; sexual jokes, posters, cartoons, etc.; and/or suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties. In addition, any form of retaliation against the complainant or witness is in itself a form of sexual harassment.

**DISHONESTY** – Making false statements.

**DISRESPECT 1 (student-to-student)** – Insulting, calling derogatory names, or otherwise abusing mentally or physically, any member of the student body.

**DISRESPECT 2 (student-to-staff)** – Insulting, calling derogatory names, or otherwise abusing mentally or physically, any member of the staff.

**DISRUPTIVE BEHAVIOR 1** – Behavior that is disruptive to the educational process.

**DISRUPTIVE BEHAVIOR 2** – Repeated and/or more severe behavior that is disruptive to the educational process.

**DISRUPTION OF SCHOOL** – Causing the disruption, disturbance or obstruction of any district function, activity or event by any type of conduct (violence, force, noise, coercion, threat, intimidation, fear, passive resistance, etc.). Engaging in any such conduct if such disruption or obstruction is reasonably likely to result. Urging other students to engage in such conduct for the purpose of causing such disruption or obstruction is prohibited.

**DRESS CODE** – While at school and at school-related activities, students must wear clothing that covers the student's body from the shoulders to three (3) inches above the knees (as determined by the administration), and include some type of appropriate footwear (shoes are required; slippers are not acceptable).

Consistent with this policy, the following is a non-exclusive illustrative list of examples of prohibited items:

- Head coverings (i.e. hats, visors, hoods, bandanas, scarves, do-rags, etc.)
- Shirts or tops that do not have sleeves, that are unable to be tucked, do not tuck into pants and stay tucked in during normal classroom activities or are tied off above the waist (for example, tank tops, halters, spaghetti straps, bare mid-riffs, etc.)
- Shorts, skirts or dresses that do not reach to at least 3 inches above the knee
- Pants that are worn below the waist
- Coats or other outerwear designed to be worn out of doors
- Clothing that is sexually provocative or revealing, including, but not limited to, spandex-type garments, low-cut blouses and shirts
- Chains (non-jewelry) or chain wallets are not to be worn in school. Clothing, accessories, or piercings that may impair the health or safety of the student or others in the educational environment, as determined by a building administrator
- Clothing that promotes death and/or destruction
- Clothing that promotes or contains vulgar, lewd or obscene language, gang or illegal activity, or that is inconsistent with the District's Student Code of Conduct.
- Clothing that displays or promotes alcohol, drugs, tobacco, illegal/immoral activity, creates ill-will, hatred, or is divisive or prejudicial on the basis of race, national origin, ethnicity, religion, gender or disability.

The provisions of this Dress Code represent the comprehensive dress requirements of the Taylor School District. Any additional building specific requirements that are necessary for specific safety reasons may be added by the administration of the individual school buildings,

once approved by the Superintendent. Additional requirements will be made available to parents and students by the building administration.

Students who believe they should be excused from any part of the District's Dress Code Policy, for religious or other reasons, must obtain written permission, in advance, from the building principal.

Should an administrator deem a student's dress to be unacceptable for school, the following procedures will be followed:

1. The student will be given the opportunity to fix the clothing issue. Either by changing clothes, placing additional clothing on, or calling home and having someone bring additional clothing or a change of clothing (keep in mind, that if the student is waiting for clothing to be brought to the school, they will be "housed" in ISS until the clothing arrives).
2. If the student cannot fix the clothing issue, then the student will be sent home for the remainder of the school day or assigned to ISS for the remainder of the school day if the student is unable to (following all proper procedures) go home.
3. For severe or continuous dress code violations, the administration reserves the right to assign the student ISS or OSS as they deem necessary.

When questions regarding appropriate dress arise, the building administrator's decision is final.

**DRUGS 1 (possession)** – Handling, possessing, using, soliciting, advocating or being under any degree of influence (legal intoxication not required) of any drugs, narcotic drugs, marijuana, hallucinogen, stimulants, depressants or other controlled substances or counterfeit substances or a controlled substance analogue intended for human consumption (not medically prescribed for the individual or not used according to the prescription). This includes products purchased over the counter and/or possessing drug paraphernalia in a school setting.

**DRUGS 2 (distribution)** – Manufacturing, selling, delivering or transmitting of any drugs, narcotic drugs, or counterfeit substances as defined in Drugs 1 (possession) above in a school setting.

**ELECTRONIC COMMUNICATION DEVICES 1** – Possession and use of active electronic communication devices shall be limited to hallways, cafeterias, and areas designated in writing by school administration. Teacher discretion shall be applied in classroom settings.

Cell phones are prohibited at the Elementary and Middle School levels.  
The school is not responsible for locating lost or stolen electronic communication devices.

**ELECTRONIC COMMUNICATION DEVICES 2** – Using the video or other photographic/voice recording component(s) of any electronic communication device, at any time, on any school premises or at any school related event, without the permission of school administration to take pictures, record video or voice is strictly prohibited.

Cell phones are prohibited at the Elementary and Middle School levels.

The school is not responsible for locating lost or stolen electronic communication devices.

**ENDANGERMENT** – Creating, through recklessness or negligence, a situation, which could or does result in injury to self or others. This includes the use or possession of Hookah pens, e-cigarettes, or products of a similar nature.

**EXPLOSIVES/FIREWORKS/CHEMICALS** – Possessing, handling, transmitting or threatening to use any substance or prepared chemical that can explode, is capable of inflicting bodily injury or is reasonably likely to cause physical discomfort to another person.

**FALSE ALARMS** – Intentionally causing a false fire alarm and/or making a false fire or catastrophe report including the active shooter program known as the "Boot".

