L'Anse Creuse PUBLIC SCHOOLS

STUDENT HANDBOOK AND CODE OF CONDUCT

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STUDENT HANDBOOK

INTRODUCTION

We are pleased to share the **L'Anse Creuse Public Schools Student Code of Conduct**, also known as *Students' Rights, Responsibilities, and Code of Conduct*. This handbook explains the rules, expectations, and rights for all students in Pre-K through 12th grade who attend schools in our district.

According to Michigan law, every school district must have a student code of conduct. The L'Anse Creuse Board of Education first approved our policy on student behavior and discipline on April 22, 1971. The purpose of this code is to make sure every student has a safe and secure place to learn and grow in all L'Anse Creuse Schools and programs.

This code applies to every school and program in our district, including career and technical education and alternative schools. School administrators and staff are responsible for using this code to guide student behavior and handle disciplinary matters. If a student faces disciplinary action at their home school, it also applies to all other district programs and schools they attend.

All Michigan students deserve to learn in safe, supportive environments that help them succeed and grow. Schools build these environments by encouraging strong relationships, setting clear expectations, and using fair, thoughtful discipline that helps students stay in school and work toward graduation.

Mission

To create a challenging collaborative learning community which prepares all students for success in a global society.

Vision

L'Anse Creuse Public Schools prides itself on being a place where:

- Students are challenged to be innovative and critical thinkers while being celebrated for their diversity and individual contributions.
- Staff strives to build relationships with students while promoting a safe nurturing environment for all to learn and grow. Teachers support problem solving and higher-level thinking while engaging students in technology.
- Community members, businesses, and alumni partner to provide real world experiences for our students.
- Parents collaborate with staff to help students achieve their full potential by supporting lifelong learning.

Student safety is always a top priority in our schools. The Board of Education believes that the main goal of student behavior expectations is to create a positive school environment where teaching and learning can happen without distractions. To support this goal, the school and staff regularly review and improve the Student Code of Conduct and how it is put into practice.

The Board believes that students must follow the Code of Conduct to help keep schools safe and focused on learning. When students break the rules in the Code of Conduct, it can seriously affect the learning environment. Because of this, students who violate the Code of Conduct may face discipline, which could include detention, suspension, expulsion or other consequences at the discretion of the principal.

The Board also believes the Code of Conduct should support both the growth of each individual student and the school community as a whole. The purpose of student behavior expectations is not only to maintain order but also to help students grow into responsible and respectful citizens. This includes two important goals:

1. To help students stay focused and learn in the classroom without disrupting others.
2. To teach students how to become self-disciplined, responsible, and prepared for adult life.

APPLICATION AND SCOPE OF THE CODE OF CONDUCT

The Student Code of Conduct covers all students enrolled at L'Anse Creuse Public Schools (including during summer school), and is applicable to the student's conduct:

1. On any premises owned, leased or used by the district.
2. In any motor vehicle owned or leased by the district or being used for a school related purpose.
3. At a school-related event, activity or function;
4. Traveling (by vehicle, on a bicycle, on foot, or in any other way) to or from school or a school-related event, activity or function.
5. In any other location, where the conduct has a sufficient connection to or with the District, District personnel or students, or District property that it adversely and significantly affects, interferes with, or endangers good order or the educational environment at school, or the proper functioning of the educational process; or where application to non-school locations is expressly provided for.
6. When a student uses texting, email, the internet, social media, or other electronic communication to engage in behavior that negatively affects school safety, disrupts the learning environment, or harms other students or staff, the district may take action to maintain order and protect the school community.

The fact that the Student Code of Conduct applies to all students in the district does not mean that all offenses are to be handled in the same way, regardless of the age and grade level of the student. When determining the consequences of student misconduct, school officials may use intervention strategies and/or disciplinary actions. Recognizing the importance of keeping students in school learning as much as possible, educators will consider multiple factors, including those required to be considered by state law or Board Policy.

All employees of L'Anse Creuse Public Schools are required to uphold and enforce the expectations outlined in this Code of Conduct. When an employee observes a student engaging in inappropriate or disruptive behavior, it is their responsibility to respond promptly and in alignment with district policies. Appropriate actions may include directly addressing the behavior,

intervening to prevent escalation, seeking support from colleagues, and/or reporting the incident to the appropriate administrator for further review.

IMPLEMENTATION OF THE CODE OF CONDUCT

Implementing and enforcing the Code of Conduct is primarily the responsibility of the principal. When used in the Code of Conduct, the term "principal" is the assigned principal, an acting principal, an assistant principal, or any other individual so designated by the principal or central administration. Principals shall keep records of disciplinary action. When the nature of an offense permits, disciplinary consequences will occur progressively, with the intent to provide guidance and counseling whenever possible. In cases of severe offense, however, it may be necessary to proceed directly to an advanced level of disciplinary action.

STUDENT RIGHTS

As a student in L'Anse Creuse Public Schools, you have the right to a safe, respectful, and supportive learning environment. Your rights include:

- **A Free Public Education** – Guaranteed under the Michigan Constitution.
- **Freedom from Discrimination & Harassment** – You are protected from unfair treatment, bullying, and harassment based on race, gender, religion, disability, or other protected classes.
- **Freedom of Expression** – You may express your ideas, opinions, and beliefs as long as it does not disrupt learning or violate school rules.
- **Right to Due Process** – You will be treated fairly and given a chance to respond if you're accused of violating school rules.
- **Freedom from Unreasonable Search & Seizure** – Your privacy is respected, but school officials may act if there's reasonable cause.
- **Protection from Corporal Punishment** – Staff cannot use unlawful physical punishment. Reasonable force may only be used to ensure safety and order.

You have the right to learn and grow without fear—and the responsibility to respect the rights of others while doing so.

Search and Seizure (Including Student Vehicles)

L'Anse Creuse Public Schools respects students' rights to privacy. At the same time, the district has a responsibility to maintain a safe and orderly learning environment.

School officials may conduct a search of a student, their belongings, lockers, or a **motor vehicle parked on school property** when there is **reasonable suspicion** that the search will uncover evidence of a violation of school rules or the law.

