

*MARTIN LUTHER KING, JR.
EDUCATION CENTER ACADEMY*



STUDENT CODE OF CONDUCT



INTRODUCTION:

The Martin Luther King, Jr. Education Center Academy believes that implementation of the Student Code of Conduct will help guarantee that every student will be provided with a secure environment in which to pursue educational excellence.

The following is a detailed outline of expectations, rules, policies, and regulations mandated by the Martin Luther King, Jr. Education Academy. All participants, {students, parents, teachers, staff and administration} are required to adhere to these guidelines in order to maintain affiliation or relation with this school. Please read them carefully and apply them accordingly.

STUDENT RULES:

1. At all times, display positive behaviors and actions which show respect to yourself and others.
2. Be on time and prepared for school and classes each day.
3. Exercise self-discipline, tolerance and non-violence in interactions with others.
4. Refrain from fighting, pushing, hitting, kicking or other harmful behaviors
5. Refrain from yelling, screaming, swearing or abusive language.
6. Respect the rights and property of others and the Academy.
7. Try your best in every class and in everything you do.
8. Be responsible and accountable for your own actions.
9. Follow staff directions, classroom rules, and Academy rules at all times.
10. Immediately report any emergency or problem to the nearest staff.

STUDENT RESPONSIBILITIES:

Students of the Martin Luther King, Jr. Education Center Academy are expected to fulfill the following responsibilities:

Learning: Students have the responsibility of participating fully in the learning process. Students must report to school and to all scheduled classes regularly and on time, remain in class until excused, pay attention to instruction, complete assignments to the best of their ability and request help when it is needed.

Behavior: Students have the responsibility of avoiding any behavior that is detrimental to the achievement of their own or to other students' educational goals. Students must cooperate in maintaining reasonable orderliness in the school and in the classroom, take reasonable care of books and other instructional materials, and encourage a climate where learning is cherished. Most particularly, students must refrain from engaging in conduct that violates the provision of this Code of Conduct.

Student Dress: Students have the responsibility to comply with uniform dress code standards as

determined by the school. Presently, the regular uniform attire is as follows Monday-Thursday:

Boys: Navy blue uniform pants or slacks; white top (polo's, dress shirts), gym shoes.

Girls: Navy blue uniform skirts, pants or jumpers, white top (blouses, turtlenecks) gym shoes.

The uniforms can be accessorized with a navy blue sweater, vest or pullover top.

Free Dress Day is every Friday. Students must be properly attired; unacceptable clothing is disallowed in school.

Respect for Staff: Students have the responsibility of showing respect for the knowledge and the authority of school staff. Students must obey reasonable directions, use only acceptable and courteous language, avoid actions that show contempt and appeal decisions only through appropriate channels.

Respect for Other Students: Students have the responsibility of showing respect for the rights and human dignity of fellow students. For example, students must refrain: from name-calling, fighting, harassment, belittling or engaging in deliberate attempts to embarrass or harm another student.

ATTENDANCE POLICY:

Attendance: Good attendance is essential for high achievement. An absence from school is a detriment to student learning. Parents are to notify the office/teacher prior to the child's absence. Your child must bring a note to school upon his/her return if prior notice has not been given. Documentation is needed for an excused absence. Absence without documentation is considered unexcused.

Absence: Students are expected to attend class regularly as scheduled. Excessive absences will be referred to the Social Worker. Ten or more absences or continual tardiness may be cause for expulsion. The state monitor's unexcused absences.

Early Dismissal: Early dismissal (such as a doctor's appointment) must be rare and should be pre-arranged so that the school can document an excused absence.

STUDENTS' RIGHTS:

Students have the following rights:

1. THE RIGHT TO AN EDUCATION

Students have a right to take part in all programs of Martin Luther King, Jr. Education Center Academy without regard to race, color, sex, national origin, creed, religion or handicap.

2. THE RIGHT TO FREEDOM OF EXPRESSION

Students have a right to express their opinions in any way that is fair. Students must sign written opinions.