**FALSE ALLEGATIONS 1 (against student)** – Making false statements and/or allegations against other students.

**FALSE ALLEGATIONS 2 (against staff)** – Making false statements and/or allegations against Taylor School District staff members.

**FALSIFICATION OF RECORDS** – Using the name of another person or falsifying times, dates, grades, or addresses on forms or records. Providing false, misleading or inaccurate statements or information on forms or records.

**FIGHTING** – Committing hostile bodily contact.

**GAMBLING** – Playing games of chance for money or stakes.

**GANG RELATED ACTIVITY** – Gangs and gang related activities are prohibited on, and to and from, any premises owned or used by the District and at any District related function. Gangs and gang related activities are also prohibited to the extent they are related to or interfere, or threaten to interfere, with school or other District related functions, even when they occur off school premises (for example, on the internet, including but not limited to Snap Chat, Twitter, Facebook, YouTube, etc.)

The term gang, as used in this policy, means a group of two or more persons whose purposes or activities include the commission of an illegal act(s) or a violation(s) of District policy, procedure or rules; or, the defense of its members against another gang or persons. District students are prohibited from engaging in gang or gang related activities, which include:

1. Dressing or grooming in a manner which, in the reasonable judgment of a District administrator, teacher or student, communicates membership in or affiliation with a gang;
2. Communicating, verbally or nonverbally (i.e. gestures, handshakes, tagging, etc.), in a manner which, in the reasonable judgment of a District administrator, teacher or student conveys membership or affiliation with a gang;
3. Committing an act(s) promoting a gang or gang related activity including, but not limited to: soliciting others for participation, membership or affiliation in any gang related activity; intimidating or threatening any person; or, inciting any other person to use force, intimidation or threats.

**HARASSMENT** – Behavior that has the intent or effect of substantially or unreasonably interfering with a student's academic performance, or otherwise adversely affects a student's opportunities. Repetitive attempts to agitate an individual. 1st offense – one day out of school suspension (OSS), 2nd offense – three day OSS, 3rd offense five day OSS.

**HAZING** – Any activity which endangers the physical health and safety of a student, produces mental or physical discomfort, causes embarrassment, fright, humiliation, harassment or ridicule, or degrades the student for the purpose of being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization, club or athletic team regardless of the willingness on the part of the student or the student's parents/guardians to participate in any such activities.

The act of "hazing" is a crime in the state of Michigan and will not be tolerated by the District. The District will comply, in all ways, with Michigan law regarding any "hazing" incidents.

**ID VIOLATION 1 (failure to display ID)** – At all times during the school day, students are required to display their ID cards around their neck in such a manner that it can easily be seen when approached from the front. Failure to do so will result in consequences at the building administrator's discretion including possible loss of privileges.

**ID VIOLATION 2 (failure to identify oneself)** – Failing to properly produce identification when asked to do so by Taylor School District staff.

**INDECENCY** – Engaging in conduct that is contrary to commonly recognized standards of decency and behavior, which includes obscenity, indecent exposure, or the use of language in verbal or written form, or in pictures, or in caricatures or gestures, which are offensive to the general standards of propriety.

**IN SCHOOL SUSPENSION (ISS), FAILURE TO EARN OUT** – Failure to meet the academic and behavioral expectations of the In School Suspension Program. Consequence – an additional day of ISS.

**INSTIGATION 1 (persuasion)** – Persuading or attempting to persuade a student to violate the Taylor Student Code of Conduct.

**INSTIGATION 2 (aggressor)** – As the fighter or aggressor, provoking of another student who attempts to disengage from a hostile situation.

**INSUBORDINATION** – Actions undermining the effectiveness and/or authority of school personnel. Refusing to comply with reasonable request of school authorities.

**INTERFERENCE WITH SCHOOL AUTHORITY** – Deliberately interfering, undermining or hampering school personnel from carrying out their duties.

**INTIMIDATION/EXTORTION/BLACKMAIL** – Committing or attempting to commit intimidation, extortion, or blackmail. Securing, or attempting to secure, money or other items of value from an unwilling person. Forcing another person to perform an unwilling act by threats and/or violence.

Intimidation/Extortion/Blackmail includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.

**LARCENY/THEFT** – Stealing another person's property. Being in possession of property not belonging to the student. Concealing or selling any stolen property.

**LASER PEN OR LIGHT** – Possessing or using a laser light on school property or at school related activity.

**MISCONDUCT 1 (act prior to enrollment)** – Committing a prior act of misconduct when the student was not enrolled in the Taylor School District.

**MISCONDUCT 2 (conduct unbecoming a TSD student)** – Violating district, building and/or classroom policies, rules, and regulations. Behaving in a manner that is contrary to the standards expected of a Taylor School District student.

**MISCONDUCT 3 (repeated violations)** – Repeatedly or persistently violating district, building and/or classroom policies, rules and regulations.

**OPENING OF EXTERIOR DOORS** – Opening of any exterior door that may allow any unauthorized person(s) to enter the school building (all other persons are to enter the school through the main entrance and sign in at the office).

**PHYSICAL ASSAULT 1 (student-to-student)** – Physically assaulting and/or attacking another student on school premises or at school related activities. Physical assault means intentionally causing or attempting to cause physical harm to another through force or violence.

**PHYSICAL ASSAULT 2 (student-to-staff)** – Intentionally causing or attempting to cause physical harm to district employees, volunteers or contractors.

**PORNOGRAPHIC MATERIAL** – Possessing or distributing pornographic or inappropriate pictures, items, etc. in a school setting.

**POSTING OR DISTRIBUTION OF MATERIALS** – Posting material requires the permission of the building principal before materials of a school related group are posted or handed out. An outside group also needs the approval of the superintendent of schools or his/her designee.