Searches and seizures will be:

- Based on **individualized reasonable suspicion**, not random or arbitrary
- Limited in scope to the object of the search and circumstances
- Conducted by school officials when appropriate

Student Vehicles:

- Vehicles parked on school property are subject to search when reasonable suspicion exists.
- If a student or parent refuses consent, school administrators may restrict access to the vehicle and/or contact law enforcement when permitted by law.

Lockers and desks remain school property and may be searched at any time. Students maintain no expectation of privacy in their lockers or the locker's contents. MCL 380.1306.

Searches conducted by law enforcement officers are governed by applicable law and may require a warrant or other legal authority.

STUDENT RESPONSIBILITIES

As a student at L'Anse Creuse Public Schools, you are expected to take responsibility for your learning, behavior, and how you treat others. This includes:

- **Participation in Learning** – Attend school and classes on time, be prepared with materials, complete assignments, and ask for help when needed.
- **Respectful Behavior** – Avoid actions that disrupt learning. Take care of school materials and technology, and follow the Code of Conduct at all times.
- **Respect for Staff** – Follow directions from staff, use respectful language, and resolve concerns through the proper channels. Harassment or assault of staff is not tolerated.
- **Respect for Others** – Treat fellow students with kindness and dignity. Bullying, name-calling, harassment, or any form of harm toward others is prohibited.
- **Student Identification** – Show your student ID when asked. Middle and high school students must wear their ID badges visibly while on school property.

By meeting these responsibilities, you help create a safe and positive school environment for everyone.

DISCIPLINE AND RESPONSIBILITIES

At school, discipline is intended to help students grow into responsible individuals. As students mature, they are expected to take more responsibility for their actions. Discipline will be handled individually based on a student's age, maturity, experience, and behavior. The district does not discriminate on the basis of race, color, national origin, sex, gender identity, sexual orientation, disability, or age in the imposition of discipline upon District students.

Disciplinary actions may include:

- Parent-teacher conferences
- Counseling
- Reprimands
- In-school or out-of-school suspensions
- Referrals to outside agencies or law enforcement
- Other consequences as required by law

For serious or repeated misbehavior, consequences may include:

- Parent conference
- Behavior plans
- Loss of privileges
- In-school or out-of-school suspension (1–10 days)
- Long-term suspension or expulsion
- Referrals to law enforcement or other agencies
- Restorative practices, as defined below

"Restorative practices" means practices that emphasize repairing the harm to the victim and the school community caused by a student's misconduct. Restorative practices shall be considered as an alternative or in addition to suspension or expulsion of a student. The Superintendent has established procedures for the use of restorative practices within the district.

SHARED RESPONSIBILITIES

To create a safe, respectful, and successful school environment, students, families, and educators each have an important role to play.

Student Responsibilities (Pre-K – 12):

- Attend school daily and be on time (Student Attendance Policy, Article VII. Section 27.)
- Follow school and classroom rules
- Complete and return assignments
- Come prepared to learn with all materials
- Respect others and their property
- Act safely and responsibly
- Dress according to the dress code
- Show effort and a belief in your ability to learn

Parent/Guardian Responsibilities:

- Ensure regular, on-time attendance (Student Attendance Policy, Article VII. Section 27.)
- Support school rules and expectations
- Encourage completion of homework
- Read school communications
- Provide a quiet place for study at home
- Be involved, attend school events whenever possible
- Communicate with teachers and monitor academic progress via the parent portal
- Respect and support school staff and diverse school communities
- Trust that the teacher has your child's best interest at heart

Educator Responsibilities:

- Create a safe, respectful, and supportive classroom
- Foster academic and social growth

- Communicate regularly with families
- Use instructional time effectively
- Provide meaningful assignments and feedback
- Continue professional development to improve teaching
- Encourage parent involvement in school activities

Preventing misbehavior through strong relationships and guidance is the most effective approach. To support this, the Student Code of Conduct is published annually so families understand expectations.

RIGHT TO DUE PROCESS

All students have the **right to due process**. This means that before a student is disciplined—especially in cases of suspension or expulsion—they have the right to:

- Be informed of the rule they are accused of breaking
- Be given a chance to explain their side of the story
- Have decisions made fairly and based on facts

Due process ensures that students are treated with fairness and respect, and that consequences are not given without proper investigation and communication.

The Code of Conduct will be administered fairly, without partiality or discrimination. The Code of Conduct does not diminish any rights under federal law (20 U.S.C. 1400 et seq.) for a student determined to be eligible for special education programs and services. Students with an Individualized Education Program (IEP) are responsible for following the Code of Conduct. As a consequence of a violation of the Code of Conduct by a student with an IEP, specific procedures may apply. Information about these procedures is available at www.michigan.gov/ose-eis.

Unless required otherwise by law, students are responsible for making up any work missed during a suspension to stay on track with their class. Suspensions are considered unexcused absences, and grades for missed work may be adjusted based on the specific circumstances.

DUE PROCESS PROCEDURES

Considerations Before Imposition of Discipline; Restorative Practices

In accordance with state law and Board Policy, and except as specifically provided below, before a student may be suspended, expelled or permanently expelled, the district administrators making the disciplinary decision shall consider each of the following factors:

1. the student's age;
2. the student's disciplinary history;
3. whether the student is a student with a disability;
4. the seriousness of the violation or behavior committed by the student;
5. whether the violation or behavior committed by the student threatened the safety of any student or staff member;

6. whether restorative practices will be used to address the violation or behavior committed by the student; and
7. whether a lesser intervention would properly address the violation or behavior committed by the student.

The fact that consideration of these factors has occurred shall be documented in the record of the disciplinary decision. The Superintendent has developed an appropriate checklist to be used to document consideration of these factors.

Except as provided below, the district has discretion over whether to suspend, expel or permanently expel a pupil. In exercising this discretion, there is a rebuttable presumption that a suspension, expulsion or permanent expulsion is not justified unless administration can demonstrate that it considered each of the factors listed above.

The obligation to consider the factors listed above shall not apply to a student being permanently expelled under state law for possessing a firearm in a weapon-free school zone.

The district shall consider using restorative practices as an alternative or in addition to suspension or expulsion of a student. If the District suspends or expels a student, the district shall consider using restorative practices in addition to suspension or expulsion. The obligation to consider restorative practices shall not apply to a mandatory expulsion for possession of a firearm in a weapon-free school zone.

