

# *Seitz Middle School*

17800 Kennebec, Riverview, MI 48193

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2019-2020

**SEITZ MIDDLE SCHOOL**

**CODE OF CONDUCT**

*Home of the "Pirates"*

Academics, Responsibility, Respect, Growth, Honor

**ARRGH**

**SEITZ MIDDLE SCHOOL**

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

OFFICE HOURS:	7:00 a.m. - 4:00 p.m.
SCHOOL HOURS:	7:55 a.m. - 3:00 p.m.
SCHOOL NICKNAME:	PIRATES
SCHOOL COLORS:	MAROON/GOLD
Principal:	Ms. Nicole Muñoz
Assistant Principal:	Mr. Sean Gill
Counselors:	Mrs. Nanette Gribble Mrs. Bonnie Lopez Mrs. Lina Singleton
Secretary to Principal	Mrs. Michelle Carney
Secretary to Assistant Principal:	Mrs. Sarah Henige
Special Ed Supervisor:	Mr. Howard Berlin
Psychologist:	Mrs. Marisa Kolomitz
Social Worker:	

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Riverview, MI 48193  
734-285-9660

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## **PHILOSOPHY**

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

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

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

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

The purpose of this Student Code of Conduct is to help students develop respect for the rights and properties of others, develop self-discipline, learn to interact with fellow students and prepare to assume the responsibilities of good citizenship when they leave school the code is a list of violations and consequences that will be imposed by an administrator should students commit the violations. It is recognized that it is important to have the school administration and teachers maintain a direct involvement with parents, either by telephone, electronically or by conference. The administration and staff should also utilize various auxiliary personnel such as social workers, psychologists, outside agencies, etc., as a resource when dealing with students and/or their parents. The code also includes an appeal process to be used if students or parents are dissatisfied with the action taken. It is the obligation of all students and parents to read the Code of Conduct.

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

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

## **General Building Conduct**

Students shall not arrive at school before 7:30 a.m. Classes begin at 7:55 a.m. and students are dismissed at 3:00 p.m. each day. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Students shall not run, talk loudly, or yell in the hallways. Students shall not push, shove, or hit others.
- Coats, and backpacks are not permitted in the classroom, unless permission is granted by a teacher or administrator.
- Students shall not write on walls, desks, or deface/destroy school property.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.
- No speakers are permitted without permission from administration / designee.
- Phone / Electronic Device(s) should only be used in classroom with teacher approval and can be taken away if used during any unauthorized time. Devices may be secured in the office and returned to the student at dismissal. No warning is required to be issued. All areas of the code of conduct apply to electronic devices during school day.
- For safe schools purposes, students using ear buds with their electronic device during passing time / lunch are allowed to have only ONE ear bud in their ear. Students are not allowed to wear headphones completely covering the ears. Students, when entering a class, must remove ear bud until the teacher has given permission for them to be used for educational purposes, even then, the “one ear bud” rule is in effect.

### **When and Where Conduct Rules Apply**

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to:
  - (a) be a threat or an attempted intimidation of a staff member; or
  - (b) endanger the health or safety of students, staff, or school property.

## School Dress Code

The Riverview Board of Education recognizes its responsibility to the community to ensure that reasonable standards of dress and grooming are maintained in the Riverview Community School District. Clothing shall be considered unacceptable if it creates a clear and present danger to the health and safety of the students or other persons; or creates or potentially creates a disruptive influence on the educational process. For example: hats, non-religious head coverings, egregiously short shorts/skirts, excessively torn or destroyed clothes, pajamas, clothing with profanity, vulgar/obscene suggestions, violent sayings or images, clothing which promotes, displays, or advertises alcohol or drugs, or infringes upon the rights and freedoms of other students are not allowed. RCSD administration makes the final decision concerning student dress and appearance.