**PROFANITY OR VULGARITY** – Using obscene or profane language in verbal or written form or in pictures, caricatures, or obscene gestures on any school property.

**PUBLIC DISPLAY OF AFFECTION 1 (minor)** – Age-inappropriate or prolonged displays of physical affection, including, but not limited to, kissing, hugging, hand-holding, and fondling.

**PUBLIC DISPLAY OF AFFECTION 2 (major)** – Repeated or severe age-inappropriate or prolonged displays of physical affection, including, but not limited to, kissing, hugging, hand-holding, fondling, and intimacy.

**RACIAL/ETHNIC SLURS** – Making verbal or written statements or physical conduct relating to a person's race, color, ethnicity, national origin, or religion.

**SALES (unauthorized)** – Selling any materials or services without administrative approval.

**SCHOLASTIC DISHONESTY** – Engaging in academic cheating. Cheating includes, but is not limited to, the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of an unfair advantage on any form of academic work. Engaging in plagiarism, which includes the copying of language, structure, idea and/or thought of another and representing it as one's own original work.

**SCHOOL EQUIPMENT (unauthorized)** – Using school equipment in any unauthorized, dangerous or illegal fashion.

**SKIPPING CLASS** – Intentionally absent from class without school personnel knowledge or permission.

**SKIPPING SCHOOL** – Intentionally absent from school and/or leaving school grounds without parent and school personnel knowledge or permission.

**TARDINESS (excessive)** – Persistently arriving after the prescribed starting time for school and/or class.

Each building will develop its own tardiness policy. It will be sent to parents and posted on the building's website yearly.

**TOBACCO 1 (possession)** – Smoking or possessing tobacco products in a school setting.

**TOBACCO 2 (distribution)** – Distributing tobacco or tobacco products in a school setting.

**THREAT 1 (student-to-student)** – Coercing, intimidating or threatening another student.

**THREAT 2 (student-to-staff)** – Coercing, intimidating or threatening any staff member.

**TRESPASSING** – Being present on school property without permission. Unauthorized presence in restricted areas of buildings, school grounds or buses (including students suspended or expelled from school).

**TRUANCY (willful excessive absence)** – Being habitually absent from school or class without parent and school personnel knowledge or permission.

**VANDALISM** – Willfully destroying and/or damaging school property or property not belonging to the student.

**WEAPONS 1 (under 3" blade)** – Possessing, using, handling, transmitting or threatening to use an object which appears to be a weapon or article capable of inflicting bodily harm or which may be used as a weapon which could inflict bodily harm. Look-a-like weapons and personal protection devices fall into this category.

Possessing, handling or transmitting a knife with a blade 3" or under, blackjack, baton, martial arts devices, paint ball or splat gun, or other object or instrument that can be considered or used as a weapon or is capable of inflicting bodily injury.

**WEAPONS 2 (over 3" blade, firearm)** – Possessing, handling or transmitting a dagger, dirk, stiletto, knife with a blade over 3" in length,

pocketknife opened by a mechanical device, iron bar, or brass knuckles.

Possessing, handling, or transmitting a firearm, including a BB gun or pellet gun, or other destructive devices. The term “firearm” means any weapon or starter gun designed to or which can be converted to expel a projectile by the act of an explosive, the frame or receiver of such weapon, or any firearm silencer or other destructive device. A destructive device includes any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than 4 ounces, missile having explosive or incendiary charge or more than ¼ ounce mine, or any similar device. Destructive device also includes any type of weapon by whatever name known which will, or can be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2” in diameter, and any combination of parts either designed or intended for use in converting any device into any destructive device described above.

**Possessing a firearm in a weapon free school zone:** Pursuant to the Revised School Code, MCL 380.1311(2), a student charged with possessing a in a weapon free school zone is subject to permanent expulsion from the District. In making the decision whether to expel a student who possesses a firearm in a weapon free school zone, the Discipline Hearing Panel will *not* consider the seven restorative justice factors considered for other suspensions and expulsions. However, the District need not expel a student for this offense if the student establishes, in a clear and convincing manner, one or more of the following:

- A. the object or instrument was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;
- B. the weapon was not knowingly possessed;
- C. the student did not know or have reason to know that the object or instrument possessed constituted a dangerous weapon; or
- D. the weapon was possessed at the suggestion, request, or direction of, or with the express permission of a District administrator or the police.

If a student establishes one or more of the four exceptions above **and has no history of suspension or expulsion**, then there is a rebuttable presumption that discipline is not justified.

#### INFRACTION RUBRIC

Category	1st Offense	2nd Offense	3rd Offense
Acceptable Use Policy 1 (misconduct)	1 Day ISS	3 Day ISS	1 Day OSS
Acceptable Use Policy 2 (abuse)	1 Day OSS	3 Day OSS	5 Day OSS
Aggressive Behavior	3 Day OSS	5 Day OSS	10 Day OSS
Alcohol 1 (possession)	5 Day OSS	10 Day OSS	Discipline Hearing
Alcohol 2 (distribution)	10 Day OSS	Discipline Hearing	Discipline Hearing
Arson/Fire/Explosion	Potential Permanent Expulsion under State Law		
Bomb Threat	Potential Permanent Expulsion under State Law		
Bullying 1 (verbal bullying)	1 Day ISS	3 Day ISS	1 Day OSS
Bullying 2 (cyber bullying)	1 Day OSS	3 Day OSS	5 Day OSS
Bullying 3 (physical bullying)	5 Day OSS	10 Day OSS	Discipline Hearing
Copyrighted Materials	1 Day ISS	3 Day ISS	1 Day OSS
Criminal Acts	Discipline Hearing		
Criminal Sexual Conduct (in a school building or on school grounds)	Potential Permanent Expulsion under State Law		
Criminal Sexual Conduct (pleading to, conviction of, or adjudication for against a student enrolled in the same school district)	Potential Permanent Expulsion under State Law		
Criminal Sexual Conduct (against another student enrolled in the same student)			
Defacing IDs	1 Day ISS	3 Day ISS	5 Day ISS
Demonstrations (unauthorized)	3 Day OSS	5 Day OSS	10 Day OSS
Discriminatory Harassment	5 Day OSS	10 Day OSS	Discipline Hearing
Dishonesty	1 Day ISS	3 Day ISS	1 Day OSS
Disrespect 1 (student-to-student)	1 Day ISS	3 Day ISS	1 Day OSS
Disrespect 2 (student-to-staff)	3 Day OSS	5 Day OSS	10 Day OSS
Disruptive Behavior 1 ("horse play")	1 Day ISS	3 Day ISS	1 Day OSS
Disruptive Behavior 2 (aggressive play)	3 Day ISS	1 Day OSS	3 Day OSS