"Restorative practices" means practices that emphasize repairing the harm to the victim and the school community caused by a student's misconduct. Restorative practices shall be considered as an alternative or in addition to suspension or expulsion of a student. The Superintendent has established procedures for the use of restorative practices within the district.

BEHAVIORAL THREAT ASSESSMENT & MANAGEMENT (BTAM) (Added: 10/5/2026)

When a student makes a threat of violence or engages in communications or behaviors that reasonably raise concern that the student may pose a threat of harm to self or others, administration will initiate the District's Behavioral Threat Assessment and Management (BTAM) screening process. The screening process will be used to determine whether further assessment, intervention, safety planning, or other supports are necessary.

The BTAM process is separate from the disciplinary process under the Student Code of Conduct. The initiation or outcome of a BTAM screening does not, by itself, determine whether a Code of Conduct violation occurred or what disciplinary consequence may be appropriate.

STUDENT CODE OF CONDUCT

OFFENSES

Listed below are offenses committed by District students that may lead to discipline, along with a range of possible penalties. This list is not exhaustive.

❖ **Academic Dishonesty**

- **Cheating:** Students are prohibited from engaging in academic dishonesty, including but not limited to, giving or receiving unauthorized assistance or gaining an unfair advantage on any form of academic work (e.g., tests, quizzes, assignments, or projects). This includes utilizing Generative Artificial Intelligence to produce work as your own. See the district policy on AI below.

  Consequence: Administrative alternatives through suspension

- **Copyrighted Material:** Students shall not knowingly duplicate, reproduce, retain, or use materials protected by copyright or trademark without appropriate permission or citation. This includes music, videos, images, written content, and digital media.

  Consequence: Administrative alternatives through suspension

- **Forgery:** Students shall not falsify or forge signatures, documents, notes, passes, or any official school records or communications. This includes altering or creating materials with the intent to deceive.

  Consequence: Administrative alternatives through suspension

- **Plagiarism:** Students shall not present the words, ideas, structure, or creative work of another individual as their own. This includes copying from published sources, websites, or other students without proper citation or attribution. This includes utilizing Generative Artificial Intelligence to produce work as your own. See the district policy on AI below.

  Consequence: Administrative alternatives through suspension

❖ **GENERATIVE AI**

Generative artificial intelligence (GenAI) is a type of artificial intelligence that allows users to input prompts that generate text, images, sound, video and other media. GenAI tools include Open AI's ChatGPT, DALL-E2, Google's Vertex AI, Microsoft Copilot and others. While there are appropriate uses of GenAI, it may also be misused or may interfere with learning. This policy explains the appropriate student-uses of GenAI as well as the prohibited uses of GenAI for schoolwork. As always, students are responsible for following classroom rules and teachers' directions when completing graded assignments and other work.

- Acceptable uses of GenAI
  - A student may use GenAI:
    - When a teacher gives the student express permission to use GenAI tools to generate ideas, text, other materials, or media, and then only for that assignment.
    - When the student properly attributes credit to the source and does not directly or indirectly represent the GenAI-produced material as the student's original thought.
    - When authorized as part of the student's Individualized Education Program (IEP).
    - Other times as directed or permitted by the student's teacher.

- Prohibited uses of GenAI

- A student may not use GenAI:
  - When critical thinking or original work is required.
  - When taking a "closed book" test or quiz.
  - When claiming the GenAI content as the student's own, or when using GenAI tools to cheat or commit other forms of academic dishonesty.
  - When using GenAI tools, including image or voice generator technology, to violate other District rules or policies.

- Suspected and Substantiated Violations.

Academic honesty is very important and expected in all student learning activities in the district. For these reasons, administration and staff may utilize plagiarism and AI detection software to review student work. Any suspected violation of this policy will be reviewed. Violations of this policy will be treated as academic dishonesty, and will result in consequences under either "cheating" or "plagiarism" in the Student Code of Conduct.

❖ Physical Altercations

Physical altercations between students may involve different levels of severity. This Code recognizes such levels: "inappropriate physical behavior;" "battery/fighting," "assault/threat," "major assault," and "major battery." Ordinarily, a fight will not rise to the level of a major assault or major battery, although an act that causes or incites a fight may constitute a major assault or major battery if it is sufficiently serious – i.e., unprovoked, unanticipated, or unusually violent. Physical altercations that are not serious enough to be classified as a physical assault will generally be classified as "fighting" or "inappropriate physical behavior."

- **Inappropriate Physical Behavior:** A student shall not engage in roughhousing, shoving, hitting, slapping and other inappropriate physical behavior that does not rise to the level of "fighting" or "major assault."
  Consequence: Administrative alternatives through suspension.

- **Fighting:** A student shall not engage in hostile physical contact with another individual, or inciting or prompting others to fight.
  Consequence: Administrative alternatives through suspension. Possible referral to law enforcement with appropriate legal action taken.

- **Assault (physical conduct)/Threat (intimidation, verbal, and implied conduct):** A student shall not take any action that is designed to, reasonably likely to, or actually does, coerce, threaten, intimidate or jeopardize the safety of a student or staff member, including, without limitation, a person who is participating in an investigation or proceedings conducted under the Student Code of Conduct, Board Policy, or Administrative Guidelines.
  Consequence: Administrative Alternatives through expulsion. Possible referral to law enforcement with appropriate legal action taken.

- **Major Assault:** Major Assault is a serious offense involving a communicated threat—through words, actions, or gestures—to cause physical or significant harm to another

person, accompanied by the immediate intent and ability to carry out that threat.
Major Assault = Threat + Intent + Ability (but no actual harm yet)

Consequence: Suspension through expulsion. Possible referral to law enforcement with appropriate legal action taken.

- **Major Battery:** Major Battery is the deliberate physical attack on another person that results in injury requiring medical attention. This includes hitting, kicking, or using any object to cause harm. Such incidents are serious and will result in both school discipline and legal consequences.

  Major Battery = Physical attack causing harm that requires medical attention

  Consequence: Suspension through expulsion. Possible referral to law enforcement with appropriate legal action taken.

- **Physical Assault Against School Personnel:** Intentionally causing or attempting to cause physical harm to a school employee, volunteer, or contractor using force or violence (MCL 380.1311a).