Below are some additional guidelines for students to follow:

- Hats or any non-religious head covering will not be worn during the school day, including hoods. \*\*Hooded shirts and sweat shirts may be worn, but head covering must be removed upon entering the building.
- Safe and appropriate shoes should be worn. Shoes or sandals must have a back.
- Sunglasses must be removed upon entering the building unless medical documentation allows.
- Students will dress for field trips in a manner that is appropriate for the field trip activities. Students who do not dress appropriately will not be allowed to attend.
- Dress code for school dances will be pre-determined by administration and communicated to students. Dress will reflect the type of dance.

When a potential dress code violation occurs, the teacher will notify the office electronically so that a determination can be made if he/she needs to change into appropriate clothing. The student will change or return with a pass indicating that they were in the office and they were given an official warning, changed or reprimanded with a consequence such as detention. Administrators or designee will have the final say with regard to interpretation of the following dress code rules and standards.

## **Student Disciplinary Measures**

The Board of Education is continually concerned about the safety and welfare of district students and staff and, therefore, will not tolerate behavior that creates an unsafe environment, a threat to safety or undue disruption of the educational environment.

The following list of disciplinary measures is a range of options that will not always be applicable in every case.

### **Disciplinary Measures**

Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference with emphasis on restorative justice. Restorative practice which emphasize repairing the harm to the victim and school community caused by the student's misconduct.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study/detention provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.) Detentions will be held on Monday and Wednesday for one hour from 3:10 p.m. – 4:10 p.m.
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program, such as the Riverview Virtual Academy if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

## School Behavior Infractions

1. Fighting (involving 2 or more students)
2. Fight Promotion
  - Bystanders who promote a fight or who record a fight with a cell phone or other devices or commenting/inciting/propagating either live or with social media are subject to disciplinary action.
3. Hitting, kicking, and/or punching another student (with or without retaliation).
4. Intimidation
  - Threatening an individual with physical harm
5. Harassment
  - Repeated inappropriate comments or behavior that is intimidating, offensive or hostile in reference to, but not limited to, gender, race, color, sexual orientation, age, disability, height, or weight.
6. Destruction of Property
  - Negligently damaging school property or personal property on school grounds. Damage cannot be repaired – it has to be replaced (i.e. broken glass or permanent marker).
7. Forgery
  - Falsely producing hall passes, pink slips, or other documentation used by Seitz staff as correspondence.
8. Assembly misconduct disruptive to the educational process.
9. Technology Abuse (Acceptable Use Policy)

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

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

## Student Conduct

### Prohibited Student Conduct

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

Students may be disciplined for misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, or selling tobacco materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish). Michigan law prohibits the possession or medical use of marijuana on school grounds or buses.
  - b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
  - c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
  - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
  - e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
  - f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

- g. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
4. Using, possessing, controlling, or transferring a dangerous weapon (firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles) or any object which may be used to cause or threaten harm to others, including a "look alike" weapon.
  5. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period or passing time; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
  6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
  7. Disobeying rules of student conduct or directives from staff members or school officials.
  8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
  9. Bullying, harassment, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.
  10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
  11. Engaging in teen dating violence.
  12. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
  13. Entering school property or a school facility without proper authorization.
  14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.

15. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
16. Violating any criminal law, including but not limited to, assault, battery, criminal sexual assault, arson, theft, gambling, eavesdropping, and hazing.
17. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
18. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
19. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

**INSTRUCTIONS TO PARENTS/GUARDIANS:** *Please sign, detach, and return this page to your child's school after reading this Code of Student Conduct, discussing it with your child, and obtaining your child's signature.*

**RIVERVIEW SCHOOL DISTRICT  
CODE OF STUDENT CONDUCT PARENT REVIEW**

Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_

As the parent/guardian of \_\_\_\_\_, I have read and discussed the Code of Student Conduct with my child.

\_\_\_\_\_  
Parent/Guardian Signature Date: \_\_\_\_\_

\_\_\_\_\_  
Student Signature Date: \_\_\_\_\_