Disruption of School	5 Day OSS	10 Day OSS	Discipline Hearing
Dress Code	Administrator Discretion		
Drugs 1 (possession)	10 Day OSS	Discipline Hearing	Discipline Hearing
Drugs 2 (distribution)	Discipline Hearing		
Endangerment	5 Day OSS	10 Day OSS	Discipline Hearing
Electronic Communication Devices 1	1 Day ISS	3 Day ISS	1 Day OSS
Electronic Communication Devices 2	1 Day OSS	3 Day OSS	5 Day OSS
Explosives/Fireworks/Chemicals	Discipline Hearing		
<b>False Alarms</b>	<b>Discipline Hearing</b>		
False Allegations 1 (Against Student)	1 Day OSS	3 Day OSS	5 Day OSS
False Allegations 2 (Against Staff)	3 Day OSS	5 Day OSS	10 Day OSS
Falsification of Records	5 Day OSS	10 Day OSS	Discipline Hearing
Fighting	5 Day OSS	10 Day OSS	Discipline Hearing
Gambling	3 Day OSS	5 Day OSS	10 Day OSS
Gang Related Activity	10 Day OSS	Discipline Hearing	Discipline Hearing
Harassment	1 Day OSS	3 Day OSS	5 Day OSS
Hazing	10 Day OSS	Discipline Hearing	Discipline Hearing
ID Violation 1 ( <b>Failure to Display ID</b> )	Administrator Discretion/Loss of Privileges		
ID Violation 2 ( <b>Failure to Identify Oneself</b> )	1 Day OSS	3 Day OSS	5 Day OSS
Indecency	1 Day OSS	3 Day OSS	5 Day OSS
Instigation 1 (persuasion)	1 Day ISS	3 Day ISS	1 Day OSS
In School Suspension (ISS)	an additional day of ISS		
Instigation 2 (aggressor)	1 Day OSS	3 Day OSS	5 Day OSS
Insubordination	3 Day OSS	5 Day OSS	10 Day OSS
Interference with School Authority	3 Day OSS	5 Day OSS	10 Day OSS
Intimidation/Extortion/Blackmail	5 Day OSS	10 Day OSS	Discipline Hearing
Larceny/Theft	5 Day OSS	10 Day OSS	Discipline Hearing
Laser Pen or Light	1 Day OSS	3 Day OSS	5 Day OSS
Misconduct 1 (act prior to enrollment)	Discipline Hearing		
Misconduct 2 (Conduct Unbecoming a TSD Student)	1 Day OSS	3 Day OSS	5 Day OSS
Misconduct 3 (repeated violations)	5 Day OSS	10 Day OSS	Discipline Hearing
Opening of Exterior Doors	1 Day OSS	3 Day OSS	5 Day OSS
Physical Assault 1 (student-to-student)	10 Day OSS	Discipline Hearing	Discipline Hearing
Physical Assault 2 (student-to-staff)	Potential Permanent Expulsion under State Law (Grades 6 and up)		
Pornographic Material	5 Day OSS	10 Day OSS	Discipline Hearing
Posting or Distribution of Materials	1 Day ISS	3 Day ISS	1 Day OSS
Profanity or Vulgarity	1 Day ISS	3 Day ISS	1 Day OSS
Public Display of Affection 1 (minor)	1 Day ISS	3 Day ISS	1 Day OSS
Public Display of Affection 2 (major)	3 Day OSS	5 Day OSS	10 Day OSS
Racial/Ethnic Slurs	5 Day OSS	10 Day OSS	Discipline Hearing
Sales (unauthorized)	1 Day ISS	3 Day ISS	1 Day OSS
Scholastic Dishonesty	3 Day OSS	5 Day OSS	10 Day OSS
School Equipment (unauthorized)	3 Day OSS	5 Day OSS	10 Day OSS
Skipping Class	1 Day ISS	3 Day ISS	1 Day OSS
Skipping School	3 Day ISS	1 Day OSS	3 Day OSS
Tardiness (excessive)	3 Day ISS	1 Day OSS	3 Day OSS
Tobacco 1 (possession)	3 Day ISS	1 Day OSS	3 Day OSS
Tobacco 2 (distribution)	5 Day OSS	10 Day OSS	Discipline Hearing
Threat 1 (student-to-student)	5 Day OSS	10 Day OSS	Discipline Hearing
Threat 2 (student-to-staff)	10 Day OSS	Discipline Hearing	Discipline Hearing
Trespassing	1 Day OSS	3 Day OSS	5 Day OSS
Truancy (willful excessive absence)	Referral to Authorities, Discipline Hearing		
Vandalism	3 Day OSS	5 Day OSS	10 Day OSS
Weapons 1 (under 3" blade)	5 Day OSS	10 Day OSS	Discipline Hearing
Weapons 2 (over 3" blade, firearm)	Potential Permanent Expulsion under State Law		

### **REINSTATEMENT TO SCHOOL**

A student suspended or expelled for a specified number of days will be readmitted upon the completion of his or her suspension or

expulsion.