  Consequence: Administrative alternatives through expulsion

- **Physical Assault Against Another Student:** Intentionally causing or trying to cause physical harm to another student using force or violence (MCL 380.1310).

  Consequence: Administrative alternatives through expulsion

- **Threat of Assault (Against School Personnel):** Making a willful threat to harm a school employee, volunteer, or contractor, in a way that causes reasonable fear of injury and includes the apparent ability to carry it out (MCL 380.1311a).

  Consequence: Administrative alternatives through expulsion

❖ **HARASSMENT**

- **Bullying/Cyberbullying:** A student shall not engage in conduct that violates the district's anti-bullying policy. Under Board Policy Article VII, Section 13, "bullying" means any written, verbal, or physical act, or any electronic communication including, but not limited to, cyberbullying, that 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:
  - Substantially interfering with educational opportunities, benefits, or programs of one (1) or more students.
  - Adversely affecting the ability of a pupil to participate in or benefit from the School District's or public school's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress.
  - Having an actual and substantial detrimental effect on a student's physical or mental health, or
  - Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

    Consequence: Administrative alternatives through suspension

- **Discriminatory Harassment:** A student shall not intentionally engage in harassment relating to a person's sex, sexual orientation, gender identity, race, color, national origin, religion, height, weight, marital status, or disability. "Harassment" means any threatening, insulting, or dehumanizing gesture, use of technology (including social media), or written, verbal or physical conduct directed against a student or a group of students or a school employee that:

  Places a student or school employee in reasonable fear of harm to their person or damage to their property;

  - Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
  - Has the effect of substantially disrupting the orderly operation of a school.

  Consequence: Administrative alternatives through expulsion.

- **Sexual Harassment:** A student shall not intentionally engage in sexual harassment of another person. Sexual harassment is prohibited by state and federal law, including the Elliott-Larsen Civil Rights Act and Title IX. Under Board Policy Article VII, Section 12, "sexual harassment" is defined in accordance with the law and is prohibited in the District's educational program and activities. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:
  - Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity; or
  - Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or
  - Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

    Consequence: Administrative alternatives through expulsion.

❖ **ILLEGAL SUBSTANCES**

- **Alcohol/Drugs Possession/Consumption:** A student shall not use, consume, possess, attempt to possess, or be under any degree of influence of alcoholic beverages or illegal drugs, nor shall a student possess drug paraphernalia. Additionally, a student may not willfully misuse medication or other substances, including over-the-counter treatments or products that could result in intoxicating effects. The Board understands that determining if a student has used alcohol or drugs can be difficult without objective criteria. Consequently, the Board authorizes administration to use alcohol and drug detection devices.

  Consequence: Administrative alternatives through expulsion - Participation in a student assistance program may be required.

- **Alcohol/Drug Supply:** A student shall not sell, supply or arrange for the sale or supply of any alcohol or illegal drugs, drug paraphernalia or 'look-alike' substances that are misrepresented as alcohol or drugs.

Consequence: Suspension through permanent expulsion. Participation in a student assistance program may be required.

- **Inhalants or Other Chemical Substances:** A student shall not manufacture, use, consume, possess, attempt to possess, deliver, or be under any degree of inhalants or intoxicating chemical substances of any kind.
  Consequence: Suspension through permanent expulsion. Participation in a student assistance program may be required.

- **Smoking:** A student shall not smoke, chew, or otherwise use or have in their possession or under their control tobacco or nicotine products in any form, or any device or paraphernalia of any kind that may be used for smoking. A student shall not smoke or otherwise use or possess e-cigarettes and/or vaporizers ("vaping").
  Consequence: Administrative alternatives through suspension. Participation in a student assistance program may be required.

❖ **THEFT AND UNAUTHORIZED POSSESSION OF PROPERTY**

- **Theft (Minor):** Taking property of low value (e.g., classroom supplies, small personal items, item from the cafeteria) without permission.
  Consequence: Administrative alternatives through suspension

- **Possession of Stolen Property:** Having items that were stolen, even if the student did not commit the theft themselves.
  Consequence: Administrative alternatives through suspension

- **Larceny (Moderate Theft):** Intentionally taking property of moderate value (e.g., shoes, clothing, textbooks) without knowledge or permission of the owner, which has a value under $100
  Consequence: Administrative alternatives through suspension

- **Major Larceny (Significant Theft):** Theft of high-value property (e.g., laptops, phones, large amounts of money) without the knowledge or permission of the owner, which has a value in excess of $100 or part of a repeated pattern.
  Consequence: Administrative alternatives through expulsion

❖ **PROPERTY**

- **Negligent Destruction of Property:** A student shall not through negligence or carelessness, but not intentionally, act in such a way as to damage the property of others, including any district property.
  Consequence: Administrative alternatives, including restitution.

- **Property Damage:** A student shall not intentionally or recklessly act in such a way as to damage the property of others, including any district property.
  Consequence: Suspension through expulsion, including restitution.

- **Malicious Mischief:** The intentional infliction of damage in excess of $50 to property of others, including any district property.
  Consequence: Suspension through expulsion, including restitution.

❖ OTHER INFRACTIONS

- **Truancy:** When a student is repeatedly absent from school or class without a valid excuse. This includes skipping full or partial days, leaving campus without permission, or excessive tardiness that leads to missed instructional time.

  Consequence: Administrative alternatives, these may include, but not limited to: attendance contracts, parent conferences, behavior or attendance intervention plans, after school or lunch detention, referral to truancy officer or court diversion program.

- **Arson (Starting a Fire):** A student will not willfully and maliciously burn or attempt to burn any part of property that belongs to, or is under contract with the school district, or property of persons employed by the district or on school property or the setting of fires on school property. Students found guilty of this offense are subject to mandatory expulsion. "Arson" means a violation as set forth in Chapter X of the Michigan Penal Code (MCL 750.71 to MCL 750.80).

  Consequence: Suspension through permanent expulsion

- **Backpacks:** The use of backpacks in the classroom is prohibited. Backpacks shall be used for purposes of transporting books and other school related materials to and from school only.