3. THE RIGHT TO DISAGREE

Students have a right to disagree. When students disagree, they must respect the rights of others.

4. THE RIGHT TO PETITION

Students have a right to ask for changes by writing a letter to the teacher or administration.

5. FREEDOM FROM UNREASONABLE SEARCHES SEIZURES

Students have a right to privacy. No one can search or take things that belong to a student unless there is an emergency or a good reason. If a student is not present, he/she must be told as soon as possible that things that they own have been searched or taken.

6. THE RIGHT TO DUE PROCESS

Students have a right to know all about any charges made against them. Students also have a right to explain what happened and why. Any final records must state whether or not the charges were proven.

7. MAKE-UP WORK

If a student has been suspended, he/she will be given a chance to do make-up assignments.

8. THE RIGHTS OF STUDENTS WHEN QUESTIONED BY THE POLICE

If police or court officials have a warrant, the principal has the power to let them search or arrest a student. If the police or court officials do not have a warrant, the principal will decide whether to let them talk to the student. Other officials from public or private agencies must have the approval of the parents to talk with student. The principal or someone representing the principal must be present when student is being questioned.

The student must be told that he/she has the right to remain silent because what he/she says may be used against him/her in court. The student must be told that he/she has the right to talk with a legal adviser. Parents must be told about their child being questioned by police or court officials. Parents may be present during questioning.

UNACCEPTABLE CONDUCT:

ILLEGAL BEHAVIOR:

Each infraction listed below can result in an immediate expulsion at the administration's discretion.

1. Threats of Violence: Words or actions that may threaten to do injury or bodily harm to another person or that may intimidate another person through fear for his/her safety. No actual bodily contact is necessary.
2. Assault & Battery: The unlawful intentional touching or application of force to another person, done in a rude, insolent or angry manner. Whenever battery involves more than two people, serious physical injury, an unprovoked attack or the possession or use of a weapon, tile students should be charged with a violent act or battery.
3. Possessions of Weapons or other Dangerous Objects: Carrying, using or storing weapons or other dangerous objects {e.g. explosives or firecrackers} in a school building or on school grounds. Possession of a gun or knife, or use of any weapon or dangerous object is considered a violent act.
4. Burglary, Theft, Robbery, Larceny: Stealing money or property.
5. Arson: The willful and malicious burning, or attempting to burn any part of any building or any property belonging to, rented by or on loan to the school district, or property; including automobiles of persons employed by the school or in attendance at the school.
6. Vandalism or Malicious Destruction of Property: Destruction of or defacing of property belonging to, rented by or on loan to the school system or property; including automobiles of persons employed by the school or in attendance at the school.
7. Interference with or Intimidation of School Personnel: Preventing or attempting to prevent school personnel from engaging in their lawful duties through threats, violence or harassment.
8. False Alarms: Activating a fire alarm system in any school building or on school property and/or reporting a fire or bomb when none exists.

PROHIBITED BEHAVIOR:

Each infraction Listed below can result in an immediate expulsion at the administration's discretion.

1. Insubordination: Refusal to respond or carry out reasonable and lawful directions of authorized school personnel. Insubordination should not be charged for tardiness or truancy.
2. Verbal Abuse: Name-calling, racial or ethnic slurs or derogatory statements addressed to others designed to precipitate disruption, incite violence or impede the school program.
3. Disruptive or Other Misconduct: Other misconduct not listed above, that disrupts or interferes with the educational process. Disruptive or other misconduct should not be charged for tardiness or truancy.
4. Unauthorized Use of Materials/Equipment: Items used at school without the prior approval of an administrator or teacher, any equipment or materials, which interfere with the instructional program. Unauthorized use of equipment includes use of radios, Pokémon cards, other games, music players (iPod, tablets), electronic equipment, or other items without prior approval. In such cases, the equipment will be confiscated by staff and returned only to a parent/guardian at discretion of the teacher, Social Worker or administration.