A student who has been permanently expelled must be reinstated in accordance with the procedures set forth in the Revised School Code and in Board Policy 5610.03 – Reinstatement. The parent(s)/guardian(s) of the permanently expelled student (or the student, if age 18 or older) must fill out a petition for reinstatement, which can be obtained from the Assistant Superintendent's office. The petition must be submitted at least 30 calendar days before the requested date of reinstatement. The requested date of reinstatement must coincide with the beginning of either the fall (August) or winter (January) school semester, as well as the terms of the student's expulsion and any applicable requirements under the Revised School Code.

A review committee shall be established to review the petition in accordance with the procedures set forth in the Revised School Code and Board Policy 5610.03. Significant consideration will be given to evidence which indicates the student will no longer engage in the conduct which resulted in the expulsion and that the student expresses genuine remorse for the conduct which resulted in the expulsion. The review committee will make a recommendation to the Board of Education for reinstatement, conditional reinstatement, or against reinstatement of the student. The Board of Education will make the decision to accept or deny the recommendation of the review committee. The decision of the Board of Education is final.

The Revised School Code proscribes the timelines for reinstatement following permanent expulsion for certain offenses, depending on the grade of the student at issue:

Offense	Students in Grade 5 or Below	Students in Grade 6 or Above
Possession of a Dangerous Weapon in a Weapon Free School Zone	<ul style="list-style-type: none"><li>• May petition for reinstatement 60 days after expulsion</li><li>• May be readmitted 90 days after expulsion</li></ul>	<ul style="list-style-type: none"><li>• May petition for reinstatement 150 school days after expulsion</li><li>• May be readmitted 180 school days after expulsion</li></ul>
Arson	<ul style="list-style-type: none"><li>• May petition for reinstatement at any time</li><li>• May be readmitted 10 school days after expulsion</li></ul>	
Criminal Sexual Conduct (in a school building or on school property)		
Criminal Sexual Conduct (pleading to, being convicted of, or being adjudicated for, against another student enrolled in the same school district)		
Physical Assault Against a School Employee, Volunteer, or Contractor	<ul style="list-style-type: none"><li>• Not applicable (no permanent expulsion provision in the Revised School Code)</li></ul>	

## **TAYLOR SCHOOL DISTRICT BUS CODE OF CONDUCT**

### **BUS TRANSPORTATION**

It is the intention of this policy to provide adequate safety and safeguards in the transportation of Taylor School District students to and from their respective school. It is deemed necessary and imperative that these measures be affirmed as well as enforced in order to best afford safety in transporting these students.

It is important that the school, the community, the students and the parents recognize that riding a bus is a privilege and that order and discipline ensures the safe arrival and departure of students to and from school.

The cooperative effort of the bus drivers and students is imperative in minimizing infractions of bus regulations and their resultant hazards. Revoking a student's privilege of bus transportation may be affected when there is an abuse of this privilege. Any student's bus privileges that have been revoked are suspended from all Taylor School District transportation services. Any questions or concerns regarding behavior issues involving bus privileges, must be directed to the administration of your student's assigned school. All other transportation policy issues may be directed to the Director of Transportation.

### **Riding an alternate bus/Exiting bus at an alternate stop**

Students that ride the bus and wish to get off at a different stop, or ride another bus, must have a signed and dated letter from their parent/guardian. The letter needs to be turned in to the administration at your student's assigned school for approval. Failure to follow this procedure will result in denial of the request. These types of requests will be permitted or not permitted on a case by case basis. The



decision will be based on a number of criteria including but not limited to the following: bus passenger occupancy, prior bus discipline of the student requesting the change, whether the change poses a safety concern for any student or staff member, etc. These requests need to be made prior to the student requesting the change's lunch period on the day the change is necessary.

### **Elimination of single child/family stops**

Bus stops that are set up for one child/family will be eliminated if there is no student at the stop for three consecutive days. The stop will not be reinstated until the Transportation Office receives a call from the parent/guardian requesting that the stop be resumed.

## **BUS DISCIPLINE POLICY**

### ***Level 1 – Violation of Safety Rules***

1. Students are to be seated at all times while the bus is in motion.
  2. No part of the body shall be allowed to protrude from the school bus window.
  3. Students are not to engage in horseplay or roughhousing on the school bus.
  4. Throwing of any objects will not be allowed on the school bus.
- NOTE: Any object hitting the driver, whether intentional or not, will be treated as a Level 2 infraction. \*
5. No eating or drinking is permitted on the school bus.
  6. Students should not move toward the school bus until it has come to a complete stop.
  7. Students must keep quiet, particularly at railroad crossings, so that the driver can hear if a train is approaching.
  8. Students who must cross the street after leaving the school bus, should walk at least ten steps in front of the bus before crossing, then...STOP!, LOOK!, and LISTEN!
  9. Students should be respectful and follow the directions of the bus driver.