  Consequence: Administrative alternatives through suspension

- **Bomb Threat:** If a pupil enrolled in grade 6 or above makes a bomb threat or similar threat directed at a school building, other school property, or a school-related event, then the school board, or the designee of the school board as described in MCL 380.1311a(2) on behalf of the school board, may expel the pupil from the school district for up to 180 school days.

  Consequence: Suspension through permanent expulsion

- **Bus Transportation:** To ensure the safety of all passengers, students must follow the district's bus rules, which are distributed annually and in Article VII, Section 5 of the District's Administrative Guidelines. The school bus is considered an extension of the classroom, and misconduct will be addressed by the building administrator. All student behavior on school-provided transportation is subject to the Student Code of Conduct.

  Consequence: Administrative alternatives through suspension

- **Clothing/Dress Code:** Students are expected to dress in a way that supports a safe, respectful, and distraction-free learning environment. Clothing should be clean, modest, and appropriate for school. Attire must not disrupt learning, pose a safety or health risk, or violate standards of decency. Students who violate the dress code may be asked to change and could face progressive discipline for repeated offenses.

  Consequence: Administrative alternatives through suspension

- **Criminal Sexual Conduct:** A student shall not commit criminal sexual conduct against another person. For students in grades 6 and above, school districts may expel students who commits criminal sexual conduct in a school building, on school grounds or off campus with a victim that is enrolled in the same school district. The law allows

for possible reinstatement (MCL 380.1311). The term "criminal sexual conduct" is defined in the Michigan Penal Code, PA 328 (MCL 750.520a-o and MCL 380.1311 effective August 8, 2018).

NOTE: Under state law, the district **may** suspend or expel a student who **commits** criminal sexual conduct with another District student. The district **shall** suspend or expel a student who is **convicted**, by plea or adjudication, of criminal sexual conduct with another District student.
Consequence: Suspension through permanent expulsion

- **Defiance/Insubordination:** Defiance/Insubordination is refusal to obey the instructions of school district personnel.
  Consequences: Administrative alternatives through suspension

- **Disrespect:** Students must treat all staff and peers with kindness and respect. Disrespect includes rude, abusive, or hostile language—especially when directed at someone's race, gender, religion, disability, appearance, or background—on school grounds, during school events, or on school transportation.
  Consequence: Administrative alternative through suspension

- **Disruptive Conduct:** Disruptive conduct is conduct which materially or substantially interferes with the educational process.
  Consequence: Administrative alternative through suspension

- **Electronic Communication or Media Device:** Students may not use cell phones, smartwatches, recording devices, or other electronic communication devices during class time, lunch, passing time, or school events unless given permission by a staff member or in a health/safety emergency. Devices must be turned off and kept out of sight when directed. (Wireless Communication & Personal Electronic Device Policy, Article VII. Section 23.)

  Use of devices in prohibited areas, for illegal activities, or in violation of the District's Acceptable Use Policy may result in confiscation.

  Students bring personal devices to school at their own risk. The school is not responsible for lost, stolen, or damaged items, or for content accessed or shared on personal devices.
  Consequence: Administrative alternative through suspension

- **Extortion, Blackmail or Coercion:** A student shall not commit or attempt to commit extortion, coercion or blackmail. A student shall not obtain, or attempt to obtain, money or other items of value from an unwilling person, nor shall a student by threats and/or violence, force another person to perform an act unwillingly.
  Consequence: Suspension through expulsion.

- **Gambling:** A student shall not engage in gambling or illegal games of chance of any kind, or be in possession of gambling paraphernalia.
  Consequence: Administrative alternatives through suspension

- **Gang Behavior/Activity:** A student will not, by use of violence, force, coercion, threat of violence, or gang activity, cause disruption or obstruction to the educational process. Gangs are defined as organized groups of students and/or adults who engage in activities that threaten the safety of the general populace, compromise the general community order, and/or interfere with the district's education mission. Gang activity includes, but is not limited to, the following:
  - Wearing or displaying any clothing, jewelry, colors, or insignia that intentionally identifies a student as a member of a gang, or otherwise symbolizes support of a gang.
  - Using any word, phrase, written symbol, or gesture that intentionally identifies a student as a member of a gang, or otherwise symbolizes support of a gang.
  - Gathering of two or more persons for purposes of engaging in activities or discussions promoting gangs.
  - Recruiting student(s) for gangs.

  Consequence: Administrative alternatives through expulsion

- **Hazing:** Hazing is any act—whether alone or with others—that causes or risks causing emotional, mental, or physical harm to another student as part of joining or being accepted into a class, group, or organization. This includes actions meant to humiliate, intimidate, shame, or threaten a student. Hazing is not allowed, even if the student being hazed agrees to it.

  Consequence: Administrative alternatives through suspension

- **Inappropriate Sexual Activity:** A student shall not engage in sexual activity, whether consensual or non-consensual, which is not appropriate for students, but which does not rise to the level of criminal sexual conduct.

  Consequence: Suspension through expulsion

- **Inappropriate Vehicle Usage:** A student shall not operate or park any motor vehicle or personal transportation device on school property in an unsafe, reckless, or illegal manner. This includes, but is not limited to, automobiles, motorcycles, **electric bicycles (e-bikes), electric motorcycles (e-motos), motorized scooters, mopeds**, or similar motorized devices. Students must follow all school parking regulations and traffic laws while on school property. Unauthorized riding or operating of these vehicles on sidewalks, athletic fields, courtyards, or other areas not designated for vehicle travel or parking is prohibited.

  Consequence: Administrative alternatives through suspension

- **Indecency/Obscenity:** Students must not engage in behavior that goes against commonly accepted standards of decency. This includes the use of profanity, offensive language, gestures, images, or actions such as indecent exposure or obscene acts—whether spoken, written, or displayed. Such conduct is prohibited in the presence of students, staff, parents, or others on school property or at school events.