Discriminatory Harassment or Bullying: MLKECA strictly prohibits behavior that violates the safety of any student. Intimidation, harassment, or bullying of a student based on sex, race/color/national origin, disability, or any other reason will lead to disciplinary action, and possible suspension or expulsion. .

Such behavior includes:

- Direct physical contact, such as hitting or shoving
- Verbal assaults, including but not limited to teasing, name-calling, threatening, language that is intimidating or that degrades people
- Social isolation or manipulation
- Social Media Intimidation or Harassment

Any reports of this discriminatory harassment or bullying will be investigated immediately, addressed in counseling and resolved by administration.

DISCIPLINARY ACTIONS

Whenever an employee discovers a student engaging in unacceptable conduct, he/she must take prompt action. This may include directly addressing the student, seeking the assistance of other staff persons, and reporting the incident to an administrator. Whenever an employee discovers a student engaging in conduct constituting illegal behavior, disciplinary proceedings must be initiated.

DISCIPLINARY PROCEDURES

1. Teacher documents use of various behavior management techniques within the classroom to address mild to moderate misbehaviors that do not violate administration policies.
2. Teacher refers students to a Social Worker for consultation, redirection, behavior modification etc.
3. Social Worker may contact parent for a session with Social Worker to discuss behavior and to sign a referral verification form for external resources to appropriate agency. If needed, parents are expected to cooperate within 30 days of this documentation that referral has been acted upon. Failure to comply with suggested referrals or acquired resources may result in immediate exclusion.
4. Subsequent exclusion from class may result in suspension from the school building. Students with 3 or more behavioral referrals and no improvement in behavior may be suspended from school 1-3 days(s) depending on the infraction.
5. Students with REPEATED BEHAVIOR (defiance, attendance issue, disruptive, aggressive, negative attitude; insubordination, foul language, etc.,) VIOLENT BEHAVIOR (fighting, hitting, kicking,

punching, throwing objects, hitting with an object, threatening, spitting etc.), AND REPEATED SUSPENSION (3 or more) OR CLASS EXCLUSION may result in a **30 school day behavioral probation**. During this probationary period the student must have exemplary behavior or a noticeable improvement in behavior. Violation of the probation may result in permanent expulsion from school.

STAFF INTERVENTION IN UNACCEPTABLE CONDUCT:

Teacher Disciplinary Action: Teachers have the authority to utilize various behavior management techniques within the classroom to address incidents or minor misbehaviors, so long as such techniques do not violate administration policies. A teacher may exclude from his/her class a student who in the teacher's opinion is causing serious disruption.

Administrative Disciplinary Actions: In some instances where the seriousness of the offense requires the removal of a student from the building and all school sponsored activities, short term suspension is necessary.

Suspension: The temporary removal of a student from the building and all school-sponsored activities. A student in grades K-8 may be suspended for up to three school days.

Expulsion: The permanent denial to attend Marin Luther King, Jr. Education Center Academy. Students that commit serious, violent, and/or dangerous acts, or any acts which violate the Student Code of Conduct, can be expelled immediately at the discretion of administration. Expelled students may be transferred to an alternate school or program operated by the Detroit Public Schools or other institution.

EXPULSIONS REQUIRED BY STATE LAW: Michigan law has mandated that students be expelled for particular offenses.

In these circumstances school authorities have **NO DISCRETION TO REDUCE OR MODIFY THAT PUNISHMENT**.
The following are mandated by law.