<b>First Offense:</b>	<b>Warning to a 3 Day Bus Suspension</b>
<b>Second Offense:</b>	<b>1 Day Bus Suspension to a 5 Day Bus Suspension</b>
<b>Third Offense:</b>	<b>5 Day Bus Suspension to a 10 Day Bus Suspension</b>
<b>Fourth Offense:</b>	<b>10 Day Bus Suspension to a 30 Day Bus Suspension</b>
<b>Fifth Offense:</b>	<b>Loss of all bus privileges for the remainder of the school year.</b>

***Level 2 – Any conduct on bus that is against Taylor School District Student Code of Conduct that may result in disciplinary action will be dealt with in accordance with the Taylor School District Student Code of Conduct and the following consequences regarding bus privileges. For all Level 2 Bus Code of Conduct Infractions, the Bus Suspension will run concurrent with the disciplinary actions taken per the Taylor School District Student Code of Conduct.***

<b>First Offense:</b>	<b>1 Day Bus Suspension to a 5 Day Bus Suspension</b>
<b>Second Offense:</b>	<b>5 Day Bus Suspension to a 10 Day Bus Suspension</b>
<b>Third Offense:</b>	<b>10 Day Bus Suspension to a 30 Day Bus Suspension</b>
<b>Fourth Offense:</b>	<b>Loss of all bus privileges for the remainder of the school year.</b>

***Level 3 – Egregious Acts. These are serious acts that warrant a stricter disciplinary response. They include, but are not limited to, the following acts:***

- **Criminal Acts**
- **Explosives/Fireworks/Chemicals**
- **Prohibited Substances (Distribution)**
- **State of Michigan Mandatory Expulsions**
- **Threatening the Safety of Others**
- **Vandalism with damages in excess of \$50**

**Consequences: Suspension from bus and/or school to expulsion with restitution.**

\* Will include reimbursement for labor and/or replacement parts. Restitution should be paid upon return.

\*\* Bus Suspensions will carry over into the next school year if not fulfilled in current school year. All consequences must be compliant with IDEA.

\*\*\* The above listed items are minimum consequences. Administration reserves the right to increase the consequence given based on the severity of the incident.

## **TAYLOR SCHOOL DISTRICT ADMINISTRATIVE GUIDELINES & REGULATIONS HIGH SCHOOL ATHLETICS**

Athletic participation in the Taylor School District is a privilege. When a student chooses to participate in athletics, he/she voluntarily elects a course of self-control and self-discipline that is part of team membership. The school district provides facilities, coaching, transportation,

training services and equipment. The school can accordingly, revoke or restrict the privilege of participation if a student fails to live up to expectations and standards as outlined below:

## **I. SOCIAL RULES**

Participation in the sports scene and the street scene is impossible; you must make a choice! Any student/athlete involved with smoking tobacco, chewing tobacco or snuff, vaping or using e-cigarettes, alcohol, drugs, larceny, physical assault, or vandalism will be suspended immediately from his/her squad. Depending on the time of year that an incident takes place, the School Administration, District Athletic Director, Building Athletic Director, or a Coach may place a student athlete on suspension from their team. An athlete may appeal a suspension through the appeal process. A decision on re-instatement will be made by the Athletic Director, the Building Principal, and the coach after all aspects and circumstances regarding the case have been considered.

### **A. In Season Violations**

1. First Offense: a suspension of one (1) calendar playing date.
2. Second Offense: a suspension of one (1) calendar year from the date of the violation.
3. Third Offense: an additional year of suspension from the date of the violation.

### **B. Out of Season Violation**

1. First Offense: results in the athletic probation of one (1) year from date of violation.
2. Second Offense: results in athletic suspension for one (1) calendar year.
3. Third Offense: results in an additional year of athletic suspension.

## **II. ACADEMIC RULES**

- Athletes must not have failed more than one class in the previous trimester. Athletes who fail to meet the trimester eligibility standard will be ineligible for participation for the next trimester.
- Athletes must be currently passing all classes with a 60% or higher-class grade, to be calculated weekly. The semester average grade will be determined by averaging all current semester grades. An athlete who fails to meet the weekly standards will not participate in the following week's athletic contest(s) (Mon. – Sun.). He/she will be expected to practice and will be subject to all team rules and regulations.
- Athletes must follow the Taylor School District Code of Conduct while within the school and at school functions. An athlete who fails to meet the Student Code of Conduct will not participate in the following week's athletic contest(s) (Mon. – Sun.). He/she will be expected to practice and will be subject to all team rules and regulations.

## **III. TAYLOR SCHOOL BOARD ADOPTED ACADEMIC REQUIREMENTS**

Effective beginning with the graduation class of 2003 and all graduating classes thereafter, student athletes must have a minimum GPA of a 2.0 in the marking period prior to the athletic sport (season) in which he/she selects to participate.

- A. If a student does not meet the 2.0 GPA, the previous marking period requirement for participation in athletics, but has earned a cumulative GPA of a 2.0 or above, the student athlete will be allowed to participate in athletics, but will be required to attend the study table for the season in question. In addition, this student athlete will be required to hand carry a grade report card to be filled out by his/her teachers on the first day of the progress report week of any marking period. This student athlete is also required to attend the study table. If this hand carried report is below a 2.0 GPA, he/she is not in compliance with the athletic policy and must adhere to the Failure to Comply portion of this policy.

If the student meets the 2.0 GPA previous marking period requirement for participation in athletics, but has not earned a cumulative GPA of 2.0 or above, the student athlete will be allowed to participate in athletics, but will be required to attend the study table for all seasons in which his/her cumulative GPA is below a 2.0 (cumulative GPA's are evaluated at the end of each trimester). In addition, this student athlete will be required to hand carry a grade report card to be filled out by his/her teachers on the first day of the progress report week of any marking period. This student athlete is also required to attend the study table. If this hand carried report is below a 2.0 GPA, he/she is not in compliance with the athletic policy and must adhere to the Failure to Comply portion of this policy.