  Consequence: Administrative alternatives through suspension

- **Making a False Report:** Falsely reporting an emergency, including but not limited to the activation of a fire alarm, reporting a bomb threat or making a false 911 call, is strictly prohibited and may result in both school discipline and legal consequences.
  Consequence: Administrative alternatives through suspension

- **Public Display of Affection:** A student shall not engage in inappropriate or public displays of affection with others including any contact that may be considered personal in nature.
  Consequence: Administrative alternatives through suspension

- **Technology Misconduct:** Students may not use technology (on or off campus) to violate any part of the Student Code of Conduct. This includes, but is not limited to:

  - Harassment, bullying, or threats made through text messages, social media, or other platforms
  - Cheating using devices such as phones, smartwatches, or AI tools
  - Disrupting the academic environment through misuse of digital tools
  - Engaging in off-campus digital behavior that negatively impacts school safety or learning

  Note: This policy includes all smart devices, generative AI tools, and school-issued technology. The same standards apply whether the behavior occurs on or off campus.
  Consequence: Administrative alternatives through suspension

- **Trespassing:** Students are not allowed on school property or in school buildings outside of school hours, during suspension or expulsion, or in areas where they are not authorized to be. Refusing to leave when directed by staff is also considered trespassing.
  Consequences: Administrative alternatives through suspension

- **Unauthorized and/or Inappropriate Use of Technology:** Students are expected to use school-issued and personal technology (including iPads, Chromebooks, phones, email, and other devices) responsibly and only for educational purposes. Misuse includes accessing inappropriate content, altering school software, or using school technology in ways not permitted by staff.
  Consequences: Administrative alternatives through suspension

- **Repeating Offenses:** Repeated offenses refer to a pattern of violating school rules or the Code of Conduct more than once, especially after previous warnings or consequences. Continued misconduct may result in more serious disciplinary action, even if the individual violations are minor.
  Consequences: Suspension through expulsion

- **Unlawful Interference with School Authorities:** Students must not interfere with teachers, administrators, or other school staff in the performance of their duties. Unlawful interference includes any unreasonable disruption or obstruction that prevents staff from carrying out their responsibilities. This includes, but is not limited to, interference with investigations by concealing evidence or making false statements.

Consequence: Suspension through expulsion

- **Use or Possession of Dangerous Objects:** Students are not permitted to use, possess, or threaten to use any object that can cause harm or is perceived as dangerous. This includes, but is not limited to, explosive devices (such as firecrackers or smoke bombs) and any item capable of causing injury. All dangerous objects will be confiscated immediately.
  Consequence: Administrative alternatives through expulsion

- **Weapons: Firearms:** A student shall not possess a firearm. A firearm is any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or silencer; or any destructive device.
  Consequence: Mandatory expulsion, pursuant to state law

- **Weapons: Look-Alikes:** A student shall not possess, attempt to possess, handle, use or transmit a toy weapon or look-alike or replica weapon without the prior approval of a teacher or administrator.
  Consequence: Administrative alternatives through expulsion

- **Weapons: Other Dangerous Weapons:** A student shall not possess, attempt to possess, handle, use or transmit a dagger, dirk, stiletto, knife with a blade 3" or more in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles.
  Consequence: Suspension through expulsion

- **Weapons: Other Weapons:** A student shall not possess, attempt to possess, handle, use or transmit any other weapons or instrument used as a weapon, including, but not limited to, a martial arts weapon; an air gun; a knife with a blade less than 3" in length; or any instrument or item that inherently, or by its use in a particular case, inflicts or may inflict injury or endangers personal health or safety.
  Consequence: Administrative alternatives through expulsion.

ADMINISTRATION OF THE CODE OF CONDUCT

LEVELS OF CONSEQUENCE

Student misconduct may result in a range of disciplinary responses depending on the nature and severity of the behavior. Consequences may include administrative alternatives, emergency removal (snap suspension), suspension, expulsion, or permanent expulsion, as permitted by law and Board policy.

Excluding a student from school is a serious disciplinary action. Whenever appropriate, administrators are encouraged to consider interventions, restorative practices, and administrative alternatives that promote student learning, accountability, and positive behavior before excluding a student from school.

Parent(s)/guardian(s) will be notified whenever disciplinary action is taken under the Student Code of Conduct. The method and timing of the notification will be determined by the nature and

severity of the incident and may include telephone, email, written correspondence, electronic communication, or a parent conference. When appropriate, school staff will work collaboratively with parents/guardians to support positive student behavior and student success.

LEVEL 1: ADMINISTRATIVE ALTERNATIVES

Listed below is a non-exclusive list of administrative alternatives to exclusion from school that may be considered, with the appropriateness of a particular alternative dependent on the seriousness of the infraction, the student's age and discipline history, and other circumstances and factors.

- Time out from the classroom
- Lunch-time detention
- Before or after school detention (after notice to parents)
- Denial of participation in school or extracurricular activities or events
- Denial of the right to attend non-classroom school events
- Student-parent-school behavioral contracts
- A written assignment pertinent to the unacceptable conduct
- Confiscation of materials or items that are part of the unacceptable conduct
- Academic warnings
- Additional classroom assignment(s)
- Work assignment at school (cleanup or minor repairs)
- Required community service
- In the case of property damage, full financial restitution
- Loss of parking privileges at school
- Probationary status
- Restorative practices
- Participation in student assistance program
- Outside counseling referral

LEVEL 2: SHORT-TERM SUSPENSION OR EMERGENCY REMOVAL ("SNAP SUSPENSION")

A. A building administrator may suspend a student for up to five (5) days. A short-term suspension includes exclusion from extracurricular activities, school activities and trips for the period of the suspension.

B. A student may be removed from any class, subject, or activity for up to one (1) day by the student's teacher for certain conduct as specified in the Student Code of Conduct pursuant to MCL §380.1309. A student so removed will be allowed to attend other classes taught by other teachers during the term of the one (1) day removal. In addition, the teacher shall immediately report the suspension and the reason for the suspension to the school principal and send the pupil to the school principal or the school principal's designee for appropriate action. If that action requires the continued presence of the pupil at school, the pupil shall be under appropriate supervision. As soon as possible after a suspension under this section, the teacher shall ask the parent or guardian of the pupil to attend a parent-teacher conference regarding the suspension. Whenever practicable, a school counselor, school

psychologist, or school social worker shall attend the conference. A school administrator shall attend the conference if the teacher or the parent or guardian so requests.

LEVEL 3: SUSPENSION

A building administrator may suspend a student for up to ten (10) days. The Superintendent may suspend a student for up to sixty (60) days. Ordinarily a suspension will be imposed by a building administrator (up to 10 days) or Superintendent (11 to 60 days).