Mandatory permanent expulsion for the following:

- V01 Possession of a Firearm
- V02 Possession of Knife, Cutter or Razor blade
- V03 Possession of Other Lethal Weapons
- V04 Use of a Weapon or Dangerous Object
- V05 Physical Assault of School Employee, Volunteer or Contractor
- V08 Arson
- V 10 Physical Assault of a Student
- V011 Criminal Sexual Conduct

GRIEVANCE/PARENT CONCERN PROCEDURE:

If a parent/guardian has a concern/complaint; the following five (5) steps should be taken in the order presented:

1. Discuss the situation or concern with the teacher. There may be an explanation or immediate solution to the problem.
2. If the problem is not resolved, complete a concern form provided by the secretary. If necessary, a meeting will be scheduled with the Social Worker to address your problem and/or facilitate a meeting within 3 school days between you and whoever else may be involved.
3. If the Social Worker cannot resolve the matter, a written request may be submitted for a meeting with the administration. The administration will work on a solution to your problem and/or facilitate a meeting within 7 school days between you and whoever else maybe involved.
4. **APPEAL PROCEDURE:** If the administration is unable to resolve the matter, a written request may be submitted for a special meeting with an Academy Board Member. A meeting will be pursued within 30 days of written request.

5. If a solution cannot be worked out, during any of the above steps, you may wish to consider an alternative education option for your child. It is expected that in some instances, a student and/or parent may decide that the Academy is not the best place for him or her. The parent(s) and/or custodial guardian(s) will have the right to choose another educational option that may become available that they feel better serves the need of their child. The Academy's administration will conduct an exit interview with all students and their parents who, prior to completion of the program, might decide to withdraw from the Academy. The Academy will work with the student and parent in helping to plan for a complete and successful transition to another school and/or program.
6. **SUSPENSION/EXPULSION APPEALS:** Parents may appeal the decision of a short-term or long-term suspension and /or expulsion. Parent must submit within 5 days, a written request that they wish to appeal the decision, citing the cause for appeal. Upon receipt of the Appeal Request, an Appeal Meeting will be scheduled with the Principal and/or S to review the issue being appealed. No decision will be made at the Appeal Meeting. Parents have the opportunity to speak for fifteen minutes on behalf of their child. The administration will notify the parents and the student of the decision within 5 days following the meeting.

Non-Discrimination: Any person alleging discrimination has a right to file a complaint within 180 days of the alleged discriminatory action by written and/or verbal means. Incident/complaint forms are located in MLKECA offices. The submission will be reviewed by staff, administration and/or Civil Rights Coordinator within 8 school days. After a determination is presented, if the individual is dissatisfied with the determination set-forth by the district, that individual may file a complaint with Michigan Dept. of Civil Rights, or the U.S. Dept. of Civil Rights, or the U.S. Dept. of Justice.

ADDEDUM TO MLKECA STUDENT CODE OF CONDUCT

Family Educational Rights and Privacy Act (FERPA)

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless¹ for reasons such as great distance¹ it is impossible for parents or eligible students to review the records. Schools ma/ charge a fee for copies. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally , schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However¹ FERPA allows schools to disclose those records, without consent¹ to the following parties or under the following conditions (34 CFR § 99.31):

School officials with legitimate educational interest; other schools to which a student is transferring; specified officials for audit or evaluation purposes;

Appropriate parties in connection with financial aid to a student; Organizations conducting certain studies for or on behalf of the school; accrediting organizations; To comply with a judicial order or lawfully issued subpoena; Appropriate officials in cases of health and safety emergencies; and State and local authorities ¹ within a juvenile justice system ¹ pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However schools must tell parents and eligible

students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin handbook, or newspaper article) is left to the discretion of each school.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.

Student Code of Conduct Signature pg.

This Code of Conduct adapted from the Detroit Board of Education Code of Conduct 1989, has been revised to meet those specific needs of the Martin Luther King, Jr. Education Center Academy, September 2015.

We understand that students are subject to a thirty (30) day probationary period where violation of school code may result in immediate exclusion.

We, the undersigned, join the Martin Luther King, Jr. Education Center Academy's efforts to successfully educate in a clean, safe, and healthy environment. By signing this, we acknowledge that we have read, discussed, and agree to comply with the expectations, rules, policies and regulations mandated by the Martin Luther King, Jr. Education Center Academy as stated in the Student Code of Conduct.

Student's Signature:

Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____