- B. Any student athlete who has earned a 1.67 up to a 1.99 GPA in either his/her cumulative average, or in the marking period prior to his/her sport, will be eligible to continue athletic participation providing the following conditions have been met:

1. The student will attend the study table during his entire athletic season or until his/her cumulative GPA is a 2.0 or above.
2. The student will HAND CARRY a weekly grade report for the athletic season. The student athlete must maintain a minimum of a 2.0 weekly GPA in order to continue to participate in that week's game.

If the student athlete fails to maintain the minimum 2.0 GPA for two (2) consecutive weeks or three (3) weeks altogether during the season, the student athlete will be deemed ineligible and removed from the team.

- C. The following marking periods will establish the athletic eligibility for sophomores, juniors and seniors.

Fall Sports: 2<sup>nd</sup> Semester final grades of the previous year achieved in a public school district. Summer school

programs may also be averaged with the 2<sup>nd</sup> Semester marking period grades from the previous year.

Winter Sports: 2<sup>nd</sup> Semester final grades of the previous year,  
Eligibility is maintained during 1<sup>st</sup> Semester of the current year (if the sport continues past the end of the second marking period).

Spring Sports: Final grades from the 1<sup>st</sup> Semester of the current year.

D. The following will establish the athletic eligibility for freshmen.

Freshmen students who have not yet established a marking period GPA will be required to establish their eligibility to participate in fall sports. The first day of the progress report week of school, freshmen without an established GPA will hand carry a grade report to be filled out by their teachers. These grade reports will establish a temporary GPA and determine their eligibility to continue in their athletic season.

Freshmen who have not earned a 2.0 temporary GPA during the progress report week of school are not in compliance with the athletic policy and must adhere to the Failure to Comply portion of this policy (2.3 GPA and below will hand carry a card).

Freshmen student athletes who earn less than a 2.0 academic average for the 1<sup>st</sup> semester can still remain eligible for winter sports until the end of the 1<sup>st</sup> semester providing that:

1. The student attends the study table until the end of the 1<sup>st</sup> semester, at which time he/she will have an established cumulative GPA and will be governed by the full extent of the athletic eligibility requirements.
2. The student athlete has no more than one D and no E grades on his/her 1<sup>st</sup> semester report card.

#### **IV. FAILURE TO COMPLY (ACADEMICS):**

A. Standard Procedures

1. First non-compliance per sport season: An athlete may practice but may not compete in or dress for any game or scrimmage for a minimum of one (1) week. At that time, he/she will hand carry a grade report to each of his/her instructors. The student/athlete will remain ineligible unless a 2.0 GPA is achieved. If he/she has attained the required academic level, they may return to eligible status.
2. Second non-compliance per sport season: An athlete may not practice, dress or play with the team. He/she may attend practice only in a non-participating supervised study session.
3. Third non-compliance per sport season: Student is dismissed from the squad for the remainder of the season.
4. A mandatory study table will be required of all athletes below a 2.0 GPA beginning with the 2002-2003 school year. All athletes below a 2.0 GPA will be required to attend a study table session before going to practice.

B. Special Circumstances

Over the course of any given year a special set of unique circumstance could arise which might impact an athlete's academic performance. Special or unique circumstances and hardships which are completely beyond a student's ability to control and do result in a student being academically ineligible for athletics could be **appealed in writing** to the District Athletic Director. All appeals must document the specific hardship or special circumstance, which is beyond the student's ability to control. If the said appeal meets the district's criteria, a committee comprised of the District Athletic Director, Building Principal (or designee), and Assistant Superintendent will make the final determination as to the validity of the appeal. The committee may alter the district's athletic policy requirements but not the minimum M.H.S.A.A. state eligibility requirements. The decision of this appeal committee is final.

#### **V. TEAM SELECTION**

Student athletes are selected to participate on a team based on a variety of criteria that may include, but is not limited to: tryouts, academics, student discipline, attendance, etc.. The coaches' selections are FINAL with no appeal process.

#### **VI. ATTENDANCE**

Regular punctual attendance in all classes is required. To be eligible to attend and participate or to play in contest, an athlete must attend a minimum of HALF of their scheduled classes on the day of their contest. Any exceptions must be arranged with the coach and building administration in advance.

1. The usual penalty for a first-time violation of this attendance policy is a suspension from the next contest or day of competition, of the squad.
2. The usual penalty for a second violation of this attendance policy is a suspension from the next three contests, or days of competition, of the squad.
3. The usual penalty for a third violation is a suspension for the remainder of the season.

## **VII. PHYSICAL EXAMINATION AND INSURANCE**

No student will be eligible to participate on an athletic team without a proper physical examination and school health insurance, or evidence of other adequate coverage on file with the school.

## **VIII. EQUIPMENT**

Athletes are financially responsible for all school equipment issued them (including losses due to theft.) To help prevent thefts, all athletes are requested to purchase a high-quality hardened steel padlock, for use in locker rooms at practice and for use when visiting another school.

## **X. THEFT**

A student/athlete in unauthorized possession of an item of school equipment, (our own or another school's) will be immediately suspended from athletics. An athlete may appeal the suspension through the appeal process.

## **X. TRANSFERRING SPORTS**

Athletes may not transfer from one team to another after September 10<sup>th</sup> for Fall Sports, December 1<sup>st</sup> for Winter Sports, or April 1<sup>st</sup> for Spring Sports. This rule covers switching to a sport in the same season or to one preparing for the season ahead. In unusual circumstances, this rule may be set aside by mutual written consent of both head coaches involved.

## **XI. OUTSIDE PARTICIPATION**

A student/athlete cannot play on any outside team in the same sport during the high school season.

## **XII. TRANSPORTATION**

(This applies to interscholastic competition)

While traveling to and from an athletic contest, the athlete must travel in the transportation provided by the school. The only exceptions would be for prior arrangements made between the parents and the coach, in the case of injury, or in a coach's opinion an acceptable parental request.