LEVEL 4: EXPULSION 60 TO 180 DAYS

The Superintendent or the Superintendent's designee may recommend to the Board that it expel a student for not less than sixty-one (61) days to not more than one-hundred and eighty (180) days. Ordinarily an expulsion will be imposed by the Board of Education following a hearing.

LEVEL 5: PERMANENT EXPULSION OR EXPULSION OF GREATER THAN 180 DAYS

The Superintendent may recommend to the Board that a student be permanently expelled for greater than one-hundred and eighty (180) days. Ordinarily an expulsion will be imposed by the Board of Education following a hearing.

Note: The imposition of penalties for infractions other than mandatory permanent expulsion is subject to consideration of certain factors established by state law and Board Policy, as discussed above.

Statutory Expulsion Requirements: Certain offenses are subject to the expulsion provisions of Michigan law, including possession of a firearm or other dangerous weapon in a weapon-free school zone, arson, criminal sexual conduct, and certain physical assaults against school personnel. Except where otherwise provided by law, the District will consider the factors required by MCL 380.1310d before determining whether suspension or expulsion is appropriate. The statutory factor requirements do not apply to permanent expulsion for possession of a firearm in a weapon-free school zone.

Mandatory Permanent Expulsion <u>Not Subject to MCL 380.1310d</u>

- Firearm possession in a weapon-free school zone, subject to the statutory weapon exceptions (MCL 380.1311(2)).

Permanent-Expulsion Provisions Subject to MCL 380.1310d

- Other dangerous weapon in a weapon-free school zone, subject to the statutory weapon exceptions (MCL 380.1311(2)).
- Arson in school/on school grounds
- Criminal sexual conduct (CSC) in school/on school grounds
- Plea, conviction, or adjudication for CSC against another district student (Note: MCL 380.1311(1) gives the board *discretionary* authority over a student who commits CSC

against another student in the same district. A plea, conviction, and/or adjudication is not required for the discretionary discipline.)
- Grade 6+ physical assault at school against an employee, volunteer, or contractor

Suspension/Expulsion Provisions Subject to MCL 380.1310d

- Grade 6+ physical assault against another student
- Grade 6+ verbal assault against school personnel
- Grade 6+ bomb threat or similar threat

Discipline of Students with Disabilities

The rules governing student conduct apply to all students. The district, however, will fully comply with the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 and the Michigan Mandatory Special Education Act when disciplining students with disabilities.

RESPONSIBILITY OF THE EXCLUDED STUDENT

Students Excluded for 10 Days or Less: Students who are assigned in-school suspension, emergency removal (1 class, subject or activity) or short-term suspension (1 to 5 days), will be provided the course content (i.e., worksheets, handouts, assignments), except for notes and other information provided by the teacher during the class period that would be considered part of the in-class lesson. Students are expected to consult Schoology regarding missed materials and work. A student shall be offered make-up privileges during the suspension. It shall be the responsibility of the student to contact each teacher for course content and/or to arrange for make-up opportunities as determined by the teacher.

Students Excluded for 11 to 90 Days: Students who are suspended for more than 10 days shall have access to course content via Schoology, and are encouraged to keep up with the work of their classes. In order to pass a course, tests and major assignments shall be submitted/completed by the student. It shall be the responsibility of the student to contact each teacher to arrange for make-up opportunities as determined by the teacher.

Students Expelled for More Than 90 Days or Permanently Expelled: Students under 18 years old who are expelled for more than 90 days or permanently expelled from school remain subject to the state compulsory education law, MCL §380.1561. It is the responsibility of the student and the student's parent(s) or legal guardian(s) to locate a suitable alternative educational program and to enroll the student in such a program unless/until the student is reinstated to school in the district or the student reaches the age of 18. The Michigan Department of Education Office of Safe Schools is charged with compiling information and options for alternative schooling.

Students who are expelled for more than 90 days or permanently expelled are required to return to the principal all school-owned property in their possession as soon as possible.

A student who is suspended or expelled is prohibited from being on any district property or attending any school-sponsored activity, whether on or off district property, during the period of

suspension or expulsion, unless prior written permission is granted by the principal or superintendent (or designee).

DUE PROCESS/APPEAL

Students Subject to Suspensions of 10 Days or Less

Suspensions of 10 days or less may be implemented by the building administrator. Students subject to suspensions of 10 days or less shall be provided with verbal notice of the infraction as well as an opportunity to respond and tell their side of the story. If a suspension of 10 days or less is imposed, the student's parents shall be notified promptly of the action taken.

Students Subject to Suspensions Greater Than 10 Days but Less Than 60 Days

Except in emergency situations, prior to the implementation of a suspension of greater than 10 days but for 60 days or less, a student shall be given due process, consisting of oral or written notice of the charges against him or her, a summary of the evidence supporting the charges, and the opportunity to respond. When such suspension or expulsion has already occurred, notice and opportunity to respond shall occur as soon as reasonably possible. The building administrator shall be responsible for recommending a suspension of greater than 10 days and up to 60 days. Only the Superintendent may recommend to the Board an expulsion of 61 days or more.

Students Subject to Expulsion of Greater Than 60 Days or Permanent Expulsion

Before a recommendation by the Superintendent to the Board that a student be permanently expelled for more than 60 days or that he/she be permanently expelled, the student shall be provided at the building level oral or written notice of the charges against him or her, a summary of the evidence supporting the charges, and the opportunity to respond. If such a recommendation is to be made, the student and the student's parent or guardian must also be notified that the Board will conduct a hearing to determine whether to accept the recommendation for expulsion. The following hearing procedure shall be followed:

1. Upon receipt of a recommendation from an that a student be expelled for more than 60 days or permanently expelled, the Superintendent shall promptly schedule a hearing with the student's family and the Board to review the recommendation, and shall provide the student or parent written notice of the following:

    a. the time, date and location of the hearing.
    b. that the student or parent may be represented by an attorney of advisor at the hearing.
    c. that witnesses may attend the hearing and present evidence to the Board.

    If the student or parent fails to attend a hearing after receiving notice, the Board or designee may proceed with the hearing and to a determination of whether to accept the recommendation.

2. The principal and/or other administrators from the student's school, the Board attorney, and any other persons the Board and/or Superintendent believe are necessary may attend the hearing as witnesses or advisors to the Board.

3. At the hearing, the student or parent shall be provided:

    a. notice of the charges against the student;
    b. a summary of the evidence supporting the recommendation and the reasons for the recommendation; and
    c. an opportunity to be heard in his/her own defense.

4. During the hearing, the principal or other administrator shall first present to the Board the facts of the case and the basis for the expulsion recommendation. Thereafter, the student, the student's parent and/or the student's representative may present their defense. The Board and other participants in the hearing may ask questions of witnesses. While the hearing process is subject to due process and may have some similarities to a court proceeding, it is not conducted in a court of law and court rules (including the rules of evidence) are not applicable.

5. After conducting the hearing, the Superintendent shall mail to the student or parent a written decision with respect to the recommendation within five (5) school days following the hearing. The Board may:

    a. accept the recommendation and expel the student;
    b. impose consequences other than expulsion (including a suspension of each duration and with such terms as the Board believes are justified);
    c. return the matter to the principal for imposition of consequences other than expulsion; or
    d. decline to impose discipline.

APPEAL PROCESS

A suspension of 11 days up to 60 days may be appealed to the Superintendent or the Superintendent's designee, which may be referred to the Board. An appeal must be submitted by the student or parent in writing. Decisions on appeals are final.

An expulsion of 61 days or more or a permanent expulsion may be appealed to the Board of Education by the student or parent within fifteen (15) days of the mailing of the letter of the discipline. Appeals must be submitted in writing. Decisions on appeals are final. A student who has been permanently expelled from the district may seek reinstatement in accordance with the provisions of MCL 380.1311a.

The Superintendent or designee may pause enforcement of the consequence pending the outcome of the appeal.

The Following Procedures Outline a Student's Appeal Rights When Heard by the Board:

1. Appeals shall be limited to whether the specific provision of this Handbook has been properly applied.

2. Upon receipt of a request for appeal to the Board, the Superintendent or designee shall provide the student or parent written notice of the following:

a. The time, date, and location of the appeal hearing.
b. That the student may be represented by an attorney or advisor of the student's choosing.
c. That witnesses may attend the hearing and present evidence to the Board.

3. The principal and other administrators from the student's school, Board attorney, and any other persons the Board believes are necessary may attend the appeal hearing as witnesses or advisors.

4. A record of the appeal hearing shall be made.

5. During the hearing, the administration shall first present the facts of the case and the basis for the suspension. Thereafter, the student (and/or the student's representative and parent(s)) may present their defense. The Board and other participants in the hearing may ask questions of witnesses. While the hearing process is subject to due process and may have some similarities to a court proceeding, it is not conducted in a court of law and court rules (including the rules of evidence) are not applicable.

6. After conducting a hearing, the Board may:

   a. Affirm the consequence; or
   b. Modify the terms and conditions of such discipline, with or without new conditions; or
   c. Set aside the consequence or suspension.

7. The Board shall issue a decision in writing within a reasonable time following the appeal hearing. The Board's decision shall be final.

OFF-CAMPUS AND EXTERNAL CONDUCT VIOLATIONS

Misconduct in Another School System: Students who have been expelled or suspended long-term from another public or private school for serious misconduct, or who withdrew before a hearing could be completed, may be subject to disciplinary action in L'Anse Creuse if the behavior poses a safety risk to our school community.

- These students may enroll but will be placed on suspension pending a due process hearing before the Superintendent or designee.
- If the hearing cannot occur within 10 school days, an interim hearing will be offered with the building principal.

Off Campus Misconduct: Students are expected to uphold school standards at school-sponsored off-campus events and in their general conduct outside of school including, but not limited to:

- Misconduct at any school-sponsored event, regardless of location, is subject to all school rules and consequences.

- Serious off-campus behavior that negatively affects the safety, welfare, or operation of the school may result in disciplinary action—even if the behavior was not part of a school activity.
- This may also impact participation in extracurricular activities, athletics, or student leadership roles.

Consequence: Administrative alternatives through expulsion

ANTI-HARASSMENT/ANTI-VIOLENCE POLICY

L'Anse Creuse Public Schools is committed to maintaining a safe, respectful learning and working environment, free from all forms of unlawful harassment and physical assault.

Harassment or assault based on race, religion, color, national origin, sex, disability, or any other legally protected characteristic is strictly prohibited. This applies to all students, staff, and board members.

The district will promptly investigate all reports of unlawful harassment or physical assault. If a violation is confirmed, immediate steps will be taken to stop the behavior, prevent its recurrence, and address its impact.

Staff members are required to report incidents of harassment or assault to the District's Compliance Officer(s) or Title IX Coordinator, as appropriate. Failure to do so may result in disciplinary action, up to and including termination. Building administrators are responsible for ensuring compliance with state and federal laws and board policies related to harassment and assault.

District Compliance Officers:

- Director for Human Resources (586-783-6300, ext. 1216)
- Director for Special Education (586-783-6300, ext. 1011)

These officials receive and investigate complaints, coordinate response efforts, and implement appropriate actions, including interim measures and disciplinary consequences when necessary.

NON-DISCRIMINATION & EQUAL OPPORTUNITY IN EDUCATION

The L'Anse Creuse Public Schools does not discriminate on the basis of race, color, religion, national origin or ancestry, gender, disability, age, height, weight, marital status, or other protected classes in its programs, services, activities or in employment.

Inquiries related to discrimination on the basis of disability should be directed to the Director for Special Education, direct all other inquiries related to discrimination, including those pertaining to Title IX sexual harassment, are to be reported to the Assistant Superintendent for Human Resources.

STUDENT CODE OF CONDUCT
PARENT/STUDENT ACKNOWLEDGEMENT OF RECEIPT FORM

Instructions to Parent/Guardians/Students: Please sign and return this page to your child's 1st hour or classroom teacher after reading this Code of Conduct, discussing it with your child and obtaining your child's signature.

Student Name: _____ Grade: _____

Attending School: _____

As the parent/guardian of student, _____, I have read and discussed the L'Anse Creuse Public Schools Handbook and Code of Conduct with my child.

_____ _____
Parent/Guardian Signature Date

_____ _____
Parent/Guardian Signature Date

_____ _____
Student Signature Date