## **XIII. PRACTICE ATTENDANCE**

Attendance at all practice is required. Student/athletes are frequently involved in multiple activities. The athlete should notify the coach and director of the other activity as soon as possible if a conflict of schedules occurs which requires the student to be in two places at the same time. A resolution of the conflict can then be reached between the coach and the director.

It is recommended by the athletic department that absences from practice totaling over 5 days, is subject to dismissal from the team at the discretion of the coach. Individual circumstances and unforeseen situations will be handled by the coach on a one to one basis. The coach will keep the student/athlete and parent informed on the amount of absences and the possibility of being removed from the team if the absences are not deemed appropriate, excusable, or justified to miss a scheduled team practice.

## **XIV. SPORTSMANSHIP**

Athletes must demonstrate good sportsmanship at all time, including: accepting decisions of officials without question; refraining from abusive remarks directed toward the opponents or officials; exercising self-control and fair play during a contest, following both the letter and the spirit of the rules; condemning acts of unsportsmanlike conduct on the part of teammates or spectators. An athlete who commits an act of flagrant unsportsmanlike conduct will be suspended from further competition until all aspects and circumstances regarding the incident have been considered. Removal from the squad permanently is possible. An athlete may appeal the suspension through the proper appeal process.

## **XV. ATHLETIC SAFETY**

The Taylor coaches, administrators, and medical support staff make every reasonable effort to ensure the physical safety of our athletes; however, parents and students must recognize that an element of risk is inherent in interscholastic sports competition and that the possibility of injury cannot be entirely eliminate from the program.

## **XVI. ATHLETIC EMERGENCY FORM**

All athletes must complete the Taylor School District Athletic Emergency Form before participating in any scheduled scrimmages

or contests. These "Green Forms" are to be in the possession of coaches at all practices and games.

## **XVII. APPEAL PROCESS**

- A. If an athlete is suspended from the team for violations of the Taylor School District Athletic Policies the coach will:
  - 1. Notify the parents of such action.
  - 2. Notify the school administration and Athletic Director.
- B. Should the student/athlete wish to appeal the disciplinary action taken, such an appeal must be made within five (5) school days to the Athletic Director.
- C. Solving differences to accomplish positive goals is part of the learning process. When working with almost forty teams, resolution at the student-athlete/coach level is always desirable.

The following is the order that should be followed to resolve issues:

- 1. The student/athlete and the coach.
- 2. The parent(s), athlete, and coach.
- 3. The building principal/building athletic director.
- 4. The athletic director.
- 5. An appeals committee (1 assistant principal, 2 faculty members, 2 coaches).

The Athletic Director will convene the Appeals Committee within three (3) school days of receipt of a signed application for appeal. The coach's decision will be in effect until the committee can convene.

The Athletic Director will notify the student and parents in writing of the committee's decision.

## **XVIII. SUSPENSION POLICY**

A student on suspension MAY NOT participate in any practice, scrimmage, or game until the suspension has been completed. A suspension begins the moment it is signed by an administrator, director or coach. The suspension ends the morning of the first day allowed back at school. This may cause a suspension to be in effect during a weekend period. (This includes school suspension and athletic suspensions). The student/athlete is not allowed to be on school grounds during his/her suspension, and is not allowed to attend the games, even as a spectator. Failure to comply with this policy will result in further disciplinary actions.

## **XIX. TAYLOR SCHOOLS FIGHTING RULE**

Players who are ejected from an athletic event for fighting will be disqualified from the next regularly scheduled contest.

# SCHOOL TELEPHONE DIRECTORY

## PRESCHOOL

**JOHNSON EARLY CHILDHOOD ACADEMY .....**  
(313) 295-8362  
Ext. 12900

## ELEMENTARY SCHOOLS

**EUREKA HEIGHTS**  
Main Office..... (734) 946-6597  
Ext. 12700

**HOLLAND**  
Main Office.....(313)  
295-5795  
Ext. 12500

**KINYON**  
Main Office.....(313)  
295-5802  
Ext. 12600

**MCDOWELL**  
Main Office.....(734)  
374-1240  
Ext. 10700

**MOODY**  
Main Office.....(313)  
295-5807  
Ext. 12200

**MYERS**  
Main Office.....(734)  
946-6602  
Ext. 12000

**RANDALL**  
Main Office.....(313)  
295-5812  
Ext. 10400

**TAYLOR PARKS**  
Main Office.....(734)  
374-1246  
Ext. 10500

## MIDDLE SCHOOLS

**HOOVER**  
Main Office ..... (313)295-5775  
Ext. 11000

**WEST**  
Main Office..... (313)295-5783  
Ext. 10800

## HIGH SCHOOL

### **TAYLOR HIGH SCHOOL**

Main Office.....(734)946-6551  
Ext. 10200

### **CAREER AND TECHNICAL CENTER**

Main Office.....(313)295-5757  
Ext. 12800

### **Taylor Virtual Learning Academy**

Main Office.....(313)295-5757  
Ext. 12815

# **TAYLOR SCHOOL DISTRICT**

## **MISSION STATEMENT**

*Educate, Engage, and Empower Those We Serve*

## **VISION STATEMENT**

*We will be the innovative destination district where ALL succeed*

### **Interim Superintendent**

Michael B. Wegher

### **Assistant Superintendent for Curriculum and Instruction Pre K-5**

Emily Graham

### **Assistant Superintendent for Curriculum and Instruction 6 -12**

Jason Gribble

### **Executive Director for Human Resources, Labor Relations and Negotiations**

Patricia DeLaTorre

### **Chief Financial Officer**

Dr. Edwinna Hill



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### **TAYLOR BOARD OF EDUCATION OFFICE**

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